



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: October 25, 2011
Subject: JFO #2525, #2526, #2528, #2530

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2525 — \$200,000 grant from the U.S. Department of Justice to the Vermont Criminal Justice Training Council (CJTC). These funds will be used to provide CJTC students with laptop computers and wireless internet access.
[JFO received 9/23/11]

JFO #2526 — \$118,078 grant from the National Archives and Records Administration to the Vermont Secretary of State. These funds will be used to archive court records and make them available to the public (Vermont Court Records Project). **One limited service position is associated with this request.**
[JFO received 9/23/11]

JFO #2528 — \$9,985 grant from the U.S. Department of Health & Human Services to the Vermont Department of Health. These funds will be used to establish and support a Food Safety Task Force for one year, including one full day conference and two Task Force meetings.
[JFO received 9/23/11]

JFO #2530 — \$150,000 grant from the Robert Wood Johnson Foundation to the Vermont Department of Banking, Insurance, Securities and Health Care Administration (BISHCA). These funds will be used to assist BISHCA's analysis of health care reform issues related to the establishment of a state health care exchange in Vermont.
[JFO received 10/12/11]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: R.J. Elrick, Executive Director
Jim Condos, Secretary of State
Harry Chen, Commissioner
Steve Kimbell, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: September 30, 2011
Subject: Grant Requests

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. Two (2) limited service position requests are included among these items.

JFO #2524 — \$195,720 grant from the U.S. Federal Emergency Management Agency (FEMA) to the Vermont Department of Mental Health. These emergency disaster funds will be used to provide crisis counseling for individuals and groups related to the impacts of Tropical Storm Irene. These services will be provided via a contract with Washington County Mental Health. **This grant exceeds the threshold for acceptance through the Tropical Storm Irene Temporary Expedited Grant Review Policy, but expedited review has been requested under the regular expedited review policy. Joint Fiscal Committee members will be contacted beginning October 5 with a request to waive the balance of the review period and accept this item.**

[JFO received 9/29/11]

JFO #2525 — \$200,000 grant from the U.S. Department of Justice to the Vermont Criminal Justice Training Council (CJTC). These funds will be used to provide CJTC students with laptop computers and wireless internet access.

[JFO received 9/23/11]

JFO #2526 — \$118,078 grant from the National Archives and Records Administration to the Vermont Secretary of State. These funds will be used to archive court records and make them available to the public (Vermont Court Records Project). **One limited service position is associated with this request.**

[JFO received 9/23/11]

JFO #2527 — Request to establish **one limited service position** in the Office of the Secretary of State. This position will perform duties required by the Help America Vote Act (HAVA) and will be funded through HAVA funding approved in Act 66 of 2003.

[JFO received 9/26/11]

JFO #2528 — \$9,985 grant from the U.S. Department of Health & Human Services to the Vermont Department of Health. These funds will be used to establish and support a Food Safety Task Force for one year, including one full day conference and two Task Force meetings.

[JFO received 9/23/11]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 14 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

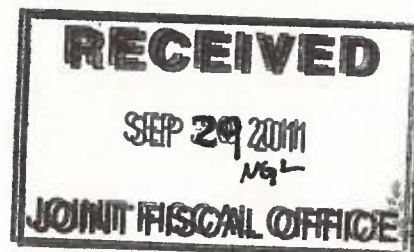
Agency of Administration

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

JFO 2528

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant is to establish a Food Safety Task Force in Vermont. It funds a conference on the subject and two task force meetings.			
Date:		9/19/2011			
Department:		Department of Health			
Legal Title of Grant:		Food Protection Task Force of Vermont			
Federal Catalog #:		93.103			
Grant/Donor Name and Address:		US Department of Health & Human Services, Food & Drug Administration			
Grant Period:		From:	To:		
		8/1/2011	7/31/2012		
Grant/Donation		\$9,985			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$9,985	\$	\$	\$9,985	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management <i>2H</i>		<i>[Signature]</i>		(Initial)	
Secretary of Administration		<i>[Signature]</i>		(Initial)	
Sent To Joint Fiscal Office		<i>9/29/11</i>		Date	



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

BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Health			
3. Program:	Food & Lodging			
4. Legal Title of Grant:	Food Protection Task Force of Vermont			
5. Federal Catalog #:	93.103			
6. Grant/Donor Name and Address:	Department of Health & Human Services, Food & Drug Administration			
7. Grant Period:	From:	8/1/2011	To:	7/31/2012
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 2012	FY	FY	
Personal Services	\$0	\$	\$	
Operating Expenses	\$3,385	\$	\$	
Grants	\$6,600	\$	\$	
Total	\$9,985	\$	\$	
Revenues:				
State Funds:				
Cash	\$0	\$	\$	
In-Kind	\$0	\$	\$	
Federal Funds:				
(Direct Costs)	\$9,985	\$	\$	
(Statewide Indirect)	\$0	\$	\$	
(Departmental Indirect)	\$0	\$	\$	
Other Funds:				
Grant (source)	\$0	\$	\$	
Total	\$9,985	\$	\$	
Appropriation No:	3420021000	Amount:	\$9,985	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$9,985	

REC'D SEP 09 2011

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: N/A (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
Total Positions	0	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

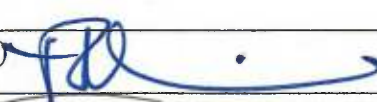
13. AUTHORIZATION AGENCY/DEPARTMENT

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: 	Date: <u>Sept 7 2011</u>
Title: Commissioner of Health	
Signature: _____	Date: _____
Title: _____	

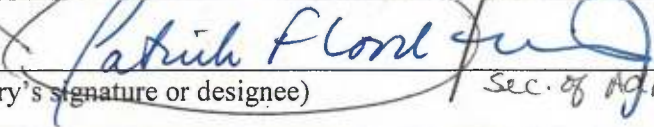
14. ACTION BY GOVERNOR

Check One Box: Accepted
 Rejected

(Governor's signature)  Date: 9/25/11

15. SECRETARY OF ADMINISTRATION

Check One Box: Request to JFO
 Information to JFO

(Secretary's signature or designee)  Sec. of Admin Date: 9/20/11
9/24/11

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

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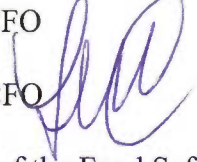
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State of Vermont

Department of Health
108 Cherry Street, PO Box 70
Burlington, VT 05402

[phone] 802-863-7200
[fax] 802-865-7754

MEMORANDUM

To: Jim Giffin, AHS CFO 
From: Leo Clark, VDH CFO
Re: Grant Acceptance of the Food Safety Task Force grant
Date: 9/7/11

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The Department of Health has received a grant from the United States Department of Health & Human Services, Food & Drug Administration, providing \$9,985 for one year, to establish a Food Safety Task Force in Vermont.

We are requesting approval to receive these funds and are enclosing: the Grant Acceptance Request (AA1) and attached summary, a copy of the grant award document, and a copy of the grant application.

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
Food Protection Task Force of Vermont
Summary 9/7/2011

The Department of Health has received a grant from the Department of Health & Human Services, Food & Drug Administration providing \$9,985 for one year to establish and support a Food Safety Task Force in Vermont.

The goal of developing a Food Safety Task Force is to provide a unified approach to food safety in Vermont. The Department will work with the UVM Extension Service to assemble a variety of state and local stakeholders to further develop and increase food safety awareness.

Funds will be used to cover the costs of a Food Safety Task Force Conference and two meetings. A full day conference for up to 100 participants is planned for the fall of 2011. The purpose of the conference is to provide a forum where Vermont food safety stakeholders can interact and collaborate with each other. The meetings will occur after the conference. The meetings will be used to organize and begin the work of the Food Safety Task Force. Funds will also be used for a grant to the UVM Extension Service to organize logistics of the Food Safety Task Force Conference. UVM will hire a conference facilitator, publicize the event, recruit and register participants and disseminate information after the conference.

The Health Department is hereby seeking approval to receive \$9,985 in new Federal funds in State Fiscal Year 2012. The full grant amount will be expended in State Fiscal Year 2012.

VERMONT DEPARTMENT OF HEALTH

SFY12 Food Safety Task Force Budget

<u>VISION Account</u>	<u>Admin & Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0
3rd Party Contracts	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Personal Services	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Other	\$0	\$3,385	\$3,385
Travel	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Operating Expenses	\$0	\$3,385	\$3,385
Subgrants	\$0	\$6,600	\$6,600
Total Direct Costs	\$0	\$9,985	\$9,985
Total Indirect Costs	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total SFY12 Grant Costs	\$0	\$9,985	\$9,985

Appropriation Summary

Total Personal Services	\$0	\$0	\$0
Total Operating Expenses	\$0	\$3,385	\$3,385
Total Subgrants	<u>\$0</u>	<u>\$6,600</u>	<u>\$6,600</u>
	\$0	\$9,985	\$9,985

Budget Narrative
Vermont Food Safety Task Force
 Revised Proposal – August 2011

The Vermont Department of Health is requesting \$9,985 to establish and support a Food Safety Task Force.

