



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: December 20, 2023  
Subject: Grant Request – JFO #3171

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

**JFO #3171:** 1 (one) limited-service position to the Agency of Human Services, Department of Health to carry out the work for the Transforming Pediatrics for Early Childhood grant. This position, PH Specialist II, will oversee the management of the cooperative agreements and work to expand the Touchstone and DULCE programs which work to improve early developmental health and health equity among Vermont's prenatal to 5 population. Position is fully funded through 9/29/2027 through previously approved grant [JFO #2708](#). *[Received December 19, 2023]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by January 10, 2024, we will assume that you agree to consider as final the Governor's acceptance of this request.




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

[phone] 802-863-7280  
[fax] 802-951-1275  
[tdd] 800-464-4343

*Agency of Human Services*

MEMORANDUM

To: Jenney Samuelson, Secretary of Human Services

From: Mark Levine, MD, Commissioner of Health 

Re: Transforming Pediatrics for Early Childhood Grant Funded Position Request

Date: 8/10/2023

Please find enclosed a request for a limited service position required to carry out the work required for the Transforming Pediatrics for Early Childhood Grant (TPEC). The Joint Fiscal Committee previously authorized acceptance of funds from this source via JFO #2708 in 2014.

The new position will be responsible for day-to-day management of grant activities including preparing and monitoring sub-awards, and the implementation and expansion of DULCE and Touchpoint programs. The TPEC program will focus on achieving long-term improvements in early-developmental health, school readiness, family well-being, and health equity in Vermont's prenatal-five (P-5) population through earlier and equitable access to a continuum of early childhood-development (ECD) services and resources that address structural and social determinants of health.

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

Cc: Rich Donahey, AHS Chief Financial Officer



### STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: **Human Services – Vermont Department of Health** Date: 8/10/2023

Name and Phone (of the person completing this request): Megan Hoke 802-651-1670

Request is for:

Positions funded and attached to a new grant

Positions funded and attached to an existing grant approved by JFO #: 2708

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

Department of Health and Human Services – Maternal and Child Health Federal Consolidated Programs – Transforming Pediatrics for Early Childhood (TPEC); U9HMC49202-01-00

<u>Title of Position Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
<b>PH Specialist II</b>	<b>1</b>	<b>Family &amp; Child Health</b>	<b>09/30/2023 – 9/29/2027</b>

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

This position will be responsible for day-to-day management of the cooperative agreement activities including preparing and monitoring sub-awards, and implementation and expansion of DULCE and Touchpoint programs.

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

Signed by: *Vera W. D'Amico* 8/29/2023 8/11/2023

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Signature of Agency or Department Head: *Aimee Pope* Digitally signed by Aimee Pope Date: 2023.09.01 12:57:43 -04'00' 8406AFD85AC04E5... Date

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Approved/Denied by Department of Human Resources: *Adam Greshin* Date: 2023.09.05 16:50:38 -04'00' Date

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Approved/Denied by Finance and Management: *Sean Brown* Date: 2023.09.06 08:48:26 -04'00' Date

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Approved/Denied by Secretary of Administration: *[Signature]* Date: 12/15/23 Date

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Approved/Denied by Governor (required as amended by 2019 Leg. Session): *[Signature]* Date

Comments:

DS  
JO



**Department of Health and Human Services**  
 Health Resources and Services Administration

Notice of Award  
 FAIN# U9H49202  
 Federal Award Date: 06/30/2023

Recipient Information	
<b>1. Recipient Name</b>	HUMAN SERVICES VERMONT AGENCY OF 280 State Dr Waterbury, VT 05671-9501
<b>2. Congressional District of Recipient</b>	00
<b>3. Payment System Identifier (ID)</b>	1036000274B8
<b>4. Employer Identification Number (EIN)</b>	036000264
<b>5. Data Universal Numbering System (DUNS)</b>	809376155
<b>6. Recipient's Unique Entity Identifier</b>	YLQARK22FMQ1
<b>7. Project Director or Principal Investigator</b>	Ilisa Stalberg ilisa.stalberg@vermont.gov (802)951-4026
<b>8. Authorized Official</b>	Megan Hoke Financial Director megan.hoke@vermont.gov (802)651-1670
Federal Agency Information	
<b>9. Awarding Agency Contact Information</b>	Tya T Renwick Grants Management Specialist Office of Federal Assistance Management (OFAM) Division of Grants Management Office (DGMO) trenwick@hrsa.gov (301) 594-0227
<b>10. Program Official Contact Information</b>	Natalie Surfus Maternal and Child Health Bureau (MCHB) nsurfus@hrsa.gov (301) 443-0784

Federal Award Information	
<b>11. Award Number</b>	1 U9HMC49202-01-00
<b>12. Unique Federal Award Identification Number (FAIN)</b>	U9H49202
<b>13. Statutory Authority</b>	42 U.S.C. § 701(a)(2)
<b>14. Federal Award Project Title</b>	Transforming Pediatrics for Early Childhood
<b>15. Assistance Listing Number</b>	93.110
<b>16. Assistance Listing Program Title</b>	Maternal and Child Health Federal Consolidated Programs
<b>17. Award Action Type</b>	New
<b>18. Is the Award R&amp;D?</b>	No

Summary Federal Award Financial Information	
<b>19. Budget Period Start Date 09/30/2023 - End Date 09/29/2024</b>	
<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$1,000,000.00
20a. Direct Cost Amount	
20b. Indirect Cost Amount	
21. Authorized Carryover	\$0.00
22. Offset	\$0.00
23. Total Amount of Federal Funds Obligated this budget period	\$1,000,000.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>	\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>	\$1,000,000.00
<b>26. Project Period Start Date 09/30/2023 - End Date 09/29/2027</b>	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$1,000,000.00

**28. Authorized Treatment of Program Income**  
Addition

**29. Grants Management Officer – Signature**  
LaShawna Smith on 06/30/2023

<b>30. Remarks</b>
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**Transforming Pediatrics in Early Childhood  
Budget Justification Narrative: Vermont  
May 19, 2022**

<b>PERSONNEL</b>			<b>Annual</b>	<b>FTE</b>	<b>Total Budget</b>
	Laura Pentenrieder/other	Program Manager	\$81,625	0.50	<b>\$40,813</b>
	PG23 Step 1	Program Specialist	\$53,067	1.00	<b>\$53,067</b>
	PG25	Evaluator	\$59,666	0.20	<b>\$12,000</b>
<b>Total Personnel:</b>	<b>\$105,880</b>				

Personnel costs include a .50FTE Program Manager to lead federal grants management and reporting for the cooperative agreement as well as assist with evaluation activities. The 1.0FTE Program Specialist will be responsible for day-to-day management of the cooperative agreement activities including sub-awards, monitoring sub-grants and sub-contracts, and implementation and expansion of DULCE and Touchpoints. The .20FTE Evaluator will be responsible for all local, cross-site, and federal evaluation activities in conjunction with the Program Manager.

**FRINGE**

	calculated @ 60% of salary	<b>\$62,894</b>
<b>Total Fringe:</b>	<b>\$62,894</b>	

Fringe is calculated at 60% of the salary line.

**TRAVEL**

<b>In-State Travel</b>				
	mileage for Program Manager			<b>\$500</b>
<b>Out of State: Travel Manager and Specialist</b>		Number of people	Each	
	Conference registration	2	\$500	<b>\$1,000</b>
	Airfare	2	\$750	<b>\$1,500</b>
	Hotel 3 nights @ \$300/night	2	\$900	<b>\$1,800</b>
	Ground transport	2	\$300	<b>\$600</b>
<b>Total Travel:</b>	<b>\$5,400</b>			

Travel includes in state mileage for the Program Specialist to meet with partners and monitor cooperative agreement activities including DULCE pediatric offices and Parent Child Centers (PCCs) and other sub-awardees such as Vermont Child Health Improvement Program (VCHIP) and Help Me Grow (HMG). Mileage also allows the Program Specialist and Program Manager to give in person presentations and attend meetings.

Out of state travel expenses include conference registration, airfare, hotel and ground transportation for the Program Manager and Program Specialist to attend one conference per year on implementing early childhood development activities in pediatric practices.

**EQUIPMENT**

<b>Total Equipment:</b>	<b>\$0</b>	<b>\$0</b>
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Vermont has no equipment requests.

**SUPPLIES**

**Total Supplies: \$0** **\$0**

Vermont has no supplies requests.