A.	Personnel	\$0
B.	Other Personnel	\$0
C.	Equipment	\$0
D.	Travel	\$0
E.	Participant/Trainee Support Costs	\$0
F.	Other Direct Costs	\$9985
	Conference Costs	\$3385

Food Safety Task Force Conference

- Facility Costs \$2875
- Equipment rental – projector/screen
\$150

A full-day conference for up to 100 participants is planned for the fall of 2011. The purpose of the conference is to provide a forum where Vermont food safety stakeholders can interact with each other. These are the anticipated room rental, food and equipment rental costs. Stakeholders in the food system in Vermont value consuming locally-produced foods as much as possible. Therefore, in order to encourage stakeholders to actively participate in the conference, we are planning to ensure that we provide high quality, locally- produced foods at the conference.

Food Safety Task Force Meetings – 2 meetings

- Room rental fee (\$180 x 2) \$360

Two meetings of the Food Safety Task Force will occur after the conference. These two meeting will be used to organize and begin the work of the Food Safety Task Force. Room rental, including food, will be required for up to 15 participants.

Subgrant to the U. of Vermont Extension Service (UVM)

\$6600

UVM will organize logistics of the Food Safety Task Force Conference. Duties they will perform include hiring a conference facilitator, publicizing the event, recruiting and registering participants and disseminating information after the conference.

- **Conference Facilitator = \$3000**
UVM will hire an experienced facilitator to assist with the Food Safety Conference. The facilitator will assist with planning the agenda for the conference, facilitate the proceedings on the day of the Conference, and provide a written summary of the important points of the day. This will help to ensure a successful outcome for the conference and will enable all the food safety stakeholders involved in the conference to participate fully.
- **Other personnel costs and expenses = \$3000**
Costs include time and expenses for conference registration, participant recruitment, creating conference publications, assembling conference materials, and follow-up to the conference, including conference evaluation. Publication information will be made available to organizations that participated in the conference, as well as the conference report and information on the activities of the Food Safety Task Force.
- **Supplies and Materials = \$600**
Printing and binding conference materials (100 participants x \$5 each) and miscellaneous conference supplies (name tags, flip charts, markers)

G.	Total Direct Charges	\$9,985
H.	Indirect Charges	\$0
I.	Total Funding Request	\$9,985

Response to Food Protection Task Force Conference Grant

Program PAR-09-123

Vermont Department of Health

March 30, 2011

State Food Safety Task Force Meetings

The Vermont Department of Health (VDH) is applying for funding to create a state food safety task force with the goal of improving food safety and protection from farm to table in Vermont. Although the Task Force will have broad discretion to determine how best to improve food safety in the state, there is a need for more effective regulations, improved communication and increased availability of food safety education.

The Task Force will have several roles including 1) acting as an advisory body for Vermont's regulatory authorities, including VDH's Food and Lodging Program and the Vermont Agency of Agriculture, Food and Market's (VAAF) Division of Food Safety and Consumer Protection; 2) identifying gaps in communication and collaboration among industry, the various regulatory authorities, and other food safety stakeholders and developing strategies to implement improvements; and 3) assessing educational needs for industry and consumers and developing strategies to address the needs. The Task Force may choose to address other food safety issues as the need arises. Every attempt will be made to recruit Task Force members from a broad cross-section of stakeholder groups, including industry, academia, government and consumers.

This is a good time to create a Food Safety Task Force in Vermont. There are currently many different advocacy groups for different sectors of the food industry in Vermont, especially for various agricultural products (such as maple syrup, vegetable and berry growers, etc). State regulation of the food industry is shared between VAAF and VDH. In addition, the University of Vermont has faculty and staff who are involved in research related to agricultural production and food processing and is very engaged in the local food and agriculture industry through its Extension Service.

Despite the many stakeholders working in areas related to food safety, it has been over 10 years since the last multidisciplinary food safety group disbanded in Vermont. Since then, there has been no

organized forum for industry, regulators, academia, Extension, and other service providers to work together to improve food safety.

Vermont now leads the nation in local foods, organic farming, and specialty foods production on a per capita basis (number of farmers markets, organic farmers, Community Supported Agriculture (CSA) groups, and local dollars spent buying local foods). Vermonters spend over \$36 per capita on food from farmstands, farmers' markets, and CSAs, which leads the nation for direct sales of local agricultural products.

Vermont also leads the nation in per capita number of artisan cheesemakers and production of dairy products, and is the largest producer of maple in the United States. The state has an excellent reputation for quality products; therefore, ensuring the safety of locally produced and processed foods is critical to protecting the state's reputation and markets. There is a strong emphasis on supporting small businesses in Vermont, which means that there are many small farmers and food processors that present unique food safety challenges. Over the last few years there have been changing personnel at VAAFM, VDH and UVM Extension, which makes this a particularly opportune time to create a new statewide Food Safety Task Force. The recent passage of the Food Safety Modernization Act has Vermont producers, food processors and others involved in the state food system primed to come together to explore the impact for their industries.

Vermont Food Industry

The Vermont food landscape is diverse, with many small producers and processors of local products from farm to table. The Farm to Plate Strategic Plan outlined by the Vermont Sustainable Jobs Fund in January 2011 found that jobs throughout Vermont's entire food system represent 18.8% (or 55,581) of all private sector jobs, and are connected to 13.2% (or 10,974) of all private businesses. When measured by employment and gross state product, food manufacturing is the second-largest manufacturing industry in Vermont.

According to the USDA 2007 census, Vermont has at least 494 vegetable farms on 2,927 acres and 305 fruit tree farms producing on 3,480 acres.¹ Collectively, the value of fruits and vegetables produced on these farms was over \$29 million.² Apples are one of the state's larger-scale commodity

¹ Vermont Sustainable Jobs Fund (2011) Farm to Plate Strategic Plan: A 10-Year Strategic Plan for Vermont's Food System. Executive Summary p. 15. Retrieved from

http://www.vsjf.org/assets/files/Agriculture/Strat_Plan/F2P%20Executive%20Summary_1.14.11_highest%20res.pdf

² Ibid. p. 15

products and are shipped throughout the Northeast. Through the use of controlled storage facilities, some Vermont apple orchards are able to sell apples throughout the year. Several farms specialize in berry production.³ The vast majority of Vermont's produce farms are small-scale and highly diversified. Most of the state's vegetable farms cultivate multiple crops; utilize a mix of marketing strategies, selling both retail and wholesale; and are often engaged in multiple agriculture-based enterprises.

State regulatory jurisdiction is shared, depending on the food product and activity, by the Vermont Department of Health (VDH) and the Vermont Agency of Agriculture, Food and Markets (VAAFM). VDH licenses establishments that serve food or provide lodging to the public. The licensed community of approximately 6,000 establishments throughout the state includes restaurants, caterers, push carts and mobile units, food processors, bakeries, seafood vendors, shellfish reshippers, and a variety of lodging establishments. It is evident through the changes in the number and size of vendors over the years that the local foods movement is expanding, with the majority of licensees currently being granted to small business owners or vendors. The growth in home catering and baking licensees and small food processors has increased the amount of local products available through various retail and wholesale markets. Prepared foods and locally-processed products are also widely available at the growing number of farmer's market events held throughout the state.

VAAFM regulates meat and dairy products and has some oversight over maple production. Vermont has a state meat inspection program, which maintains "at least equal to" status with the USDA meat inspection program. Currently, the VAAFM licenses 7 commercial livestock slaughter and processing facilities and 6 commercial poultry slaughter and processing facilities. In addition, they license 15 commercial and 28 custom processing facilities and approximately 1400 retail establishments that provide meat and meat products for Vermont consumers. Vermont produces more meat than all of the other New England states combined, although it has the smallest population. This allows the local consumers to be more intimately involved with aspects of the meat industry in Vermont and also be more influential in their desire for safe food from humanely raised animals.

The dairy industry is central to Vermont's agricultural economy. Seventy five percent of the farm gate income in Vermont comes from dairy products, which is greater than in any other state. Vermont currently has over 75 dairy processing facilities, and this number will likely grow as requests for licensure of new businesses are received regularly. Many dairy producers are small, with about 1/3 of them processing less than 500 pounds of product daily. These small facilities present regulatory

³ Ibid. p. 15

challenges, and most require food safety training to ensure they are producing safe and wholesome products.

Vermont is well known for producing the most maple syrup in the country. Maple syrup is so important to Vermont that the state chose a maple image for the state quarter, and the legislature made maple the Flavor of Vermont. Vermont has approximately 3,000 maple syrup producers that range in size from 20 taps to 60,000 taps on maple trees. The annual farm gate income from syrup in Vermont is about 15 million dollars. Maple producers are diverse in size of operation and income, and very few have had food safety training to help improve the safety of their product. The development of a Food Safety Task Force would be a great benefit for all maple producers.

The University of Vermont (UVM) Extension Service provides timely, research-based information and education for the families, communities and businesses of Vermont, in a range of areas including agriculture, community and economic vitality, environment, family, food and nutrition, gardening, and youth and 4-H. UVM Extension works across the food system, from farm to table, to assist in supporting a safe and nutritious food supply. UVM Extension works with farmers, food processors, consumers, and other stakeholders in the areas of agriculture production, marketing, and consumption and in ensuring the safety of food products produced and processed.

The Vermont Food Venture Center (VFVC) is a shared-use kitchen incubator for value-added and specialty food producers who can rent the kitchen on an hourly basis or arrange for co-packing at the facility. VFVC staff provides a wide array of food and agricultural business consulting services to aspiring entrepreneurs, existing food businesses, and organizations looking to promote food businesses as an economic development tool.