**CONTRACT**

Family Specialist (only new sites)	PCC	2	\$52,000	<b>\$104,000</b>
Benefits (only new sites)	PCC	2	\$16,000	<b>\$32,000</b>
DULCE PCC Project Lead and MH Supervision	PCC	2	\$17,000	<b>\$34,000</b>
Indirect	PCC	2	\$13,000	<b>\$26,000</b>
DULCE Legal Contract	VT Legal Aid	8	\$15,000	<b>\$110,000</b>
Parent Engagement	PCC	8	\$1,800	<b>\$14,400</b>
Training	PCC	8	\$9,500	<b>\$76,000</b>
Other (office, mileage, etc. )	PCC	8	\$8,000	<b>\$64,000</b>
DULCE Affiliation fee				<b>\$5,000</b>
Family Room Planning Year and Infrastructure Building				<b>\$33,920</b>
Model adaptation costs				<b>\$10,000</b>
TA contract with CSSP				<b>\$20,000</b>
HMG Care Coordinator Salary		1		<b>\$50,000</b>
HMG Care Coordinator Benefits		1		<b>\$20,000</b>
HMG Care Coordinator Indirect		1		<b>\$7,000</b>
VCHIP Quality Improvement and Training Efforts				<b>\$140,147</b>
Physician Liaison	In Kind			<b>\$0</b>
Brazelton TP Trainings	In Kind			<b>\$0</b>
<b>Total Contract:</b>				<b>\$746,467</b>

Contract expenses include salary, benefits, PCC lead and mental health supervision consultant time, as well as indirect costs for the two new DULCE sites at pediatric offices in St Johnsbury and Brattleboro Vermont. These activities are managed by the PCC, and the Family Specialist is a paid employee of the PCC, but activities take place in the pediatric office. The sub-award will be held by the PCC.

The contract for legal services is held by Vermont Legal Aid. As part of the cooperative agreement workplan, VDH will assume management of the contract with VLA rather than VLA contracting with individual DULCE sites. The cost of this activity in year one includes services for the two new DULCE practices and the six existing DULCE practices.

Parent/family engagement activities include stipends for families who advise individual DULCE teams. As outlined in the project narrative, we aim to centralize family engagement work to create a statewide Family Advisory Committee.

The training budget includes the cost of Touchpoints training (\$750) and Newborn Observational training (\$750) which are required by the DULCE model. Sites may also use their training budget to provide topic-specific trainings to DULCE staff (\$1,000). Per model requirements, the DULCE Family Specialist, Legal Partner, Physician Champion, and PCC Lead are required to attend an annual meeting which is budgeted at \$7,000.

The other category refers to infrastructure costs to the PCC for the Family Specialist such as mileage, office space, telecommunications, etc.

The DULCE affiliation fee of \$5,000 is the cost to implement the model in 2023.

Family Room planning and infrastructure building costs are associated with determining the best physician practice partner for the Family Room families in Burlington. Their PCC serves a high population of New American/resettled refugee families and families facing economic disadvantage and generational poverty. Activities include a needs assessment of which practice is the best fit for DULCE, what adaptations need to be made to the model to ensure it is culturally respectful of the populations served (Somali Bantu, Nepali-Bhutanese, Congolese or other recently arrived communities). This will require engaging experts in maternal and child health from the communities to consult on adaptations and paying them for their time and expertise. It will assess if additional community health workers or consultants will be included in visits to support families accessing the model. The needs assessment will also look at other Family Room programming and programming in the selected practice to ensure a streamlined and smooth transition between programs for families at six-month graduation. The data systems will be evaluated to ensure they capture required data and reporting. Finally, the needs assessment may find that it would be advantageous to hire the Family Specialist at the end of year one to give her/him/they additional time to learn about the opportunities, strengths, and complexities of the project at the Family Room. This will ensure the Family Room and pediatric practice are ready to implement DULCE at the start of year one per the workplan.

The model adaptation costs include costs associated with innovating DULCE for New American/refugee and Abenaki/indigenous Vermont families. Funding will support Abenaki /indigenous Vermont leaders in guiding culturally respectful innovations to the model (for New American/refugee innovations see the Family Room line item above). These costs also include translating materials and creating materials that are culturally relevant to the populations.

We intend to contract with the Center for the Study of Social Policy (CSSP) to provide technical assistance on implementation of innovations to the model as well as on centralizing and strengthening the infrastructure of DULCE.

The Help Me Grow (HMG) care coordinator's salary, benefits, and indirect costs will support care coordination and linkage to resources including following up with families to inquire if services were received, and if not, continuing to work with families to ensure needs are met in a timely fashion. With family permission, the care coordinator will work with and keep the pediatric practice and Family Specialist updated on progress and connection to services. The care coordinator will also, COVID-19 safety dependent, spend time on site at the Family Room to better serve the needs of their clients and ensure that the resource and referral center has up-to-date information on resources in Vermont and nationally by and for New American/refugee and Abenaki/indigenous Vermont families with a focus on ensuring the population experiences the services as culturally responsive and respectful.