State Regulatory Structure

VDH statutes and regulations apply to food and lodging establishments throughout Vermont. Regulations for food service establishments are modeled after the 2001 FDA Food Code, and additional state regulations apply to food processors and bakeries.

VAAFM statutes and regulations apply to meat, poultry, and dairy producers. The VAAFM Meat Inspection Program is equivalent to USDA-FSIS standards.

Food Safety Task Force Organizing Committee

The Vermont Food Safety Task Force Organizing Committee consists of Dr. Kristin Haas and Dr. Kathy McNamara from VAAFM, Elisabeth Wirsing and Dr. Erica Berl from VDH, and Dr. Londa Nwadike and Dr. Virginia Nickerson from UVM Extension.

Kristin Haas is currently the Vermont State Veterinarian and the Director of the Food Safety and Consumer Protection Division at the Vermont Agency of Agriculture, Food and Markets; she has held this position since December of 2007. In this role, she works closely with, and provides supervision for, the regulatory personnel who oversee the Meat Inspection, Regulatory Dairy and Consumer Protection sections of VAAFM. This diverse role affords her with an appreciation and understanding of the regulatory and food safety challenges that face the individuals who produce food in Vermont's multifaceted agricultural landscape.

Katherine McNamara is currently the Assistant State Veterinarian in the Division of Food Safety and Consumer Protection at the Vermont Agency of Agriculture, Food and Markets. She has been the Head of Service for the Meat Inspection Section for the past five years, as well as performing duties as an in-plant public health veterinarian, an enforcement investigations and analysis officer (EIAO) trained in hazard analysis and critical control point plans (HACCP), and as a representative of State Support Function 11 (SSF11) in the VT Emergency Operations Center during all hazards emergencies.

Erica Berl is the Health Surveillance Epidemiologist in the Infectious Disease Section in the Vermont Department of Health. She is responsible for foodborne disease surveillance and investigations of foodborne disease outbreaks. Erica is a veterinarian who has a Master of Public Health from Boston University. She has been with the Vermont Department of Health for two years. She also worked at the Massachusetts Department of Health for seven years, and for five of those years she was the Foodborne Illness Response Coordinator for the Food Protection Program.

Elisabeth Wirsing is the Food and Lodging Program Chief for the Vermont Department of Health, and is responsible for overseeing the food safety regulatory activities, coordinating compliance and enforcement actions, surveillance of hazards to food safety, and outreach to industry and the public. Elisabeth completed a Master of Public Health (MPH) in epidemiology at Emory University's Rollins School of Public Health. Prior to her current role in food safety and sanitation, she completed epidemiology fellowships with the Centers for Disease Control and Prevention and the Council for State and Territorial Epidemiologists.

Londa (Vanderwal) Nwadike is the Extension Food Safety Specialist at the University of Vermont, and works with food processors throughout the state to improve the safety of their products, particularly meats and other small-scale processed food products. She also assists maple producers to meet food safety requirements and provides general support to strengthen the safety of other foods produced in Vermont. Londa studied Animal Science and Food Science at South Dakota State (BS) and Kansas State (MS). She then worked in food safety for the Food and Agriculture Organization of the United Nations (FAO), based in Rome, Italy for 5 years, and also worked extensively in Africa. She earned her PhD in agricultural health and safety at the University of Iowa.

Virginia (Ginger) Nickerson is the GAPs Outreach Coordinator for UVM Extension's Center for Sustainable Agriculture. She provides educational and technical support to produce farmers around on-farm food safety and Good Agricultural Practices (GAPs). Ginger has over 10 years of experience working with vegetable producers in Vermont, largely around strengthening Vermont's local food system. She has a PhD in Natural Resource Management from the University of Michigan.

Conference Plan

The Task Force Organizing Committee is planning a "kick-off" Food Safety Conference to be held in November 2011. The objectives of this "kick-off" conference are to 1) introduce food safety stakeholders to each other; 2) facilitate stakeholders' interaction with each other; 3) provide an opportunity for stakeholders to identify regulatory, educational, and communication issues to be addressed by the Task Force; 4) introduce ongoing food safety-related initiatives in the state to stakeholders and 5) to recruit members to participate in Task Force meetings going forward. The meeting will also be used to introduce food system stakeholders to VERV, the Vermont Emergency Response Volunteers, and discuss ways they could participate.

There is a public health need to have a conference about food safety that includes participants from many different parts of the Vermont food system. The timing is excellent because support for local food production has been growing. Increasing local food production is seen as a good way to grow local businesses and create local jobs. This has led to an increase in the amount of local food products available for distribution. However, while the emphasis has been on local food production, there has been little discussion about food safety.

The Conference will be a great first step in bringing representatives from the food producing groups together to elucidate food safety needs and begin to strategize on ways to address them. Contributions

of the conference to the food safety framework in Vermont may include 1) identifying a stakeholder advisory board for revisions to the food protection regulations, 2) evaluating gaps in food defense and emergency response planning, 3) identifying and making plans to address state food safety training needs, and 4) improving communication among food safety stakeholders.

The conference will be held in Randolph, Vermont, which is centrally located in the state. It will be a full day event with 75 to 100 participants. The meeting will be facilitated by staff from the Vermont Council on Rural Development, which has been actively engaged in other planning processes for Vermont's food system. In addition to VDH, VAAFM, and UVM personnel, invitations will be extended to many different industry groups including the Vermont Grocers' Association, the Vermont Specialty Food Association, the Chamber of Commerce (advocates for restaurants), the Northeast Organic Farming Association, the Vermont Farmer's Market Association, Rural Vermont, meat processors association, dairy processors, the Food Ventures Center, Highfields Institute (consult on much of the composting and waste management in the state for both farms and restaurants/groceries), Vegetable and Berry Growers, Maple Sugarmakers Association, and VT Farms! Association. Food buyers such as hospitals, schools, distributors, wholesalers, and other aggregators will also be invited. Other groups that will be invited include the New England Culinary Institute, Vermont Fresh Network, local food banks, local small business groups, producer groups, local food laboratories, state legislators, food hubs, support organizations, and consumer groups. The members of the Organizing Committee will work together to identify a diverse group of potential participants.

UVM Extension will coordinate the outreach to the food safety stakeholders. Methods of outreach will include telephone calls, emails and "snail" mail if needed. Flyers will be created and sent to organizations as appropriate. UVM Extension will also create a website with conference information that will be accessible to the general public. Conference attendees will not be charged for registration, but pre-registration through UVM Extension will be required.

A conference facilitator will be hired to help create the agenda, organize the day of the conference, facilitate the discussions during the event, and provide post-conference feedback to the Organizing Committee.

The Conference day will be dividing into two sessions. The morning session will consist of presentations from invited guests which will describe the current state of the industry and give an overview of existing food safety regulations and food safety resources. Presenters will be from VAAFM, VDH, UVM Extension, and the larger food industry groups.

In the afternoon, there will be a facilitated brainstorming session in breakout groups to begin to plan the work of the Task Force going forward. This will be an opportunity for the stakeholders to refine the objectives of the Task Force, draft a mission statement, and generate a list of issues that could be addressed by one or more Task Force working groups.

The participants will have an opportunity to evaluate the conference and to sign up to be either active participants in future Task Force meetings, or to be a passive member and receive meeting minutes and publications that are developed. A list of participants with contact information will be distributed. In addition, a list of participating organizations with their web addresses will be collected to be put on a Food Safety Task Force website to be created by UVM Extension.

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Response to Food Protection Task Force Conference Grant

Program PAR-09-123

Vermont Department of Health

March 30, 2011

State Food Safety Task Force Meetings

The Vermont Department of Health (VDH) is applying for funding to create a state food safety task force with the goal of improving food safety and protection from farm to table in Vermont. Although the Task Force will have broad discretion to determine how best to improve food safety in the state, there is a need for more effective regulations, improved communication and increased availability of food safety education.

The Task Force will have several roles including 1) acting as an advisory body for Vermont's regulatory authorities, including VDH's Food and Lodging Program and the Vermont Agency of Agriculture, Food and Market's (VAAF) Division of Food Safety and Consumer Protection; 2) identifying gaps in communication and collaboration among industry, the various regulatory authorities, and other food safety stakeholders and developing strategies to implement improvements; and 3) assessing educational needs for industry and consumers and developing strategies to address the needs. The Task Force may choose to address other food safety issues as the need arises. Every attempt will be made to recruit Task Force members from a broad cross-section of stakeholder groups, including industry, academia, government and consumers.

This is a good time to create a Food Safety Task Force in Vermont. There are currently many different advocacy groups for different sectors of the food industry in Vermont, especially for various agricultural products (such as maple syrup, vegetable and berry growers, etc). State regulation of the food industry is shared between VAAF and VDH. In addition, the University of Vermont has faculty and staff who are involved in research related to agricultural production and food processing and is very engaged in the local food and agriculture industry through its Extension Service.

Despite the many stakeholders working in areas related to food safety, it has been over 10 years since the last multidisciplinary food safety group disbanded in Vermont. Since then, there has been no

organized forum for industry, regulators, academia, Extension, and other service providers to work together to improve food safety.

Vermont now leads the nation in local foods, organic farming, and specialty foods production on a per capita basis (number of farmers markets, organic farmers, Community Supported Agriculture (CSA) groups, and local dollars spent buying local foods). Vermonters spend over \$36 per capita on food from farmstands, farmers' markets, and CSAs, which leads the nation for direct sales of local agricultural products.

Vermont also leads the nation in per capita number of artisan cheesemakers and production of dairy products, and is the largest producer of maple in the United States. The state has an excellent reputation for quality products; therefore, ensuring the safety of locally produced and processed foods is critical to protecting the state's reputation and markets. There is a strong emphasis on supporting small businesses in Vermont, which means that there are many small farmers and food processors that present unique food safety challenges. Over the last few years there have been changing personnel at VAAFM, VDH and UVM Extension, which makes this a particularly opportune time to create a new statewide Food Safety Task Force. The recent passage of the Food Safety Modernization Act has Vermont producers, food processors and others involved in the state food system primed to come together to explore the impact for their industries.

Vermont Food Industry

The Vermont food landscape is diverse, with many small producers and processors of local products from farm to table. The Farm to Plate Strategic Plan outlined by the Vermont Sustainable Jobs Fund in January 2011 found that jobs throughout Vermont's entire food system represent 18.8% (or 55,581) of all private sector jobs, and are connected to 13.2% (or 10,974) of all private businesses. When measured by employment and gross state product, food manufacturing is the second-largest manufacturing industry in Vermont.

According to the USDA 2007 census, Vermont has at least 494 vegetable farms on 2,927 acres and 305 fruit tree farms producing on 3,480 acres.¹ Collectively, the value of fruits and vegetables produced on these farms was over \$29 million.² Apples are one of the state's larger-scale commodity

¹ Vermont Sustainable Jobs Fund (2011) Farm to Plate Strategic Plan: A 10-Year Strategic Plan for Vermont's Food System. Executive Summary p. 15. Retrieved from

http://www.vsjf.org/assets/files/Agriculture/Strat_Plan/F2P%20Executive%20Summary_1.14.11_highest%20res.pdf

² Ibid. p. 15

products and are shipped throughout the Northeast. Through the use of controlled storage facilities, some Vermont apple orchards are able to sell apples throughout the year. Several farms specialize in berry production.³ The vast majority of Vermont's produce farms are small-scale and highly diversified. Most of the state's vegetable farms cultivate multiple crops; utilize a mix of marketing strategies, selling both retail and wholesale; and are often engaged in multiple agriculture-based enterprises.

State regulatory jurisdiction is shared, depending on the food product and activity, by the Vermont Department of Health (VDH) and the Vermont Agency of Agriculture, Food and Markets (VAAFAM). VDH licenses establishments that serve food or provide lodging to the public. The licensed community of approximately 6,000 establishments throughout the state includes restaurants, caterers, push carts and mobile units, food processors, bakeries, seafood vendors, shellfish reshippers, and a variety of lodging establishments. It is evident through the changes in the number and size of vendors over the years that the local foods movement is expanding, with the majority of licensees currently being granted to small business owners or vendors. The growth in home catering and baking licensees and small food processors has increased the amount of local products available through various retail and wholesale markets. Prepared foods and locally-processed products are also widely available at the growing number of farmer's market events held throughout the state.

VAAFAM regulates meat and dairy products and has some oversight over maple production. Vermont has a state meat inspection program, which maintains "at least equal to" status with the USDA meat inspection program. Currently, the VAAFAM licenses 7 commercial livestock slaughter and processing facilities and 6 commercial poultry slaughter and processing facilities. In addition, they license 15 commercial and 28 custom processing facilities and approximately 1400 retail establishments that provide meat and meat products for Vermont consumers. Vermont produces more meat than all of the other New England states combined, although it has the smallest population. This allows the local consumers to be more intimately involved with aspects of the meat industry in Vermont and also be more influential in their desire for safe food from humanely raised animals.

The dairy industry is central to Vermont's agricultural economy. Seventy five percent of the farm gate income in Vermont comes from dairy products, which is greater than in any other state. Vermont currently has over 75 dairy processing facilities, and this number will likely grow as requests for licensure of new businesses are received regularly. Many dairy producers are small, with about 1/3 of them processing less than 500 pounds of product daily. These small facilities present regulatory

³ Ibid. p. 15

challenges, and most require food safety training to ensure they are producing safe and wholesome products.

Vermont is well known for producing the most maple syrup in the country. Maple syrup is so important to Vermont that the state chose a maple image for the state quarter, and the legislature made maple the Flavor of Vermont. Vermont has approximately 3,000 maple syrup producers that range in size from 20 taps to 60,000 taps on maple trees. The annual farm gate income from syrup in Vermont is about 15 million dollars. Maple producers are diverse in size of operation and income, and very few have had food safety training to help improve the safety of their product. The development of a Food Safety Task Force would be a great benefit for all maple producers.

The University of Vermont (UVM) Extension Service provides timely, research-based information and education for the families, communities and businesses of Vermont, in a range of areas including agriculture, community and economic vitality, environment, family, food and nutrition, gardening, and youth and 4-H. UVM Extension works across the food system, from farm to table, to assist in supporting a safe and nutritious food supply. UVM Extension works with farmers, food processors, consumers, and other stakeholders in the areas of agriculture production, marketing, and consumption and in ensuring the safety of food products produced and processed.

The Vermont Food Venture Center (VFVC) is a shared-use kitchen incubator for value-added and specialty food producers who can rent the kitchen on an hourly basis or arrange for co-packing at the facility. VFVC staff provides a wide array of food and agricultural business consulting services to aspiring entrepreneurs, existing food businesses, and organizations looking to promote food businesses as an economic development tool.

State Regulatory Structure

VDH statutes and regulations apply to food and lodging establishments throughout Vermont. Regulations for food service establishments are modeled after the 2001 FDA Food Code, and additional state regulations apply to food processors and bakeries.

VAAFME statutes and regulations apply to meat, poultry, and dairy producers. The VAAFME Meat Inspection Program is equivalent to USDA-FSIS standards.

Food Safety Task Force Organizing Committee

The Vermont Food Safety Task Force Organizing Committee consists of Dr. Kristin Haas and Dr. Kathy McNamara from VAAFM, Elisabeth Wirsing and Dr. Erica Berl from VDH, and Dr. Londa Nwadike and Dr. Virginia Nickerson from UVM Extension.

Kristin Haas is currently the Vermont State Veterinarian and the Director of the Food Safety and Consumer Protection Division at the Vermont Agency of Agriculture, Food and Markets; she has held this position since December of 2007. In this role, she works closely with, and provides supervision for, the regulatory personnel who oversee the Meat Inspection, Regulatory Dairy and Consumer Protection sections of VAAFM. This diverse role affords her with an appreciation and understanding of the regulatory and food safety challenges that face the individuals who produce food in Vermont's multifaceted agricultural landscape.

Katherine McNamara is currently the Assistant State Veterinarian in the Division of Food Safety and Consumer Protection at the Vermont Agency of Agriculture, Food and Markets. She has been the Head of Service for the Meat Inspection Section for the past five years, as well as performing duties as an in-plant public health veterinarian, an enforcement investigations and analysis officer (EIAO) trained in hazard analysis and critical control point plans (HACCP), and as a representative of State Support Function 11 (SSF11) in the VT Emergency Operations Center during all hazards emergencies.

Erica Berl is the Health Surveillance Epidemiologist in the Infectious Disease Section in the Vermont Department of Health. She is responsible for foodborne disease surveillance and investigations of foodborne disease outbreaks. Erica is a veterinarian who has a Master of Public Health from Boston University. She has been with the Vermont Department of Health for two years. She also worked at the Massachusetts Department of Health for seven years, and for five of those years she was the Foodborne Illness Response Coordinator for the Food Protection Program.

Elisabeth Wirsing is the Food and Lodging Program Chief for the Vermont Department of Health, and is responsible for overseeing the food safety regulatory activities, coordinating compliance and enforcement actions, surveillance of hazards to food safety, and outreach to industry and the public. Elisabeth completed a Master of Public Health (MPH) in epidemiology at Emory University's Rollins School of Public Health. Prior to her current role in food safety and sanitation, she completed epidemiology fellowships with the Centers for Disease Control and Prevention and the Council for State and Territorial Epidemiologists.

Londa (Vanderwal) Nwadike is the Extension Food Safety Specialist at the University of Vermont, and works with food processors throughout the state to improve the safety of their products, particularly meats and other small-scale processed food products. She also assists maple producers to meet food safety requirements and provides general support to strengthen the safety of other foods produced in Vermont. Londa studied Animal Science and Food Science at South Dakota State (BS) and Kansas State (MS). She then worked in food safety for the Food and Agriculture Organization of the United Nations (FAO), based in Rome, Italy for 5 years, and also worked extensively in Africa. She earned her PhD in agricultural health and safety at the University of Iowa.

Virginia (Ginger) Nickerson is the GAPs Outreach Coordinator for UVM Extension's Center for Sustainable Agriculture. She provides educational and technical support to produce farmers around on-farm food safety and Good Agricultural Practices (GAPs). Ginger has over 10 years of experience working with vegetable producers in Vermont, largely around strengthening Vermont's local food system. She has a PhD in Natural Resource Management from the University of Michigan.