VCHIP's quality improvement efforts will support the salary, benefits, and indirect for a 1FTE Project Director at VCHIP to implement and expand quality improvement activities with existing and new DULCE sites. The Project Director will also engage in training with DULCE sites and partners as needed. VCHIP will also support the Physician Liaison and Principal Investigator (PI), Dr. Breena Holmes at 1% for PI activities. VDH will support Dr Holmes' Liaison work in kind for this cooperative agreement. VCHIP, as the lead for Touchpoints in Vermont, will coordinate and implement Touchpoints training for pediatric practices, DULCE sites, and community partners across the state including follow up reflective practice.

<b>TOTAL DIRECT COSTS</b>	<b>\$920,641</b>
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<b>Total Indirect @ 75% of salary</b>	<b>\$79,359</b>
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The Vermont Department of Health estimates the indirect rate for this project at 75% of the salary budget line.

<b>TOTAL BUDGET</b>	<b>\$1,000,000</b>
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VERMONT DEPARTMENT OF PERSONNEL  
**Request for Classification Action**  
**New or Vacant Positions**  
**Existing Job Class/Titles ONLY**  
**Position Description Form C**

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

**Request for Classification Action**  
**New or Vacant Positions**  
**EXISTING Job Class/Title ONLY**  
**Position Description Form C/Notice of Action**  
**For Department of Personnel Use Only**

Notice of Action # _____	Date Received (Stamp)
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____
Effective Date: _____	
Comments: _____	
Date Processed: _____	
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  Current Job/Class Title:

Agency/Department/Unit:  GUC:

Pay Group:  Work Station:  Zip Code:

Position Type:  Permanent  Limited Service (end date )

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

Supervisor's Name, Title and Phone Number:

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

**New Position(s):**

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

b. Position authorized by:

- Joint Fiscal Office – JFO #  Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code:  Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties:

Responsibilities include, but are not limited to, implementation of Developmental Understanding and Legal Collaboration for Everyone (DULCE) programing and expansion in Vermont for the Division of Family and Child Health.

The Program Specialist will work with community partners, contractors, stakeholders, and early childhood leaders in Vermont and nationally to identify and implement best practice interventions and evidence-based models and pilot new strategies to improve services and supports for families and pediatric providers in the state. They will execute sub-awards and provide monitoring and CQI in conjunction with evaluators and stakeholders and provide fiscal oversight for the program. In partnership with their supervisor, this position will engage in federal grants management activities including meetings with HRSA Project Officers and technical assistance providers, reporting, monitoring, and financial management.

This position will build, maintain, and lead community partnerships with the goal of identifying and addressing public health needs. The Program Specialist will organize and lead the implementation of work plans for federal grant funded projects and prepare required progress reports and develop and administer subgrants and/or contracts to community partners and/or vendors to carry out public health interventions and/or activities in line with the project workplan. The position will collect and organize data for needs analysis, program reporting, and program evaluation. They will participate in the establishment and operation of quality assurance procedures, including the monitoring of results and design, plan and/or implement needs analysis, program reporting and program evaluation.

This position serves as a subject matter expert for the identified program. They may represent the Department and Division at local, regional, and national meetings and conferences. The Program Specialist II assists with the development or updating of protocols, manuals, databases, and records and with the development and presentation of training materials and educational programs and/or the identification of subject matter experts to provide training for the program.

Duties include a substantial understanding and maintenance of the financial aspects of the program. The position is responsible for complex and diverse program components including reviewing records and reports submitted by sub-grantees and contractors, program participants, and/or agency staff for compliance with

legal, regulatory or policy standards and responding to programmatic inquiries from the public, governmental officials, or other jurisdictions. The Program Specialist will be trained and prepared to carry out assigned roles in a public health emergency response..

2. Provide a brief justification/explanation of this request: In July, 2023, Vermont was awarded a four year HRSA Transforming Pediatrics for Early Childhood grant to begin 9/30/2023-9/29/2027. The workplan includes a 1.0FTE program manager, a Public Health Specialist II PG 23. In order to carry out the workplan described in the application and meet the expectations of HRSA, FCH requires this position to implement the workplan, comply with HRSA reporting requirements, engage with stakeholders, sub-awardees, and contractors, and ensure that Vermont's program implements evidence-based best practices and programming in line with the HRSA objectives.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

**Personnel Administrator's Section:**

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No

5. The name and title of the person who completed this form: Laura Pentenrieder

6. Who should be contacted if there are questions about this position (provide name and phone number): Laura Pentenrieder / 802-598-4613

7. How many other positions are allocated to the requested class title in the department: 45

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) N/A

**Attachments:**

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

DocuSigned by:

Trishia Brooks

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7/31/2023

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

Date



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

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July 27, 2023

Date

DocuSigned by:



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

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7/31/2023

Date

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



# Division of Family and Child Health

July 1, 2023