Conference Plan

The Task Force Organizing Committee is planning a "kick-off" Food Safety Conference to be held in November 2011. The objectives of this "kick-off" conference are to 1) introduce food safety stakeholders to each other; 2) facilitate stakeholders' interaction with each other; 3) provide an opportunity for stakeholders to identify regulatory, educational, and communication issues to be addressed by the Task Force; 4) introduce ongoing food safety-related initiatives in the state to stakeholders and 5) to recruit members to participate in Task Force meetings going forward. The meeting will also be used to introduce food system stakeholders to VERV, the Vermont Emergency Response Volunteers, and discuss ways they could participate.

There is a public health need to have a conference about food safety that includes participants from many different parts of the Vermont food system. The timing is excellent because support for local food production has been growing. Increasing local food production is seen as a good way to grow local businesses and create local jobs. This has led to an increase in the amount of local food products available for distribution. However, while the emphasis has been on local food production, there has been little discussion about food safety.

The Conference will be a great first step in bringing representatives from the food producing groups together to elucidate food safety needs and begin to strategize on ways to address them. Contributions

of the conference to the food safety framework in Vermont may include 1) identifying a stakeholder advisory board for revisions to the food protection regulations, 2) evaluating gaps in food defense and emergency response planning, 3) identifying and making plans to address state food safety training needs, and 4) improving communication among food safety stakeholders.

The conference will be held in Randolph, Vermont, which is centrally located in the state. It will be a full day event with 75 to 100 participants. The meeting will be facilitated by staff from the Vermont Council on Rural Development, which has been actively engaged in other planning processes for Vermont's food system. In addition to VDH, VAAFM, and UVM personnel, invitations will be extended to many different industry groups including the Vermont Grocers' Association, the Vermont Specialty Food Association, the Chamber of Commerce (advocates for restaurants), the Northeast Organic Farming Association, the Vermont Farmer's Market Association, Rural Vermont, meat processors association, dairy processors, the Food Ventures Center, Highfields Institute (consult on much of the composting and waste management in the state for both farms and restaurants/groceries), Vegetable and Berry Growers, Maple Sugarmakers Association, and VT Farms! Association. Food buyers such as hospitals, schools, distributors, wholesalers, and other aggregators will also be invited. Other groups that will be invited include the New England Culinary Institute, Vermont Fresh Network, local food banks, local small business groups, producer groups, local food laboratories, state legislators, food hubs, support organizations, and consumer groups. The members of the Organizing Committee will work together to identify a diverse group of potential participants.

UVM Extension will coordinate the outreach to the food safety stakeholders. Methods of outreach will include telephone calls, emails and "snail" mail if needed. Flyers will be created and sent to organizations as appropriate. UVM Extension will also create a website with conference information that will be accessible to the general public. Conference attendees will not be charged for registration, but pre-registration through UVM Extension will be required.

A conference facilitator will be hired to help create the agenda, organize the day of the conference, facilitate the discussions during the event, and provide post-conference feedback to the Organizing Committee.

The Conference day will be dividing into two sessions. The morning session will consist of presentations from invited guests which will describe the current state of the industry and give an overview of existing food safety regulations and food safety resources. Presenters will be from VAAFM, VDH, UVM Extension, and the larger food industry groups.

In the afternoon, there will be a facilitated brainstorming session in breakout groups to begin to plan the work of the Task Force going forward. This will be an opportunity for the stakeholders to refine the objectives of the Task Force, draft a mission statement, and generate a list of issues that could be addressed by one or more Task Force working groups.

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R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

Instructions: On this form, you will attach the R&R Subaward Budget files for your grant application. Complete the subawardee budget(s) in accordance with the R&R budget instructions. Please remember that any files you attach must be a PDF document.

[Click here to extract the R&R Subaward Budget Attachment](#)

Important: Please attach your subawardee budget file(s) with the file name of the subawardee organization. Each file name must be unique.

1) Please attach Attachment 1	VT_UVermont_SubawardBudget.pdf	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2		Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3		Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4		Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5		Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6		Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7		Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8		Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment

4. * Program Income

Is program income anticipated during the periods for which the grant support is requested?

Yes No

If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

*Budget Period *Anticipated Amount (\$) *Source(s)

5. Assurances/Certifications (see instructions)

In agreeing to the assurances/certification section 18 on the SF424 (R&R) form, the authorized organizational representative agrees to comply with the policies, assurances and/or certifications listed in the agency's application guide, when applicable. Descriptions of individual assurances/certifications are provided at: <http://grants.nih.gov/grants/funding/424>

If unable to certify compliance, where applicable, provide an explanation and attach below.

Explanation:

PHS 398 Checklist

OMB Number: 0925-0001
Expiration Date: 9/30/2007

1. Application Type:

From SF 424 (R&R) Cover Page. The responses provided on the R&R cover page are repeated here for your reference, as you answer the questions that are specific to the PHS398.

* Type of Application:

New Resubmission Renewal Continuation Revision

Federal Identifier:

2. Change of Investigator / Change of Institution Questions

Change of principal investigator / program director

Name of former principal investigator / program director:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Change of Grantee Institution

* Name of former institution:

3. Inventions and Patents (For renewal applications only)

* Inventions and Patents: Yes No

If the answer is "Yes" then please answer the following:

* Previously Reported: Yes No

PHS 398 Research Plan

1. Application Type:

From SF 424 (R&R) Cover Page and PHS398 Checklist. The responses provided on these pages, regarding the type of application being submitted, are repeated for your reference, as you attach the appropriate sections of the research plan.

*Type of Application:

- New
 Resubmission
 Renewal
 Continuation
 Revision

2. Research Plan Attachments:

Please attach applicable sections of the research plan, below.

1. Introduction to Application	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
(for RESUBMISSION or REVISION only)				
2. Specific Aims	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
3. Background and Significance	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
4. Preliminary Studies / Progress Report	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
5. Research Design and Methods	VT_ConferencePlan_PAR09123.	Add Attachment	Delete Attachment	View Attachment
6. Inclusion Enrollment Report	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
7. Progress Report Publication List	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Human Subjects Sections

Attachments 8-11 apply only when you have answered "yes" to the question "are human subjects involved" on the R&R Other Project Information Form. In this case, attachments 8-11 may be required, and you are encouraged to consult the Application guide instructions and/or the specific Funding Opportunity Announcement to determine which sections must be submitted with this application.

8. Protection of Human Subjects	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
9. Inclusion of Women and Minorities	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
10. Targeted/Planned Enrollment	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
11. Inclusion of Children	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Other Research Plan Sections

12. Vertebrate Animals	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
13. Select Agent Research	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
14. Multiple PI Leadership Plan	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
15. Consortium/Contractual Arrangements	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
16. Letters of Support	VT_UVermont_SupportLetter.p	Add Attachment	Delete Attachment	View Attachment
17. Resource Sharing Plan(s)	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

18. Appendix	Add Attachments	Remove Attachments	View Attachments
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PHS 398 Cover Page Supplement

OMB Number: 0925-0001

1. Project Director / Principal Investigator (PD/PI)

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* New Investigator? No Yes

Degrees:

2. Human Subjects

Clinical Trial? No Yes

* Agency-Defined Phase III Clinical Trial? No Yes

3. Applicant Organization Contact

Person to be contacted on matters involving this application

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Phone Number: Fax Number:

Email:

* Title:

* Street1:

Street2:

* City:

County:

* State:

Province:

* Country: * Zip / Postal Code:

RESEARCH & RELATED BUDGET - Cumulative Budget

	Totals (\$)
Section A, Senior/Key Person	0.00
Section B, Other Personnel	
Total Number Other Personnel	
Total Salary, Wages and Fringe Benefits (A+B)	0.00
Section C, Equipment	0.00
Section D, Travel	0.00
1. Domestic	0.00
2. Foreign	0.00
Section E, Participant/Trainee Support Costs	0.00
1. Tuition/Fees/Health, Insurance	0.00
2. Stipends	0.00
3. Travel	0.00
4. Subsistence	0.00
5. Other	
6. Number of Participants/Trainees	
Section F, Other Direct Costs	9,985.00
1. Materials and Supplies	0.00
2. Publication Costs	0.00
3. Consultant Services	0.00
4. ADP/Computer Services	0.00
5. Subawards/Consortium/Contractual Costs	6,600.00
6. Equipment or Facility Rental/User Fees	0.00
7. Alterations and Renovations	0.00
8. Other 1	3,385.00
9. Other 2	
10. Other 3	
Section G, Direct Costs (A thru F)	9,985.00
Section H, Indirect Costs	
Section I, Total Direct and Indirect Costs (G + H)	9,985.00
Section J, Fee	0.00

Close Form

RESEARCH & RELATED BUDGET - SECTION F-K, BUDGET PERIOD 1

* ORGANIZATIONAL DUNS: 8097761580960

* Budget Type: Project Subaward/Consortium

Enter name of Organization: State of Vermont Department of

* Start Date: 05/01/2011 * End Date: 04/30/2012 Budget Period 1

F. Other Direct Costs

Funds Requested (\$)

1. Materials and Supplies	0.00
2. Publication Costs	0.00
3. Consultant Services	0.00
4. ADP/Computer Services	0.00
5. Subawards/Consortium/Contractual Costs	6,600.00
6. Equipment or Facility Rental/User Fees	0.00
7. Alterations and Renovations	0.00
8. Conference Costs	3,385.00
9.	
10.	
Total Other Direct Costs	9,985.00

G. Direct Costs

Funds Requested (\$)

Total Direct Costs (A thru F) 9,985.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.			
2.			
3.			
4.			
Total Indirect Costs			

Cognizant Federal Agency (Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs

Funds Requested (\$)

Total Direct and Indirect Institutional Costs (G + H) 9,985.00

J. Fee

Funds Requested (\$)

0.00

K. * Budget Justification VT_FSTF_Budget_Narrative_PAR09123.pdf (Only attach one file.)

Add Attachment

Delete Attachment

View Attachment

Close Form

RESEARCH & RELATED BUDGET - SECTION C, D, & E, BUDGET PERIOD 1

* ORGANIZATIONAL DUNS: 3092761550000

* Budget Type: Project Subaward/Consortium

Enter name of Organization: State of Vermont Department of

* Start Date: 05/01/2011 * End Date: 04/30/2012 Budget Period 1

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

	Equipment item	* Funds Requested (\$)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.	Total funds requested for all equipment listed in the attached file	0.00
	Total Equipment	0.00

Additional Equipment:

D. Travel

Funds Requested (\$)

1.	Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	0.00
2.	Foreign Travel Costs	0.00
	Total Travel Cost	0.00

E. Participant/Trainee Support Costs

Funds Requested (\$)

1.	Tuition/Fees/Health Insurance	0.00
2.	Stipends	0.00
3.	Travel	0.00
4.	Subsistence	0.00
5.	Other <input type="text"/>	
<input type="text"/>	Number of Participants/Trainees	
	Total Participant/Trainee Support Costs	0.00

RESEARCH & RELATED Budget {C-E} (Funds Requested)

RESEARCH & RELATED BUDGET - SECTION A & B, BUDGET PERIOD 1

* ORGANIZATIONAL DUNS:

* Budget Type: Project Subaward/Consortium

Enter name of Organization:

* Start Date: * End Date: Budget Period 1

A. Senior/Key Person

	Prefix	* First Name	Middle Name	* Last Name	Suffix	* Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
1.		Elisabeth		Wirsing		PD/PI		1.20			0.00	0.00	0.00
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9. Total Funds requested for all Senior Key Persons in the attached file													
												Total Senior/Key Person	0.00

Additional Senior Key Persons:

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)	
<input type="text"/>	Post Doctoral Associates							
<input type="text"/>	Graduate Students							
<input type="text"/>	Undergraduate Students							
<input type="text"/>	Secretarial/Clerical							
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
Total Number Other Personnel							Total Other Personnel	
							Total Salary, Wages and Fringe Benefits (A+B)	0.00

RESEARCH & RELATED Project/Performance Site Location(s)

Project/Performance Site Primary Location

Organization Name: Vermont Department of Health

* Street1: 108 Cherry Street

Street2:

* City: Burlington County:

* State: VT: Vermont Province:

* Country: USA: UNITED STATES * ZIP / Postal Code: 05402-0070

Project/Performance Site Location 1

Organization Name: Vermont Technical College

* Street1: PO Box 500

Street2:

* City: Randolph Center County:

* State: VT: Vermont Province:

* Country: USA: UNITED STATES * ZIP / Postal Code: 05061

Additional Location(s)

OMB Number: 4040-0001
Expiration Date: 04/30/2008

RESEARCH & RELATED Other Project Information

1. * Are Human Subjects Involved? Yes No

1.a If YES to Human Subjects

Is the IRB review Pending?

IRB Approval Date:

Exemption Number: 1 2 3 4 5 6

Human Subject Assurance Number:

2. * Are Vertebrate Animals Used? Yes No

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending?

IACUC Approval Date:

Animal Welfare Assurance Number

3. * Is proprietary/privileged information included in the application? Yes No

4.a. * Does this project have an actual or potential impact on the environment? Yes No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?

4.d. If yes, please explain:

5.a. * Does this project involve activities outside the U.S. or partnership with International Collaborators? Yes No

5.b. If yes, identify countries:

5.c. Optional Explanation:

6. * Project Summary/Abstract

VT_ProjectAbstract_PAR09123.pdf

Add Attachment

Delete Attachment

View Attachment

7. * Project Narrative

VT_ProjectNarrative_PAR09123.pdf

Add Attachment

Delete Attachment

View Attachment

8. Bibliography & References Cited

Add Attachment

Delete Attachment

View Attachment

9. Facilities & Other Resources

Add Attachment

Delete Attachment

View Attachment

10. Equipment

Add Attachment

Delete Attachment

View Attachment

11. Other Attachments

Add Attachments

Delete Attachments

View Attachments

OMB Number: 4040-0001
Expiration Date: 04/30/2008

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator			
Prefix:	* First Name: Elisabeth	Middle Name:	
* Last Name:	Wirsing	Suffix:	
Position/Title:	Food and Lodging Program Chief	Department:	Health
Organization Name:	State of Vermont Department of Health	Division:	Health Surveillance
* Street1:	108 Cherry St.		
Street2:	Suite 201		
* City:	Burlington	County:	Chittenden
* State:	VT: Vermont	Province:	
* Country:	USA: UNITED STATES	* Zip / Postal Code:	05401
* Phone Number:	802-951-0109	Fax Number:	
* E-Mail:	elisabeth.wirsing@ahs.state.vt.us		
Credential, e.g., agency login:	ELISABETHWIRSING		
* Project Role:	PD/PI	Other Project Role Category:	
* Attach Biographical Sketch	VT_EWirsing_Biosketch.pdf	Add Attachment	Delete Attachment View Attachment
Attach Current & Pending Support		Add Attachment	Delete Attachment View Attachment

PROFILE - Senior/Key Person 1			
Prefix:	* First Name: Londa	Middle Name:	
* Last Name:	Nwadike	Suffix:	
Position/Title:	Food Safety Specialist	Department:	
Organization Name:	University of Vermont Extension	Division:	
* Street1:	617 Comstock Road		
Street2:			
* City:	Berlin	County:	
* State:	VT: Vermont	Province:	
* Country:	USA: UNITED STATES	* Zip / Postal Code:	05602-9194
* Phone Number:	802-223-2389	Fax Number:	
* E-Mail:	londa.nwadike@uvm.edu		
Credential, e.g., agency login:			
* Project Role:	Other Professional	Other Project Role Category:	Task Force Organizing Committee Member
* Attach Biographical Sketch	VT_LNwadike_Biosketch.pdf	Add Attachment	Delete Attachment View Attachment
Attach Current & Pending Support		Add Attachment	Delete Attachment View Attachment

[Next Person](#)

<p>16. ESTIMATED PROJECT FUNDING</p> <p>a. * Total Estimated Project Funding <input type="text" value="9,985.00"/></p> <p>b. * Total Federal & Non-Federal Funds <input type="text" value="0.00"/></p> <p>c. * Estimated Program Income <input type="text" value="0.00"/></p>	<p>17. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</p> <p>a. YES <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input type="text"/></p> <p>b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372; OR <input checked="" type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW</p>
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18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Position/Title:

* Organization:

Department: Division:

* Street1:

Street2:

* City: County:

* State: Province:

* Country: * ZIP / Postal Code:

* Phone Number: Fax Number:

* Email:

* Signature of Authorized Representative	* Date Signed
<input type="text" value="Harry Chen"/>	<input type="text" value="03/30/2011"/>

20. Pre-application

21. Attach an additional list of Project Congressional Districts if needed.

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

2. DATE SUBMITTED 03/30/2011	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. Federal Identifier GRANT10835622	

1. * TYPE OF SUBMISSION
 Pre-application Application Changed/Corrected Application

5. APPLICANT INFORMATION
* Organizational DUNS: 809376155
* Legal Name: State of Vermont Department of Health
Department: Division:
* Street1: 108 Cherry St.
Street2: Suite 201
* City: Burlington County: Chittenden
* State: VT: Vermont Province:
* Country: USA: UNITED STATES * ZIP / Postal Code: 05401

Person to be contacted on matters involving this application
Prefix: * First Name: Elisabeth Middle Name:
* Last Name: Wirsing Suffix:
* Phone Number: 802-951-0109 Fax Number:
Email: elisabeth.wirsing@ahs.state.vt.us

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): 03-6000274

7. * TYPE OF APPLICANT: A: State Government
Other (Specify):
Small Business Organization Type Women Owned Socially and Economically Disadvantaged

8. * TYPE OF APPLICATION:
 New Resubmission Renewal Continuation Revision
If Revision, mark appropriate box(es).
 A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration
 E. Other (specify):

* Is this application being submitted to other agencies? Yes No What other Agencies?:

9. * NAME OF FEDERAL AGENCY: Food & Drug Administration
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93.103
TITLE: Food and Drug Administration Research

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
Food Protection Task Force of Vermont

12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)
Vermont
13. PROPOSED PROJECT:
* Start Date: 05/01/2011 * Ending Date: 04/30/2012
14. CONGRESSIONAL DISTRICTS OF:
a. * Applicant: VT-000 b. * Project: VT-all

15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION
Prefix: * First Name: Elisabeth Middle Name:
* Last Name: Wirsing Suffix:
Position/Title: Food and Lodging Program Chief
* Organization Name: State of Vermont Department of Health
Department: Health Division: Health Surveillance
* Street1: 108 Cherry St.
Street2: Suite 201
* City: Burlington County: Chittenden
* State: VT: Vermont Province:
* Country: USA: UNITED STATES * ZIP / Postal Code: 05401
* Phone Number: 802-951-0109 Fax Number:
* Email: elisabeth.wirsing@ahs.state.vt.us

Processing, please don't close the window until you receive a confirmation.

GRANTS.GOV

Grant Application Package

Opportunity Title:	Food Protection Task Force Conference (R13)
Offering Agency:	Food & Drug Administration
CFDA Number:	93.103
CFDA Description:	Food and Drug Administration Research
Opportunity Number:	PAR-09-123
Competition ID:	ADOBE-FORMS-A
Opportunity Open Date:	03/22/2009
Opportunity Close Date:	03/30/2012
Agency Contact:	Gladys Melendez Bohler Division of Acquisition Support and Grants 5630 Fishers Lane, Rm. 2105 Rockville, MD 20857 Telephone: (301) 827-7168 Fax: 301-827-7101

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you wish to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* **Application Filing Name:** Vermont Food Protection Task Force

Mandatory Documents

--

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Research & Related Senior/Key Person Profile (E)
Research & Related Other Project Information
PHS 398 Cover Page Supplement
Research & Related Project/Performance Site Loc.
Research & Related Budget
SF424 (R & R)
PHS 398 Research Plan

Optional Documents

PHS 398 Cover Letter File

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

R & R Subaward Budget Attachment(s) Form
--

Instructions

- 1 Enter a name for the application in the Application Filing Name field.**

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.**

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3 Click the "Save & Submit" button to submit your application to Grants.gov.**

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number : GRANT10835756

Applicant DUNS: 80-937-6155

Submitter's Name: Harry Chen

CFDA Number: 93.103

CFDA Description: Food and Drug Administration_Research

Funding Opportunity Number : PAR-09-123

Funding Opportunity Description : Food Protection Task Force Conference (R13)

Agency Name : Food & Drug Administration

Application Name of this Submission : Vermont Food Protection Task Force

Date/Time of Receipt : 2011.03.30 2:17 PM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

https://apply07.grants.gov/apply/checkSingleApplStatus.faces?tracking_num=GRANT10835756

It is suggested you Save and/or Print this response for your records.



[Home](#) > [Apply for Grants](#) > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXX.



Grant Number: 1R13FD004168-01

Principal Investigator(s):
Elisabeth Wirsing, MPH

Project Title: Food Protection Task Force of Vermont

Wirsing, Elisabeth
Food and Lodging Program Chief
108 Cherry St, Suite 201
Burlington, VT 054020070

Budget Period: 08/01/2011 – 07/31/2012

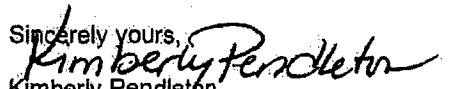
Project Period: 08/01/2011 – 07/31/2012

Dear Business Official:

The Food and Drug Administration hereby awards a grant in the amount of \$9,985 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to VERMONT STATE AGENCY OF HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of 42 USC 241 42 CFR PART 52 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the Grants Management Specialist and the Project Officer listed in the terms and conditions.

Sincerely yours,

Kimberly Pendleton
Grants Management Officer
Office of Acquisitions & Grants Services
Division of Acquisition Support and Grants
Grants & Assistance Team
FOOD AND DRUG ADMINISTRATION

See additional information below

SECTION I – AWARD DATA – 1R13FD004168-01

Award Calculation (U.S. Dollars)

Other Costs	\$3,385
Consortium/Contractual Cost	\$6,600
Federal Direct Costs	\$9,985
Approved Budget	\$9,985
Federal Share	\$9,985
TOTAL FEDERAL AWARD AMOUNT	\$9,985
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$9,985

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	9,985	9,985

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.103
 EIN: 1036000274A1
 Document Number: RFD004168A
 Fiscal Year: 2011

IC	CAN	01
FD	6990928	\$9,985

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

FDA Administrative Data:

PCC: / OC: 4141

SECTION II – PAYMENT/HOTLINE INFORMATION – 1R13FD004168-01

PHS policy requires that you be informed that the DHHS Inspector General maintains a toll free telephone number (800-368-5779) for receiving information concerning fraud, waste and abuse under the grants and cooperative agreements. Such reports will be kept confidential and callers may decline to give their names if they choose to remain anonymous.

Payments under this award will be made available through the DHHS Payment Management System (PMS). PMS is administered by the Division of Federal Assistance Financing (DFAF), Office of the Deputy Assistant Secretary, Finance, which will forward instructions for obtaining payments. Inquiries regarding the payment should be directed to:

Division of Federal Assistance Financing
 DASP/DASF/OS/DHHS
 P.O. Box 6021
 Rockville, MD 20852
 Telephone Number: 877-614-5533

Grantees are asked to register in the Central Contractor Registration (CCR) database. Information about CCR is available at http://www.grants.gov/applicants/register_ccr.jsp. This registration will be required as electronic grant processing is implemented.

SECTION III – TERMS AND CONDITIONS – 1R13FD004168-01

This award is based on the application submitted to, and as approved by, FDA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Grant Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The PHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. An annual Financial Status Report (SF-269) is required. An original and two copies of this report must be submitted to the FDA Grants Management Officer within 90 days after the expiration date of the budget period.
- f. A Final Program Report, Financial Status Report and Invention Statement must be submitted within 90 days after the expiration date of the project period.
- g. This award notice, including the terms and conditions cited below.

Treatment of Program Income:
Additional Costs

SECTION IV – FD Special Terms and Condition – 1R13FD004168-01

SPECIAL TERMS AND CONDITIONS:

1. Conference grants supported by funds from the Food and Drug Administration (FDA) must include the following statement regarding any publications, or conference materials including promotional materials, agendas, and internet sites. The grantee should acknowledge that this grant was supported by the FDA/R13 Food Protection Task Force Conference Program.

?Funding for this conference was made possible, in part, by the Food and Drug Administration through grant 1R13FD004168-01. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services; nor does any mention of trade names, commercial practices, or organization imply endorsement by the United States Government.?

2. This award is subject to the programmatic Terms and Conditions as specified in the Funding Opportunity Announcement: PAR-09-123 entitled Food Protection Task Force Conference (R13). A copy of the complete RFA can be viewed on FDA's Office of Regulatory Affairs Web site at <http://web.ora.fda.gov/dfs/detail.jsp?id=66>

STANDARD TERMS AND CONDITIONS:

Reporting Requirements:

Periodic program monitoring will be conducted on an ongoing basis which may be in the form of telephone conversations between the Principal Investigator and the Project Officer/Grants Management Officer/Grants Management Specialist in addition to the review of written reports.

1. Grants with Multiple Years: Grantees are required to submit the PHS Non-competing Grant Progress Report (PHS 2590) annually available at: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-139.html> (the 2590 form is found within this Notice)

The PHS 2590 Form must be submitted at least two 60 days prior to the next budget period start date, and should include a report of the previous meeting supported by the current grant as well as a full description of the next planned meeting to include the following:

The grant number, the grant title, date and place of the meeting, the name the conference director, principal investigator, or program director as listed on the application, the name of the organization that conducted the meeting, listing of participants and their respective institutional affiliations those who participated as speakers in the formally planned sessions of the meeting. In addition: Provide a summary capturing the overall objectives of the meeting:

- a. Explain about the overall objectives
- b. Explain how successful the discussions on the agenda-topics were
- c. Explain what was accomplished from the discussions etc.
- d. Explain about any activities suggested for future meetings

2. A required annual Financial Status Report (FSR) using Form (SF-269) submitted within 90 days after the end date of the budget period available at:
http://grants.nih.gov/grants/fsr_sf269a_short.pdf

3. NOTE on GRANT CLOSEOUT REQUIREMENT (when applicable):

A Final Program Progress Activity Report, and Final Financial Status Report must be submitted within 90 days after the expiration date of the project period.

4. The recipient will conduct, when appropriate, an annual Single Audit as required by OMB Circular A-133. This audit must be submitted to the Federal Audit Clearinghouse at the Bureau of the Census within 9 months of the close of their fiscal year.

If you need information on your organization's obligations under the Single Audit Act, please visit the following website: <http://harvester.census.gov/sac/> Valuable information is included under the ?Frequently Asked Questions? section of that site.

5. ALL THE ABOVE REQUIREMENTS MUST BE SENT VIA E-MAIL OR EXPRESS MAIL TO:

Stephanie D. Bogan
Grants Management Specialist
Food and Drug Administration, MSC HFA-500
5630 Fishers Lane, Room 1095, Rockville, MD 20857

6. PAYMENT MANAGEMENT SYSTEM (PMS)

Included are the following LINKS & Instructions for drawing down funds, reporting expenditures, REQUIRED FORMS, and the help desk info:

<http://www.dpm.psc.gov/> >PMS Homepage

http://www.dpm.psc.gov/grant_recipient/guides_forms/ffr_user_form.aspx? LINK for PMS Contact/User Form

http://www.dpm.psc.gov/grant_recipient/new_grantee_information/hhs_1199a.aspx? Required FORM > SF 1199A

You can find these forms by clicking on PMS Homepage, then clicking on ?Grant Recipient Info?, then click on ?Forms?

<http://www.dpm.psc.gov/help/help.aspx?explorer.event=true> LINK for PMS Help Desk Information

The phone number for the Help Desk is 877-614-5533, and the email address is PMSSupport@psc.gov

PROGRAM INCOME:

Program income is gross income earned by a recipient, sub recipient, or a contractor under a grant directly generated by the grant-supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees; charges for the use or rental of real property, equipment, or supplies acquired under the grant; the sale of commodities or items fabricated under an award; charges for research resources; and license fees and royalties on patents and copyrights.

Program income earned under the terms of this agreement shall be committed to the Task Force funded under the terms of this agreement and used to further eligible project/program objectives. The amount and use of program income must be reported on an annual basis.

ALLOWABLE & UNALLOWABLE COSTS:

NOTE: Task Forces are to plan and facilitate group meetings "within their respective states only." This grant does not support attendance to any other group's meetings. The following highlights allowable and unallowable costs under conference grants. No costs other than those specified in this subsection as allowable, including any qualifications on their allowability, are permitted under conference grants.

1. ALLOWABLE COSTS

Conference Services. Grant funds may be used for necessary recording of proceedings, simultaneous translation, and subsequent transcriptions.

Consultant Services. Grant funds may be used to pay consultant fees, including travel and supporting costs (per diem or, where applicable, subsistence).

Equipment Rental. Grant funds may be used for the rental of necessary equipment.

Meals. When certain meals are an integral and necessary part of a conference (i.e., a working meal where business is transacted), grant funds may be used for such meals, as qualified under Travel in this subsection. Requires written approval from Grants Management.

Publication Costs. When grant funds are awarded to pay for either the entire or partial cost of publication of proceedings or a book or pamphlet, allowable costs include special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified at the time the grant is awarded.

Salaries. In accordance with the policy of the grantee organization, grant funds may be used for all or part of the salaries of professional personnel, clerical assistants, editorial assistants, and other non-professional staff in proportion to the time or effort directly related to the conference.

Speakers Fees. Speakers' fees for services rendered are allowable.

Supplies. Grant funds may be used for the purchase of supplies for the conference if the supplies are received and used during the budget period.

Travel. Funds may be used for the travel of staff, speakers, participants, and attendees, if identified in the application and approved at the time of award. Travel expenses for employees of the grantee organization are governed by the grantee's travel policies, consistently applied regardless of the source of funds.

Any U.S. foreign travel restrictions that are in effect at the time of the award will be followed, such as

- A. limitations or restrictions on countries to which travel will be supported or
- B. budgetary or other limitations on availability of funds for foreign travel.

Proposed per diem or subsistence allowances must be reasonable and limited to the days of attendance at the conference plus the actual travel time to reach the conference location by the most direct route. Local mileage costs only may be paid for local participants. Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance must take this into consideration.

Transportation costs for attendees and participants at the conference may not exceed coach class fares. In all cases, U.S. flag carriers will be used where possible.

2. UNALLOWABLE COSTS

(List not all inclusive see applicable OMB Circular or contact Grants Management Specialist b/f expenditure to verify questionable costs)

Alterations and Renovations (A&R): Not allowable.

Entertainment and Personal Expenses. Costs of amusement, diversion, social activities, ceremonials, and related incidental costs, such as bar charges, tips, personal telephone calls, and laundry charges of participants or guests, are unallowable. However, meals may be allowable as provided under allowable costs-meals.

Equipment Purchase. Grant funds may not be used for the purchase of equipment.

Facilities and Administrative (F&A) Costs. Not allowable.

Federal Employees. Grant funds may not be used to pay travel expenses of Federal employees.

Honoraria. Honoraria or other payments given for the purpose of conferring distinction or to symbolize respect, esteem, or admiration may not be paid from grant funds.

Local Participants? Expenses. With the exception of local mileage as indicated under ?allowable costs under Travel? grant funds may not be used to pay per diem or expenses for local participants in the conference.

Membership Dues. Not allowable.

Research Patient Care. Not allowable.

Registration Fees: Not allowable

For programmatic assistance, please contact William Foust at (301) 796 - 3470.

For Grants Management concerns related to the administrative and financial aspects of this project, please contact Stephanie Bogan at (301) 827 - 6802.

EXPANDED AUTHORITIES DO NOT APPLY TO THIS GRANT

Direct inquiries regarding scientific programmatic issues to the official listed below.

Direct inquiries regarding fiscal and/or administrative matters to the grants management specialist listed below.

All formal correspondence/reports regarding the grant should be signed by an authorized institutional official and the Principal Investigator and should be sent to the attention of the grants management specialist, unless otherwise explicitly directed.

STAFF CONTACTS

Grants Management Specialist: Stephanie Bogans

SPREADSHEET SUMMARY

GRANT NUMBER: 1R13FD004168-01

INSTITUTION: VERMONT STATE AGENCY OF HUMAN SERVICES

<i>Budget</i>	<i>Year 1</i>
Other Costs	\$3,385
Consortium/Contractual Cost	\$6,600
TOTAL FEDERAL DC	\$9,985
TOTAL FEDERAL F&A	
TOTAL COST	\$9,985

Principal Investigator/Program Director Wirsing, Elisabeth	Degree MPH	Grant No. 1-R13-FD-004168-01	IRG ZFD1	CFDA 93.103	Appl ID 8249665
Grantee Organization VERMONT STATE AGENCY OF HUMAN SERVICES	Entity No 1036000274A1	Total Project Period from: 08/01/11 thru: 07/31/12			

GM checklist status: Completed by Stephanie Bogans 07/25/2011

Award Worksheet Report

Title/Tr.area Food Protection Task Force of Vermont	For Budget Period from: 08/01/11 thru: 07/31/12				
FY FUNDS: 2011	DOCUMENT NO: RFD004168A	AIDS RELATED: N	EXPEDITED REVIEW: N		
PROG CLASS:		GENDER:	INST. ASSURANCE FILED?		
CAN: 6990928 (SINGLE-CAN)		MINORITY:	IRB CERTIFICATION FILED?		
CNCL: 201008	PCNTL: PS:	CHILD:			
CNCL Action:	CNCL Priority:	EXCEPTION TRACKING	ASSURANCE NO.	DATE	
MISCONDUCT IN SCIENCE:	EXP DATE:	HUMAN SUBJECT: 10			
RFA NO: PAR09-123		VERT ANIMAL: 10			
IPF NO: 580301		PHASE III CODE:	SPEC SUPLMNT INDICATOR:		
KIND OF ORG: Other health, human resrces, environment/community serv org		PROGRAM INCOME: Additional Costs	NoA RELEASE DATE:		
OWNERSHIP: State Government		APPL RECEIVED DATE: 03/30/11	CURR. ISSUE DATE:	07/25/11	
CARRYOVER AUTHORITY:		SNAP AWARD:	ESNAP?:	N	
FEDERAL DEMONSTRATIONS:		FOREIGN INVOLVEMENT:			
		CLINICAL TRIAL CODE:			

Budget

Direct	Year 1
Salaries and Wages	\$0
Fringe Benefits	\$0
Personnel Costs (Subtotal)	\$0
Consultant Services	\$0
Equipment	\$0
Supplies	\$0
Travel Costs	\$0
Patient Care (Inpatient)	\$0
Patient Care (Outpatient)	\$0
Alterations and Renovations	\$0
Other Costs	\$3,385
Consortium/Contractual Cost	\$6,600
	\$9,985
Direct Costs	\$9,985
Indirect Costs	\$0
Total Approved	\$0
Fee	\$0
Non-Federal	\$0
Unob. bal. Prior Budget	\$0
Increase/Decrease Amount	+\$0
Award Amount	\$9,985

F&A

GM Comments

Authorized Officials

Program Official:
e-Signature By:
e-Signature Date:

Specialist Name: Stephanie Bogans
e-Signature By:
e-Signature Date:

GM Officer: Kimberly Pendleton
Review Completed By:
Review Completed Date:

Principal Investigator/Program Director Wirsing, Elisabeth	Degree MPH	Grant No 1-R13-FD-004168-01	IRG ZFD1	CFDA 93.103	Appi ID 8249865
Grantee Organization VERMONT STATE AGENCY OF HUMAN SERVICES	Entity No 1036000274A1	Total Project Period from: 08/01/11 thru: 07/31/12			

X

Signature (Optional)

Date

X

Signature (Optional)

Date

X

Signature (Optional)

Date

Principal Investigator/Program Director Wirsing, Ellsabeth	Degree MPH	Grant No 1-R13-FD-004168-01	IRG ZFD1	CFDA 93.103	Appl ID 8249665
Grantee Organization VERMONT STATE AGENCY OF HUMAN SERVICES	Entity No 1036000274A1	Total Project Period from: 08/01/11 thru: 07/31/12			

Grants Management (FDA) Checklist Items and Comments

Grants Management (FDA) Checklist Items	Response
SAMPLE HEADER 1	
1. Sample question number 1?	N/A
2. Sample question number 2?	N/A

Review Notes

- a. Grants Management Officer Review Note:
- b. Specialist Sign Note:
- c. Program Official Sign Note: