

A G E N D A

JOINT FISCAL COMMITTEE September 20, 1994

Room 11
State House

1. Approval of July 21 Minutes (attached)
2. Secretary of Administration William Sorrell
 - a. Revenues update (attachment)
 - b. FY 1996 and 1997 spending outlook*
 - c. Sunday liquor sales*
 - d. FY 1995 appropriations reductions (attachment)
**followup from July 21 meeting*
3. Departmental requests**
 - a. Department of Housing and Community Affairs (JFO #1621) -
U. S. Department of Housing and Urban Development grant -
Supportive Housing Demonstration Program (\$18,804)
 - b. Department of Housing and Community Affairs (JFO #1622) -
U. S. Department of Housing and Urban Development grant -
HOME Partnership Act (\$23,594 FY 1995)
 - c. Agency of Natural Resources (JFO #1626) - Environmental
Contingency Fund expenditures
 - d. Agency of Natural Resources (JFO #1627) - acceptance of
donations for species habitats
 - e. Health (JFO #1629) - Robert Wood Johnson Foundation grant
(\$84,394 for FY 1995) and CHP grant (\$10,000 FY 1995) for
statewide anti-smoking media campaign
 - f. Vermont Commission on National and Community Service -
Corporation for National Service grants
 - (1) JFO #1631 - Technical assistance to grantees (\$10,000)
 - (2) JFO #1632 - Funding of local programs (\$92,500)
 - (3) JFO #1633 - Funding of community service programs in
Brattleboro and N.E. Kingdom (\$432,758)

** Note: Additional departmental requests are expected but were not received by the JFO in time to be included with this agenda packet. To the extent possible, these items will be mailed the week of September 12 or distributed at the meeting, with the JFC to decide whether to consider them.

Packet mailed 9/9 to:
• JFC
• Sorrell (2)
• Pelham (1)
• Trantz (1)
+
Approp. items distrib. to
depts. w/ items

Items which fall under JFC small grant approval process (they require Committee action, but testimony will not be scheduled unless requested in advance by a Committee member):

- g. Fish & Wildlife (JFO #1628) - Various donations with total estimated value of \$3,445

4. Items for Information

- a. Capital funding - Auditor September 6 memo (attachment)
- b. Joint Fiscal Office
 - (1) Legislative Fiscal Officer report (attachment)
 - (2) Payment in Lieu of Taxes (PILOT) (attachment)
 - (3) Administrative actions (attachment)

MINUTES

JOINT FISCAL COMMITTEE Meeting of September 20, 1994

The Joint Fiscal Committee meeting was called to order at 10:00 a.m. in Room 11, State House. Representative Obuchowski, Committee Chair, presided.

Also present: Representatives Brown, Rivero, Talbott, and Valsangiacomo
Senators Ide and Webster.

Also attending the meeting were officers and staff of the Joint Fiscal Office and various state agencies and departments, as well as the public and news media.

MINUTES:

1. Senator Ide moved approval of the minutes of the July 21 meeting, with one correction: on page 3, line 8, the figure \$619.6 should be changed to \$719.6 million. The motion was adopted.

SECRETARY OF ADMINISTRATION WILLIAM SORRELL:

2. Administration Secretary Sorrell reported to the Committee on several topics, as follows:

a. **Revenues Update** - Prior to the meeting, copies of the Secretary's September 2 press release and comparative statements of revenue (Schedule 2) for the General and Transportation funds through August 1994 were mailed to the members. Mr. Sorrell discussed those receipts as measured against expectations for the first two months of FY 1995. He talked about possible reasons for lower-than-expected performances of the Personal Income and Sales and Use taxes; positive aspects of performance in certain other receipts categories; and the Vermont economy.

In reply to questions from Senator Webster and Chairman Obuchowski, Secretary Sorrell cited possible proposals which the administration is considering in the areas of income tax cuts and property tax reform as well as potential sources for offsetting the former and financing the latter. He pointed out that maintaining the sales tax at five percent, as opposed to the scheduled drop back to four percent on July 1, 1995, would generate over \$30 million in revenues. If, on the other hand,

this were not viewed as an acceptable option by the administration, it would have to look to other sources to fund property tax reform as well as to offset revenue lost through a cut in the state income tax rate from 25 percent to 24 percent of federal liability.

The Chair recalled that the Governor is on record as opposing the higher sales tax. Because of the impact on the Connecticut Valley of the five percent rate, he expressed the hope that the administration would consider carefully before proposing keeping it at the 5 percent level. Mr. Sorrell replied that the Governor opposes the higher sales tax for base-line General Fund spending. He pointed out that to the extent a higher sales tax is not used to finance property tax reform, other revenue sources and variables would have to be considered.

Representative Talbott asked that Schedule 2's reflecting June 1994 receipts as well as total FY 1994 revenues for both the General and the Transportation funds be sent to Committee members.

(Note: These documents were mailed to the Committee by the Joint Fiscal Office on September 22, 1994.)

b. FY 1996 and 1997 Spending Outlook - In response to the Chair's request at the July 21 meeting, Mr. Sorrell distributed and discussed General and Transportation Fund summaries of actual revenues and expenditures covering three years ending fiscal 1994 as well as projections for fiscal years 1995, 1996, and 1997, applying current law. He reviewed the FY 1995 picture, for which the balance sheet depicted a \$1.5 million General Fund ending balance, based on forecasted revenues of \$687.2 million, a \$686.7 million appropriations level, and incorporating the FY 1994 surplus of \$1.0 million.

For FY 1996, a spending plan on a current law basis would be \$701 million, representing growth over fiscal 1995 of about \$14 million, or two percent. He indicated that existing built-in increases, notably those for pay act and debt service, would consume most of that \$14 million, resulting in essentially a level funded 1996 budget for the rest of state government. Responding to the Chair's inquiries, he indicated it is too early to predict proration factors for such programs as property tax and renters rebate, current use, state aid, and special education. Also, property tax reform, for example, would have an impact on some of those programs. During further questioning, he reiterated that spending variables expand significantly once initiatives beyond current law are considered. As to whether the administration will be prepared by the time of the November 15 meeting to present a level-funded FY 1996 budget impact analysis on remaining portions of the budget, Mr. Sorrell indicated not, saying that substantive meetings will still be in progress. Chairman Obuchowski nevertheless expressed interest in further discussion in November of developments by that time with respect to the 1996 budget.

Representative Valsangiacomo then asked for a report in November on Purchase and Use Tax rebates, including the number and amounts of rebates thus far as well as expectations for the future.

[Note: See attached report.]

c. Sunday liquor sales - Following up on discussion at the Committee's last meeting, Mr. Sorrell distributed a letter and data from Commissioner Hoyt relating to revenue from Sunday sales of liquor by the bottle. He pointed to several interesting revelations, notably that for the period July 3 through September 4 there was a 17.3 percent decline in Saturday sales and a 13.1 decline in Monday sales, although a decline in total sales of only .7 percent.

Answering questions, Mr. Sorrell acknowledged that privatization of the entire liquor bottle sales operation is worth considering. If the Governor were to make such a recommendation to the General Assembly, it would be included either in the State of the State address or the budget message.

Representative Valsangiacomo wondered how much liquor is purchased in New Hampshire stores by Vermont residents. After observing that Vermont's liquor prices are not as competitive as those of New Hampshire, Secretary Sorrell offered to find out whether there has been a study on this subject; and if so, to let the committee know the findings.

Mr. Sorrell also promised to check into the discrepancy between the 7.5 percent increase in liquor receipts which the Schedule 2 (comparative statement of revenues) reflected thus far in FY 1995, as compared with the .7 percent decline reported by Commissioner Hoyt through the 4th of September.

d. FY 1995 Appropriations Reductions - Secretary Sorrell called the members' attention to his report, transmitted via August 23 letter addressed to the Chair, showing specific reductions, by department or program, in FY 1995 appropriations. These were made by the administration to meet reduction levels in personal services and certain operating expense categories mandated by the General Assembly in Sections 277 and 284 of Act 210 of the 1994 General Assembly. The transmittal letter included reference to the fact that the Court Administrator has requested legislative affirmation of the allocation of reductions in the Judicial branch's appropriations; and, consequently, that will be included in the FY 1995 budget adjustment process.

Mr. Sorrell referred to a memorandum from the Personnel Commissioner reporting the eleven positions the administration is eliminating as a result of the mandate in Sec. 277. Because that memorandum had not yet reached the Joint Fiscal Office, it was distributed later in the meeting.

The Chair at this point brought up the fact that the information report for this meeting on employee merit increases and performance bonuses included the information that bonuses totalling \$8,750 were awarded to ten employees of the Communications and Information Technology (CIT) Division of the Department of General Services. While not doubting the fact that these individuals' job performance may be exemplary, he questioned the wisdom of adding to a CIT deficit of the magnitude of \$1.5 million. Mr. Sorrell, after expressing skepticism that the deficit was that high and promising to look into the matter and report to the Committee on CIT's financial status, observed that implementation of the new Human Resource Management System (HRMS) required a lot of evening and weekend work by CIT employees.

[Note: See attached letter to the Chair from Secretary Sorrell concerning the CIT deficit.]

INTRODUCTION OF NEW FINANCE AND MANAGEMENT APPOINTEES:

3. The Chair welcomed Tom Pelham and Nancy Clermont in their new positions as Commissioner and Deputy Commissioner, respectively, of the Department of Finance and Management. He noted as well that Betsy Anderson recently was appointed Commissioner of the Department of Taxes.

DEPARTMENTAL REQUESTS:

4. Committee action was requested on the following items:

a. Housing and Community Affairs: Gregory Brown, Director of Planning, and Stephen Coble, Housing Coordinator, sought Committee approval for the department's acceptance of two grants from the U. S. Department of Housing and Urban Development (HUD):

(1) JFO #1621: \$18,804 in fiscal year 1995 as a pass-through grant to the Central Vermont Community Land Trust to provide operating subsidies for four housing projects which serve mental health clients in Montpelier. Future years' funding will be included in departmental budget requests.

(2) JFO #1622: \$23,594 for FY 1995 to provide technical support to the HOME Technical Assistance program.

Mr. Brown described the internal communications problems that caused the department's withdrawal of these requests just prior to the July meeting. The situation also was recounted in an August 30 letter he wrote to the Chair, copies of which were provided to all Committee members.

On a motion from Senator Webster, the Committee authorized acceptance of both grants.

b. Agency of Natural Resources:

(1) Environmental Conservation (JFO #1626): William Brierly, Chief of Operations, and William Ahearn, Director of the Hazardous Materials Management Division, sought Committee authorization for the Department of Environmental Conservation to spend up to \$250,000 over a three-year period from the Environmental Contingency Fund (ECF). Committee action is required pursuant to Section 10 VSA 1283(b) pertaining to disbursements over \$100,000 from the ECF. The purpose for which the expenditure authority is being sought is to support the actual remediation activities at the Barre Coal Tar site in Barre City, conduct a risk assessment, and determine if there are any cost-effective remediation alternatives.

Appropriation of these special funds for FY 1995 is included in 1994 Act 210, Sec. 205, but approval of the full three-year project was being proposed at this time to enable the Committee to evaluate the project in its entirety. Appropriations for the subsequent two years' work will be subject to approval by the General Assembly. Assurance was given that this request will not jeopardize the retention of a minimum \$100,000 balance in the Fund, as required by the statute; over \$600,000 will be available for future needs.

Representative Valsangiacomo asked some questions directed at ascertaining the extent of the state's efforts to recover costs associated with the contamination and cleanup of this site, including past and current owners, principals and their involvement in any other businesses in the state, and bankruptcy status. He requested a written summary of this information be provided to the Committee.

After additional discussion, Representative Valsangiacomo moved that the Joint Fiscal Committee approve the disbursement of \$250,000 from the Environmental Contingency Fund to contain contamination, perform risk assessment, and evaluate remedial options at the Barre Coal Tar site in Barre City; and that the Secretary of Natural Resources shall submit a report on the expenditure of these funds and the achievements of the project to the Committee at its September meeting in 1995 and 1996.

(2) Fish and Wildlife:

(a) JFO #1627: Allen Elser, Commissioner, accompanied by Wildlife Biologist William Crenshaw, presented requests for approval to accept donations to purchase three parcels of land, as follows:

two adjoining parcels in the Town of Milton, the Vallee property and the Rowley property, comprising the Lower Lamoille Wetlands;

the Bessette parcel in the Town of Fairfield, comprising a complex wetland known as Cedar Swamp; and

a 55-acre private inholding surrounding Reading Pond on the Arthur Davis Wildlife Management Area in Reading and Plymouth.

All the parcels involve wetlands which will provide habitats for a variety of species. The Rowley and Vallee properties, with estimated values of \$61,258 and \$48,000, respectively, are being donated by the Nature Conservancy. The Department must assume the closing and legal costs, estimated at \$3,000 which will be covered by Waterfowl Fund monies, incurred in acquiring the Vallee property.

The Bessette parcel, consisting of a total 117 acres plus 14 acres of upland buffer, has an estimated value of \$38,000. The Nature Conservancy is donating \$10,000, with waterfowl funds the source of the remaining \$28,000 required to purchase the fee title. In addition, Mr. Bessette wishes to donate a conservation easement of adjoining upland to the Department, which the Committee also was asked to approve.

Financing for the \$148,786 Reading Pond acquisition will come from a Nature Conservancy donation valued at \$11,786, a Housing and Conservation Board grant of \$120,000, and \$17,000 from the Waterfowl Fund.

Among members' questions was the Chair's inquiry concerning local selectboards' support for these actions. Mr. Elser informed him that the Milton Select Board is on record in support of the Nature Conservancy's conveyance of the two Milton parcels to the State; that Mr. Crenshaw had met with the Fairfield board the previous evening and received their verbal approval; and that the Department has received oral but not written confirmation that the Reading and Plymouth acquisitions have the support of the pertinent boards in those towns. The Chair requested that the Committee be provided written documentation that those towns have in fact agreed to these actions.

Representative Valsangiacomo had doubts about using \$120,000 in Housing and Conservation Trust Fund monies for the Reading Pond acquisition. He explained that he understood those funds were to be used to purchase development rights around the state to conserve land. He suggested that there may be federal funds available to the department that could be used for this purchase. Commissioner Elser explained why that was not the case. Representative Valsangiacomo nevertheless was hesitant about using funds raised by bonding for purchase of land in a remote area, rather than for housing purposes.

Senator Webster moved approval of the requests. The motion was adopted, with Representative Valsangiacomo voting against it.

(b) JFO #1628: On a motion from Senator Webster, the committee authorized the Fish and Wildlife Department to accept donations of a stuffed mounted otter with an estimated value of \$150.00 and equipment totalling \$3,195 in estimated value. The latter miscellaneous donations included three CVA Muzzleloaders valued at \$229.00 each (total \$687); ten Daisy BB guns with a value of \$35.80 each (total \$358); and fifty 20-gauge single-shot shotguns, youth model, valued at \$45.00 each (total \$2,250).

c. Health Department: Allen Ploof, Health Department Management Executive, asked the Committee to approve several proposed actions, as follows:

(1) JFO #1629: Acceptance of grants from the Robert Wood Johnson Foundation and the Community Health Plan (CHP) to conduct a statewide anti-smoking media campaign. Both organizations are making four-year grants, but the Committee was asked to authorize acceptance and expenditure of just the amounts for FY 1995: \$84,394 from the Robert Wood Johnson Foundation and \$10,000 from CHP. The latter will be part of a matching effort required by the Foundation. Mr. Ploof told the members that there are no direct General Fund implications in acceptance of these grants. Future years' funding will be part of the annual budget process.

The Chair wondered what the impact of the CHP grant might be on its subscriber rates. Mr. Ploof understood that CHP regards this undertaking as consistent with its prevention efforts. In essence, the reply of Deborah Owen Dameron, Health Promotion Specialist for the Division of Epidemiology, was that she was not aware of any cost analysis of membership rate impact. The Chair asked that this information be provided, along with an indication of the expected accomplishments of the expenditure of these grant funds.

The Committee adopted a motion by Senator Ide to approve the acceptance of these grants.

(2) **JFO #1634:** Acceptance and expenditure of excess federal Medicaid funds in the amount of \$650,000 and establishment of four (4) limited service Public Health Nurse positions, to enable the department to begin a program working with school health services. Mr. Ploof explained that it essentially will be an expansion of a departmental agreement with the Department of Social Welfare. There is a requirement under the Medicaid program for informing, screening and outreach to persons eligible for Medicaid. A lot of similar activities occur in school settings by the school nurse, paid for entirely with local tax dollars. The Health Department is working with some schools on a pilot basis to develop a program that would not be too burdensome to schools but would be able to identify activities that might be similar to those being performed by public health nurses for the pre-school population. The four positions would facilitate the planning between the schools and department staff. A considerable number of Vermont schools have expressed interest in participating.

Committee members, especially Senators Webster and Representative Rivero, asked a range of questions about the program and schools' participation. The latter's inquiries were directed more to such things as the criteria for allocation of assistance to schools, while Senator Webster particularly seemed interested in its financial implications at the local as well as the state level and possible alternative uses for the Medicaid excess receipts. For instance, he wondered whether the \$650,000 could be used to offset Medicaid spending in the nursing home area, if the appropriate authority were to so direct. Mr. Ploof was skeptical about that possibility although he could not rule it out. He did suggest, however, that there would be considerable resistance to such use of the funds from the federal program staff.

After further discussion, Senator Webster said that he hoped the appropriate committees of the General Assembly would have an opportunity to examine this program. Mr. Ploof responded that more information would be available by the time the department's FY 1996 budget is presented.

Representative Rivero moved approval of the request to accept to expend the \$650,000 excess receipts in FY 1995 and to authorize the four limited service Public Health Nurse positions. The motion carried.

(3) **JFO #1635:** Expenditure of \$83,907 in excess receipts from the U. S. Department of Health and Human Services, for expansion of the childhood lead poison screening program, and establishment of one (1) limited service Public Health Nurse position.

The Committee was told that Act 210 of the 1994 session included an appropriation for this program in the amount of \$372,512. The actual grant award, however, was \$456,419, and the

department proposes to use the excess receipts to expand the screening program statewide. The expansion requires the hiring of the additional nurse.

Karen Garbarino, Lead Control Program Chief in the Environmental Health Division, answered members' questions about this proposal.

On a motion from Representative Talbott, the Committee approved the request, including establishment of the position.

(4) JFO #1636: Acceptance of \$195,446 in FY 1995 from the U. S. Centers for Disease Control for implementation of the statewide cancer registry mandated by state law and federal requirements and establishment of three (3) limited service positions for the project: two (2) Epidemiologists and one (1) Cancer Records Clerk.

The \$195,446 represents first-year funding of a five-year grant, expected to total \$1.3 million. Funding for the additional four years will be included in the department's annual budgets.

Ms. Leslie Weber Lorber, Director of the Vermont Cancer Registry, accompanied Mr. Ploof for presentation of this item.

The Committee adopted a motion offered by Senator Webster to approve the request, including the three limited service positions.

(5) JFO #1637: Expenditure of \$94,180 in supplemental federal funding from the Centers for Disease Control to implement a community planning process for its existing AIDS/HIV prevention program, and establishment of one (1) limited service Public Health Program Coordinator position to accomplish this expansion.

Representative Talbott moved approval of the request, including the position. The motion carried.

d. Vermont Commission on National and Community Service: Mrs. Carol Todd, Commission Chair, introduced its recently-appointed Executive Director, Kathleen Blair. Ms. Blair asked the Committee to approve the Commission's acceptance of three grants from the Corporation for National Service (CNS) to be used primarily to fund and coordinate local AmeriCorps programs:

(1) JFO #1631: \$10,000 during fiscal year 1995 for training and technical assistance for start-up and programmatic activities;

(2) **JFO #1632:** \$92,500 for FY 1995 to fund up to twenty-five Community-Based Learn and Serve programs designed to involve school-age children in service learning activities. Funds for subsequent years of this community grant program will be incorporated into the budget process;

(3) **JFO #1633:** \$432,758 in fiscal 1995 to fund the operation of two AmeriCorps programs in Vermont, in Brattleboro and the Northeast Kingdom. These programs were selected through national competition.

Following Ms. Blair's description of the programs and Committee discussion, Senator Ide moved approval of the three grants. The motion was adopted.

e. Vermont Council on Family Violence (JFO #1638): Francis Aumand, Executive Director of the Vermont Criminal Justice Training Council and a member of the Council on Family Violence, presented the Council's request for authorization to accept a \$60,000 grant from the State Justice Institute. The full grant is \$90,000, with the remaining \$30,000 to be budgeted in FY 1996.

The grant funds will be used primarily to support three statewide conferences and for administrative and technical support for Vermont's fourteen county domestic violence task forces.

A motion from Representative Rivero to approve the request was adopted.

f. Transportation Agency (JFO #1641): Agency Secretary Patrick Garahan requested that \$333,333.33 be allocated from the Transportation Fund budget stabilization reserve for the purpose of matching \$3,000,000 in funds recently distributed by the Federal Highway Administration. This action was requested in accordance with the provisions of Act 211 §3 of 1994, reading:

The secretary of transportation, with the approval of the joint fiscal committee if the general assembly is not in session, may allocate up to \$1,000,000.00 from the transportation fund budget stabilization reserve established pursuant to 32 V.S.A. §308a for the purpose of matching additional federal-aid funds which may become available. These combined funds shall be used to increase the scope of the fiscal year 1995 transportation capital program.

The requested transfer will make state funds available to match redistributed federal highway funds and will be used for resurfacing Interstate 89, between Montpelier and Bolton. In addition to a written explanation, Secretary Garahan gave an oral recap of the background of this request. He described the federal transportation funds distribution program, the problems Vermont has

experienced in the past which led to the inclusion in Act 211 of the language cited above, the process for triggering the commitment of funds for state projects, and the reason for making the Montpelier-Bolton I-89 paving project a top priority .

Senator Webster moved that the Committee approve the allocation of \$333,333.33 from the Transportation Stabilization Reserve to the transportation fund undesignated fund balance for the purpose of matching \$3,000,000 in recently distributed Federal Highway Administration funds, and increase the Agency of Transportation's appropriation in the same amount. The motion carried.

g. Education Department: Commissioner Richard Mills, accompanied by Robert McNamara, asked the Committee to approve the acceptance of two grants:

(1) JFO #1639: \$399,041 in FY 1995 from the U. S. Department of Education for Vermont's participation in the new federal "Goals 2000" program.

Commissioner Mills described the program, for which future years' funding will be budgeted. The Goals 2000 legislation makes resources available to all states to assist them and local communities to improve, strengthen and reform elementary and secondary education through several initiatives outlined to the Committee. Vermont's state-level strategic plan known as the "Green Mountain Challenge," a set of reform initiatives adopted by the State Board of Education, will form the basis of the state's Goals 2000 plan. A Goals 2000 panel will be appointed.

Among the Vermont projects which current fiscal year funding will support is the development of a state educational technology plan. The Chair noted that Commissioner Mills had assured him that any technology plan for education will be compatible with any other statewide technology plans being developed.

(2) JFO #1640: \$166,000 from the Corporation for National Service to support departmental and local school district efforts to provide opportunities for students to participate in community service activities. Additional grant funding will be provided in FY 1996 and 1997 and will be budgeted.

On a motion from Representative Rivero, the Committee approved both requests.

INFORMATION ITEMS:

5. The Chair called attention to a number of information items mailed to the members prior to the meeting, including:

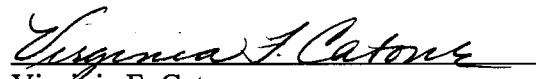
- a. September 6 memorandum from the State Auditor to members of the Debt Affordability Committee concerning FY 1996 capital funding recommendation
- b. Legislative Fiscal Officer update on Joint Fiscal Office activities
- c. Joint Fiscal Office information on Payment in Lieu of Taxes (PILOT)
- d. Joint Fiscal Office report on administrative actions authorized by the Legislature of Joint Fiscal Committee policy
- e. Report on merit increases or bonuses

NEXT MEETING DATE:

6. The Chair reminded the Committee that the next meeting is scheduled for Tuesday, November 15, at 10:00 a.m. in Room 11, State House.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted:


Virginia F. Catone



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**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
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MEMORANDUM

To: Members, Joint Fiscal Committee

From: Douglas J. Williams, Deputy Fiscal Officer

Date: November 15, 1994

Subj: Purchase and Use Refund Report

Pursuant to the 9/20/94 Joint Fiscal Committee request for a status report on Purchase and Use Tax refunds, listed below are the details of collections for the period July 1, 1994 through September 30, 1994:

\$10,204,953	Gross Total Collections
<u>1,232,853</u>	Total FY 1995 Refunds
\$ 8,972,100	Net Transportation Fund Revenue



STATE OF VERMONT
AGENCY OF ADMINISTRATION

October 11, 1994

Representative Michael Obuchowski
72 Atkinson Street
Bellows Falls, VT 05101

Obie
Dear Representative ~~Obuchowski~~:

Recently, while discussing bonuses for the Communications and Information Technology (CIT) staff you asked some questions about the negative cash balance in that division. The negative balance was created a number of years ago with the purchase of mainframe computer hardware and subsequent software upgrades. We had chosen to depreciate this equipment over time rather than to expense it in a single year, a practice dictated by Generally Accepted Accounting (GAP) principles. Each year this negative balance is reduced because of receipts. In the not-too-distant future if no software or equipment upgrades are made the account will be at zero.

This revolving fund business would, in the private sector, borrow from the bank and this negative would show as a note to the bank. In government the cash comes from the Treasurer and is paid back over time. This balance was over \$4 million in the negative in 1990. As a result of the receipts I mentioned earlier, we are now about \$1 million short on the cash side.

Sincerely,

A handwritten signature in cursive script, appearing to read "W. Sorrell".

William H. Sorrell
Secretary of Administration

Please call Paul Alden if you have further questions.

WHS:PO/kh



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MEMORANDUM

TO: Joint Fiscal Committee Members

FROM: Virginia Catone *V. Catone*

DATE: September 14, 1994

SUBJECT: September 20, 1994 Meeting - Additional Items

Enclosed are additional items for the upcoming meeting agenda which were received too late to include in the original packet:

Departmental requests:

- JFO #1634 - Health** - excess receipts (\$650,000) and four (4) limited service positions
- JFO #1635 - Health** - excess receipts (\$83,907) and one (1) limited service positions
- JFO #1636 - Health** - Centers for Disease Control grant (\$195,446 in FY 1995) and three (3) limited service positions
- JFO #1637 - Health** - Centers for Disease Control grant (\$94,180 FY 1995 funding) and one (1) limited service position
- JFO #1638 - Vermont Council on Family Violence** - State Justice Institute grant for \$60,000 in FY 1995
- JFO #1639 - Education** - U. S. Department of Education grant (\$399,041 in FY 1995)
- JFO #1640 - Education** - Corporation for National Service grant of \$166,000 in FY 95

A revised agenda will be distributed at the meeting, at which time the Committee will be asked whether they wish to consider these requests.

In addition, there are two additional information items from the JFO:

- (1) **Performance bonuses report** (required by Act 210 of 1994)
- (2) **Contributions to Fish & Wildlife Department** (my September 13 memo)

LEG:1969





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MEMORANDUM

To: Members, Joint Fiscal Committee

From: Douglas J. Williams, Deputy Fiscal Officer

Date: September 13, 1994

Subj: JFO # 1634; Department of Health; Excess Receipts

The Vermont Department of Health will receive federal Medicaid funds in the amount of \$3,186,425 in fiscal year 1995. Title XIX funds, and the Health Department programs which they support, were approved in the amount of \$2,536,425 by action of the general assembly through passage of Act #210 of the 1994 Session. Thus, the revised earnings estimate represents excess federal receipts in the amount of \$650,000.

With the approval of the Joint Fiscal Committee, the Department of Health proposes to use the excess receipts to enhance the existing children's health service component of the Success Beyond Six program. This enhancement involves joint Health Department - local school planning activities with the aim of expanding health services at the local level. To accomplish this goal, excess receipts will be used to hire four (4) limited service Public Health Nurses. No general fund match is required because eligible expenditures, at the local level, can be used to provide the requisite match.

Recommendation: Pursuant to the powers conferred upon the Joint Fiscal Committee by Act #210, sections 266 (offsetting appropriations) and 271(b) (new positions), I recommend that the Department of Health's fiscal year 1995 appropriation be increased in the amount \$650,000 and that the Committee authorize four (4) limited service Public Health Nurse positions.

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STATE OF VERMONT
AGENCY OF ADMINISTRATION

September 6, 1994



SEP 8 1994

The Honorable Michael Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Vermont Department of Health will receive increased federal Medicaid funding for the purpose of expanding health care services for school children. The additional funds will also permit increased coordination between schools and local Health Department staff. The program is a component of the "Success Beyond Six" initiative of the Agency of Human Services and the Department of Education.

The funds are available as Medicaid reimbursements for a portion of the costs of eligible health services provided by school nurses and other school personnel. (As an entitlement, Medicaid funding is not provided through distinct "grant awards".)

Of the \$650,000 total, \$575,000 will come to the Department from the federal Health Care Financing Administration, and \$75,000 will be provided to the Department by involved schools from their Medicaid receipts.

The base receipts level of \$2,536,425 for these activities was included in the FY 1995 Department of Health budget, and was appropriated in 1994 Act 210 (the FY 1995 Appropriations Act). The additional \$650,000 is "excess receipts", exceeding the appropriated amount.

Under the provisions of Act 210, Sec. 271 (b), we are requesting Joint Fiscal Committee authorization of four (4) limited service positions - Public Health Nurse - needed to facilitate the joint school - Health Department effort to plan and coordinate expanded school health services. The Commissioner of Health has certified that space and equipment for the positions is available.

Furthermore, because these "excess receipts" will be used to "hire personnel", under the provisions of Act 210 Sec. 266, we are requesting Joint Fiscal Committee approval to expend the funds.

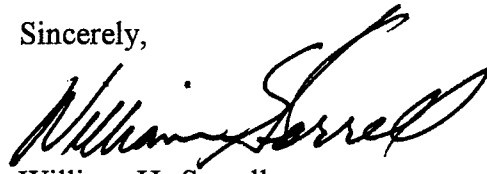
The Honorable Michael Obuchowski
September 6, 1994
Page 2

Funding for future fiscal years will be budgeted.

No state match is required.

Please feel free to call if you have any questions.

Sincerely,



William H. Sorrell
Secretary of Administration

WHS:OT:njk
Enclosure

The School-Based EPSDT/Medicaid Health Access Program is a component of the "Success Beyond Six" initiative of the Agency of Human Services and the Department of Education. The goals are: to enhance collaboration and integration of children's health services at the local level; to improve the health status of children and ensure that their full learning potential is not threatened by poor health; and to increase health service funding for schools. Participating schools have signed contracts with the Health Department, agreeing to establish mechanisms to coordinate services and to plan jointly for service expansions. The program will provide additional funds for local schools to expand their health-related services. The new funding comes from expanding the Health Department's Medicaid claims to obtain federal reimbursement for a portion of the costs of eligible health services provided by school nurses and other school personnel and reported to the Health Department by participating schools.

The key element in this initiative is the joint local planning activity, involving local schools and local Health Department staff. The Health Department is requesting four limited service positions to facilitate these planning activities. The non-federal funding for these positions will come from the portion of federal Medicaid funds returned by the schools to cover these Health Department costs.

Once a school system has developed an approved plan for expenditure of these funds, the federal reimbursement is paid to the supervisory union to allow them to implement the service improvements and to refund the Health Department for its costs.





Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

M E M O R A N D U M

To: Members, Joint Fiscal Committee
From: Douglas J. Williams, Deputy Fiscal Officer
Date: September 13, 1994
Subj: JFO # 1635; Health Department; Excess Receipts

The U. S. Department of Health and Human Services has awarded the Vermont Department of Health a childhood lead poisoning screening grant in the amount of \$456,419. This program and grant funds in the amount of \$372,512 were approved by action of the general assembly through passage of Act #210 of the 1994 Session. Thus, the actual grant award, dated June 15, 1994, contains excess federal receipts in the amount of \$83,907.

With the approval of the Joint Fiscal Committee, the Department of Health proposes to use the excess receipts to expand the original program to a statewide effort. To accomplish this expansion, excess receipts will be used to hire one (1) limited service Public Health Nurse. No general fund match is required.

Recommendation: Pursuant to the powers conferred upon the Joint Fiscal Committee by Act #210, sections 266 (offsetting appropriations) and 271(b) (new positions), I recommend that the Department of Health's fiscal year 1995 appropriation be increased in the amount \$83,907 and that the Committee authorize one (1) limited service Public Health Nurse position.



STATE OF VERMONT
DEPARTMENT OF FINANCE AND MANAGEMENT
MONTPELIER, VERMONT 05602

September 7, 1994



To:
The Honorable Michael Obuchowski
Chair, Joint Fiscal Committee
1 Baldwin Street
Montpelier, Vermont 05633

SEP 8 1994

Dear Representative Obuchowski:

Our Vermont Department of Health has received \$83,907 in supplemental federal funding from the Center for Disease Control for the purpose of expanding the childhood lead poisoning screening program, offering blood lead screening clinics throughout the state.

The base grant of \$372,512 for these activities was included in the FY 1995 Department of Health budget, and was appropriated in 1994 Act 210 (the FY 1995 Appropriations Act). The additional \$83,907 is "excess receipts", exceeding the appropriated amount, and will be used to support a position to collect the blood samples, the laboratory costs which will result from the additional testing, and the travel and supply expenses associated with the expansion of the program.

Under the provisions of Act 210 Sec. 271 (b), we are requesting Joint Fiscal Committee authorization of one limited service position - Public Health Nurse - needed to perform the screening. The Commissioner of Health has certified that space and equipment for the position is available.

Furthermore because these "excess receipts" will be used to "hire personnel", under the provisions of Act 210 Sec. 206 we are requesting Joint Fiscal Committee approval to expend the funds.

Funding for future years will be budgeted. No state match is required.

Please feel free to call if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "William H. Sorrell".

William H. Sorrell
Secretary of Administration

WHS:js

06/15/1994

93.197

DEPARTMENT OF HEALTH AND HUMAN SERVICE
PUBLIC HEALTH SERVICE
CENTERS FOR DISEASE CONTROL

NOTICE OF GRANT AWARD

AUTHORIZATION (LEGISLATION/REGULATION)
SECS 301(A)(42 U.S.C. 241(1)) & 317A

3. SUPERSEDES AWARD NOTICE DATED

EXCEPT THAT ANY ADDITIONS OR RESTRICTIONS
PREVIOUSLY IMPOSED REMAIN IN EFFECT UNLESS SPECIFICALLY RESCINDED.

4. GRANT NO.

H64/CCH109146-02

5. ADMINISTRATIVE CODES

CCH64

6. PROJECT PERIOD

FROM 07/01/1993

THROUGH 06/30/1998

7. BUDGET PERIOD

FROM 07/01/1994

THROUGH 06/30/1995

8. TITLE OF PROJECT (OR PROGRAM)

STATE AND COMMUNITY-BASED CHILDHOOD LEAD POISONING PREVENTION PROGRAM

9. GRANTEE NAME AND ADDRESS

STATE OF VERMONT, DEPARTMENT OF HEALTH
DEPARTMENT OF HEALTH
POB 70, 108 CHERRY STREET
BURLINGTON, VT 05402

10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)

KAREN GARBARINO, CLPP MANAGER
DEPARTMENT OF HEALTH
POB 70, 108 CHERRY STREET
BURLINGTON, VT 05402

11. APPROVED BUDGET (EXCLUDES PHS DIRECT ASSISTANCE)

I PHS GRANT FUNDS ONLY
II TOTAL PROJECT COSTS INCLUDING GRANT FUNDS AND ALL OTHER FINANCIAL PARTICIPATION

(PLACE NUMERAL ON LINE) I

A. SALARIES AND WAGES.....\$	257,469
B. FRINGE BENEFITS.....\$	69,517
C. TOTAL PERSONNEL COSTS.....\$	326,986
D. CONSULTANT COSTS.....	0
E. EQUIPMENT.....	0
F. SUPPLIES.....	6,000
G. TRAVEL.....	10,000
H. PATIENT CARE-INPATIENT.....	0
I. PATIENT CARE-OUTPATIENT.....	0
J. ALTERATIONS AND RENOVATIONS.....	0
K. OTHER.....	67,791
L. CONSORTIUM/CONTRACTUAL COSTS.....	0
M. TRAINEE RELATED EXPENSES.....	0
N. TRAINEE STIPENDS.....	0
O. TRAINEE TUITION AND FEES.....	0
P. TRAINEE TRAVEL.....	0
Q. TOTAL DIRECT COSTS.....	\$ 410,777
R. INDIRECT COSTS (0.00 % OF S&W/TADC) \$	45,642
S. TOTAL APPROVED BUDGET.....	\$ 456,419
T. SBIR FEE.....	\$ 0
U. FEDERAL SHARE..... \$	456,419
V. NON-FEDERAL SHARE..... \$	0

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE

A. AMOUNT OF PHS FINANCIAL ASSISTANCE (FROM 11.U).....\$	456,419
B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS..\$	0
C. LESS CUMULATIVE PRIOR AWARD(S) THIS BUDGET PERIOD...\$	0
D. AMOUNT OF FINANCIAL ASSIST. THIS ACTION \$	456,419

13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT)

BUDGET YEAR	TOTAL DIRECT COSTS	BUDGET YEAR	TOTAL DIRECT COSTS
A. 3	372,512	D. 0	0
B. 4	372,512	E. 0	0
C. 5	372,512	F. 0	0

14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH)

A. AMOUNT OF PHS DIRECT ASSISTANCE.....\$	0
B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS..\$	0
C. LESS CUMULATIVE PRIOR AWARDS FROM THIS BUDGET PERIOD\$	0
D. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$	0

15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORDANCE WITH ONE OF THE FOLLOWING ALTERNATIVES: (SELECT ONE AND PUT LETTER IN BOX.)

- A. DEDUCTION
- B. ADDITIONAL COSTS
- C. MATCHING
- D. OTHER RESEARCH (ADD/DEDUCT OPTION)
- E. OTHER (SEE REMARKS)

A

THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE PHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:
A. THE GRANT PROGRAM LEGISLATION CITED ABOVE. B. THE GRANT PROGRAM REGULATION CITED ABOVE. C. THIS AWARD NOTICE INCLUDING TERMS AND CONDITIONS, IF ANY, NOTED BELOW UNDER REMARKS. D. PHS GRANTS POLICY STATEMENT INCLUDING ADDENDA IN EFFECT AS OF THE BEGINNING DATE OF THE BUDGET PERIOD. E. 45 CFR PART 74 OR 45 CFR PART 92 AS APPLICABLE. IN THE EVENT THERE ARE CONFLICTING OR OTHERWISE INCONSISTENT POLICIES APPLICABLE TO THE GRANT, THE ABOVE ORDER OF PRECEDENCE SHALL PREVAIL. ACCEPTANCE OF THE GRANT TERMS AND CONDITIONS IS ACKNOWLEDGED BY THE GRANTEE WHEN FUNDS ARE DRAWN OR OTHERWISE OBTAINED FROM THE GRANT PAYMENT SYSTEM.

REMARKS (OTHER TERMS AND CONDITIONS ATTACHED - YES NO)

SPONSOR: NATIONAL CENTER FOR ENVIRONMENTAL HEALTH
*IDC RATE BASE: SEE ATTACHED

PHS GRANTS MANAGEMENT OFFICER: (SIGNATURE)

Henry S. Cassell III

(NAME-TYPED/PRINT)

HENRY S. CASSELL, III

(TITLE)

GRANTS MANAGEMENT OFFICER

17. OBJ. CLASS. #1.41

18. CRS.EIN: 1-036000274-A7

19. LIST NO.: C1-110-C94

FY-CAN	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT. ACTION FIN. ASST	AMT. ACTION DIR. ASST
20.A 4-A4F17 4-9211878	B. CCH109146	C. CCH64	D. 456,419	E. 0
21.A	B.	C.	D.	E.
22.A	B.	C.	D.	E.

SUMMARY OF CHILDHOOD LEAD POISONING SCREENING SUPPLEMENT

Vt Dept. of Health

The Department of Health has been awarded \$83,907 in additional Federal funding by the Centers for Disease Control for the Childhood Lead Poisoning Prevention Program for State Fiscal Year 1995. During the first year of this grant program (SFY '94), CDC funding was sufficient to establish program activities in the Bennington, Brattleboro, Burlington and Rutland regions of the state. This additional funding will allow the Department to expand the program statewide, offering blood lead screening clinics throughout the state.

Under the Childhood Lead Poisoning Prevention Program, Department of Health nurses collect blood samples from children at blood lead screening clinics. The samples are sent to the Health Department Laboratory for analysis. Department personnel monitor the medical management of children with lead poisoning and identify and assess the sources of lead exposure.

Expanding the program statewide will require the hiring of an additional public health nurse. The additional funding provided by CDC will cover this personal service expense, the laboratory costs which will result from the additional testing, and the travel and supply expenses associated with the expansion of the program. We expect that funding from CDC for this expanded level of services will continue in subsequent grant awards. We will include this funding in our future budget requests.

The State Fiscal Year 1995 budget authorized the Childhood Lead Poisoning Prevention Program at a level of \$372,512. We have received a grant award of \$456,419 for this budget period. We are hereby requesting authorization to use a part of this additional funding of \$83,907 to establish a limited service position.



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

Memorandum

To: Joint Fiscal Committee Members

From: Catherine Benham, Joint Fiscal Office *CB*

Date: September 13, 1994

Subject: JFO #1636 - \$1.3 million 5 year grant (\$195,446 in FY95) from the Centers for Disease Control to the Vermont Department of Health

The Governor has approved acceptance of a five year grant from the Centers for Disease Control to the Vermont Department of Health in the amount of \$1.3 million (\$195,446 in fiscal year 1995) for the purposes of implementing the statewide cancer registry mandated by State statute (18 V.S.A. Chapter 4) and of meeting the requirements of federal statute P.L. 102-515, §399 H (c)(2)(D).

This grant has been awarded under Phase II (implementation phase) of the National Program of Cancer Registries and will allow the State to meet its objectives including:

- full ascertainment of newly diagnosed cases of cancer in Vermont
- use of data in directing and evaluating cancer control activities within Vermont
- availability of data for cancer research activities.

There is no General Fund match requirement specified by the award agreement. The Department is asking for authorization to establish three limited service positions for this project: two Epidemiologist and one Cancer Records Clerk.

Recommendation: I recommend approval of this grant of \$195,446 in FY 1995 and establishment of the three limited service positions. In subsequent fiscal years, the funds will be contained in the Department's budget.

PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05602



JFO #1636
OFFICE OF THE SECRETARY
(802) 828-3322

STATE OF VERMONT

AGENCY OF ADMINISTRATION

September 7, 1994



The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

SEP 8 1994

Dear Representative Obuchowski:

The Governor has approved acceptance of a grant from the Centers for Disease Control to the Vermont Department of Health.

The grant will total approximately \$1.3 million over the next five years. Joint Fiscal Committee approval is sought for \$195,446 in FY 1995. Future years will be budgeted.

Authorization for three limited service positions - two (2) Epidemiologists and one (1) Cancer Records Clerk - is also being requested for the implementation of the program. There is no State fund match requirement.

The grant has been awarded under Phase II (implementation phase) of the National Program of Cancer Registries and will be used to implement the statewide cancer registry mandated by State statute (18 V.S.A. Chapter 4) and meet the requirements of federal statute P.L. 102-515, § 399 H (c)(2)(D). The program's objectives include: full ascertainment of newly diagnosed cases of cancer in the State of Vermont, use of data in directing and evaluating cancer control activities within Vermont, and availability of data for cancer research activities.

Selected pages of the grant application and a letter confirming the grant award are enclosed. The detailed grant application is available from the Department of Health.

If you have any questions about this project, please feel free to give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "William H. Sorrell".

William H. Sorrell
Secretary of Administration

WHS:js
Enclosure

REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM RA-1
(Rev. 9-90)

1. Agency: Human Services
2. Department: Health
3. Program: Vermont Cancer Registry
4. Legal Title of Grant: National Program of Cancer Registry
5. Federal Catalog No.: 94.426
6. Grantor and Office Address: Centers for Disease Control
Atlanta, GA
7. Grant Period: From: 9/30/94 To: 9/29/99

RECEIVED

SEP 02 1994

DEPARTMENT OF
FINANCE MGMT.

8. Purpose of Grant: (attach additional sheets if needed)

To implement a statewide cancer registry. See attached summary.

9. Impact on Existing Programs if Grant is not Accepted:

The Health Dept. would be unable to continue activities begun under the Breast and Cervical Cancer grant, and would not have federally-funded resources to implement Vermont's 1993 legislation on establishing a cancer registry.

10. Budget Information:	(1st State FY) FY 1995	(2nd State FY) FY 1996	(3rd State FY) FY 1997
EXPENDITURES:			
Personal Services	\$151,710	\$ 202,280	\$ 202,280
Operating Expenses	\$ 43,736	\$ 58,314	\$ 58,314
Other	\$	\$	\$
TOTAL	\$195,446	\$ 260,594	\$ 260,594
REVENUES:			
State Funds:			
Cash	\$ 0	\$ 0	\$ 0
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$149,969	\$ 199,959	\$ 199,959
(Statewide Indirect)	\$ 6,821	\$ 9,095	\$ 9,095
(Department Indirect)	\$ 38,656	\$ 51,540	\$ 51,540
Other Funds:			
(source)	\$	\$	\$
TOTAL	\$195,446	\$ 260,594	\$ 260,594

Grant will be allocated to these appropriation expenditure accounts:

Appropriation Nos.	Amounts
010347100	149,969
010347010	45,470

-over-

1. Will grant monies be spent by one or more personal service contracts?

[x] YES [] NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X [Signature]

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
Epidemiologist	2
Cancer Records Clerk	1
TOTAL	3

12b. Equipment and space for these positions:

[x] Is presently available.
[] Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

[Signature] 9/2/94
(Signature) (Date)
Commissioner, Dept. of Health
(Title)

14. Action by Governor:

[x] Approved
[] Rejected

[Signature] 9/10/94
(Signature) (Date)

15. Secretary of Administration:

[] Request to JFO
[] Information to JFO

(Signature) (Date)

16. Action by Joint Fiscal Committee: (Dates)

[] Request to be placed on JFC agenda
[] Approved (not placed on agenda in 30 days)
[] Approved by JFC
[] Rejected by JFC
[] Approved by Legislature

(Signature) (Date)

**State of Vermont****AGENCY OF HUMAN SERVICES**

DEPARTMENT OF HEALTH
EPIDEMIOLOGY & DISEASE PREVENTION
P.O. BOX 70
BURLINGTON, VT 05402
(802) 863-7330
FAX: 863-7425

September 1, 1994

Ms. Mary Hutton
Project Officer
Centers for Disease Control
Mailstop K-57
2858 Woodcock Blvd
Chamblee, GA 30341

Dear Mary:

It was a pleasure to participate in the conference call regarding our new Registry Grant yesterday with you, Cindy George, and Albertha Carey from the fiscal office. We are eager to provide all of the information you have requested so that the restriction can be lifted on the remaining 50% of the travel funds. Enclosed are the job descriptions, revised first year budget for \$260,594, and the human subjects review form. If you need anything else, please let us know.

We look forward to working with you over the next five years in the expansion of our Cancer Registry.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Jean Ewing'.

Jean Ewing, M.S.
Chief, Cancer Control

SUMMARY: National Program of Cancer Registries Grant

The Department of Health has been notified that its grant application for federal assistance under Part II (implementation phase) of the National Program of cancer registries had been approved for funding.

Under this funding, the Department will receive 100% federal resources of approximately \$1.3 million over the next five years to implement the statewide cancer registry mandated by State statute and meeting the requirements of Federal statute P.L. 102-515, section 399 H (c) (2) (d).

The program's objectives include: full ascertainment of newly diagnosed cases of cancer in the State of Vermont; use of data in directing and evaluating cancer control activities within Vermont; and availability of data for cancer research activities.

The Department is requesting creation of three limited service positions to carry out this activity: two Epidemiologists (PG21) and one Cancer Records Clerk (PG13). There is no General Fund match required for this grant.

A. Executive Summary

1. The Vermont Department of Health is requesting federal assistance for Part II of the NPCR Grant to implement a statewide cancer registry in Vermont. Implementation funding would allow for complete case ascertainment for the newly established population-based statewide cancer registry which has a reference date of January 1, 1994.
2. Current resources include: 1 staff person 100% funded by the CDC Breast and Cervical Cancer Core Capacity planning grant; dedicated computer and printer; CANSUR/NET cancer registry software; locked office; office furniture for the staff person, some reference materials; and established cancer registries in all non-federal hospitals diagnosing or treating patients for cancer. Legislation passed in 1993 established a statewide population-based cancer registry in the Vermont Department of Health requiring health care facility and provider reporting and meeting all assurances of Pub. L. 102-515, section 399 H (c) (2) (D).
3. The objectives for this program include: full ascertainment of all newly diagnosed cases of cancer in the state of Vermont, with the exception of basal and squamous cell carcinomas of the skin as well as CIN III and cervical in-situ cancers; use of data in directing and evaluating cancer control activities within Vermont; and availability of data for cancer research activities.
4. Federal assistance of \$265,596 is requested.
5. The optional request to develop procedures and software to link data from secondary databases with data in the Vermont Cancer Registry with a funding requirement of \$72,900.

B. Existing Resources and Needs Assessment

B.1. Sources of Data on Cancer Cases

All health care facilities and providers diagnosing or treating cancer in the State of Vermont are required by the Cancer Registry Law (Appendix A) to report newly diagnosed cancer cases to the Vermont Cancer Registry, which is located in the Epidemiology & Disease Prevention Division of the Department of Health. The majority of data are submitted by Vermont hospitals, though physicians diagnosing or treating patients who have not been admitted to a Vermont hospital for cancer work-up or treatment must report those newly diagnosed cancers to the state registry directly. All cancers with the exception of basal and squamous cell carcinomas of the skin, CIN III and cervical in-situ cancers, are reportable.

Vermont has 15 hospitals in which cancer is diagnosed and/or treated, including the Veterans Administration Medical Center (VA) in White River Junction. While the VA is not required to report to the state, hospital officials are being very cooperative while a formal data submittal agreement is being negotiated. Data will initially be entered manually due to incompatibility between the VA cancer registry software and the program used by the state registry for data collection.

Grace Cottage Hospital is not included in the list of 15 reporting hospitals as any cancer cases seen at this very small facility (bed size of 17) are referred elsewhere for workup or treatment. State staff will survey this facility annually for case ascertainment.

There is one stand-alone laboratory performing cytology tests. All other pathology and cytology laboratories are located within hospital facilities. There are no free-standing radiology treatment or outpatient surgery facilities in Vermont.

Death certificate data from the Vermont Center for Public Health Statistics (VCPHS) will be compared with the state registry database and then followed back for reconciliation of unmatched cancer deaths. The VCPHS is part of the Department of Health's Division of Public Health Analysis and Policy located in an office adjoining the Cancer Control section. The Cancer Control section, in which the Vermont Cancer Registry is housed, has worked with VCPHS in the past on projects including a

cervical cancer follow-back study of death certificates and program planning using Behavioral Risk Factor Surveillance System data.

Negotiations with adjoining states as well as Florida are underway to permit the exchange of data on cancer patients with their home state. This is especially important with New Hampshire as staff physicians at five Vermont hospitals located close to that border often send their patients to the Dartmouth-Mary Hitchcock Medical Center in Lebanon, New Hampshire for cancer work-up and/or treatment.

NEEDS: A formal agreement for submittal of data by the VA must be obtained this year. Signed data exchange agreements between Vermont and adjoining states as well as Florida are needed this year. A data exchange agreement with Canada needs to be pursued.

B.2. Existing Computerized Cancer Reporting Systems

The rules which define the Vermont Cancer Registry stipulate that reported cases are to comply with the file format required by the registry director. The Vermont Cancer Registry Procedure Manual for Hospitals specifies that data submitted to the state registry must conform to a CANSUR/NET file format for acceptance by the state registry. CANSUR/NET software runs on an IBM-compatible personal computer (PC) and is available for purchase from the American College of Surgeons (ACoS).

CANSUR/NET software allows for the collection of all fields required in the American Association of Central Cancer Registries (AACCR) data set and the export of data in AACCR file format. CANSUR/NET includes staging by both SEER Summary Staging and American Joint Committee on Cancer (AJCC) protocols. The software package performs internal edits at the time of case entry, provides for maintenance of all required data elements within the system which eliminates the need for paper files, performs statistical analysis and produces reports.

Thirteen of the reporting hospitals are now using CANSUR/NET running on personal computers for cancer data collection. Table 1, below, lists all Vermont hospitals, their capacity, and information on their cancer registry system.

Hospitals with CANSUR/NET software are using the Transmit Function to copy cases to diskettes

which are then mailed to the Vermont Cancer Registry for inclusion in the registry system. Neither hospitals nor the state registry use modems.

Table 1. Vermont Reporting Hospitals.

<u>Hospital</u>	<u>Bed Capacity</u>	<u>Registry System</u>
Brattleboro Memorial Hospital	84	CANSUR/NET
Central Vermont Hospital	122	CANSUR/NET
Copley Hospital	44	CANSUR/NET
Fanny Allen Hospital	83	CANSUR/NET
Gifford Memorial Hospital	41	CANSUR/NET
Grace Cottage Hospital, Inc	17	State to collect*
Medical Center Hospital of Vermont	500	CANSUR/NET
Mt. Ascutney Hospital & Health Ctr.	33	Manual CANSUR/NET**
North Country Hospital & Health Ctr.	42	CANSUR/NET
Northeastern Vt. Regional Hospital	100	CANSUR/NET
Northwestern Medical Center, Inc.	70	CANSUR/NET
Porter Medical Center, Inc.	45	CANSUR/NET
Rutland Regional Medical Center	188	CANSUR/NET
Southwestern Medical Center	140	CANSUR/NET
Springfield Hospital, Inc.	69	CANSUR/NET
Veterans Administration Medical Ctr.	120	VA Software***

* Insufficient expected cancer cases to warrant establishing cancer registry. The state registry will perform annual casefinding and will abstract cases not reported by physicians or other hospitals.

** Submitting data using a printed copy of the CANSUR/NET worksheet which duplicates the desired file format due to the small caseload expected.

*** Using standardized VA cancer registry software, DHCP Oncology V2.1. Will submit abstracts which will be individually converted into CANSUR/NET format and entered into the state registry computer system.

B.3. Previous Efforts Toward Development of State Registry

Efforts toward establishing a statewide cancer registry for Vermont began in 1988 with the creation of the Vermont Coalition on Cancer Prevention and Control whose members, from various areas of health care, research, and public health, joined together to prioritize activities for controlling cancer in the state of Vermont. The Coalition recommended the formation of a state cancer registry as part of a goal of the Vermont Plan for Cancer Prevention and Control, 1990-1995, to "monitor and evaluate the cancer incidence, prevalence of risk factors, and effectiveness of intervention programs." A Surveillance/Registry working group chaired by Dr. Roger Secker-Walker of the University of

Vermont, was formed in late 1991 by the Coalition to initiate the formation of a state registry. The working group had strong support from professional health organizations as well as voluntary associations and environmental groups. After extensive research into state mandated registries, legislation was developed for reporting cancer cases which included monetary penalties for non-compliance. The bill received strong support and was passed in the 1993 session with no amendments. The law mandates reporting of cancers diagnosed or treated by Vermont health care facilities and providers, establishing a population-based statewide cancer registry in the Department of Health (VDH). Concurrently, Senator Leahy and Representative Sanders, both from Vermont, introduced the National Cancer Registries Amendment Act with strong citizen support for the establishment of a national cancer registry effort.

B.3.a. Collected Data

The following items will be collected for each case with the exception of Death-Certificate Only cases in which limited information may be available:

Name: Last, First, Middle, Maiden, Alias. Social Security number.

Address at diagnosis: Street, City, County, State, Zip code.

Race and Spanish/Hispanic Origin. Sex. Date of birth.

Occupation and Industry of longest duration.

Date of Diagnosis. Date of Hospital Admission.

Source of information and casefinding source.

Accession and sequence number.

Primary site and ICD-0-2 code. Morphology and ICD-0-2 code.

Behavior and differentiation (grade). Laterality. Diagnostic confirmation.

Tumor size, Residual tumor, SEER Extent of Disease, Lymph node involvement.

Stage of disease (SEER Summary and AJCC).

Date and type of first course of definitive treatment.

All text supporting coding, extent of disease, and staging.

Date of death, if applicable. Cause of death, if applicable.

NEEDS: Census tract information is lacking and is planned to be added to files by the central registry office.

BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

Revised 8/94

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. National Program of Cancer Registries	94-426	\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B — BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 90,500	\$	\$	\$	\$ 90,500
b. Fringe Benefits (27% of a.)	24,435				24,435
c. Travel	25,689				25,689
d. Equipment	22,410				22,410
e. Supplies	3,220				3,220
f. Contractual	20,000				20,000
g. —Construction Consultant	6,710				6,710
h. Other	6,995				6,995
i. Total Direct Charges (sum of 6a - 6h)	199,959				199,959
j. Indirect Charges	60,635				60,635
k. TOTALS (sum of 6i and 6j)	\$ 260,594	\$	\$	\$	\$ 260,594
7. Program Income	\$ 0	\$	\$	\$	\$ 0





Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

MEMORANDUM

To: Members, Joint Fiscal Committee

From: Douglas J. Williams, Deputy Fiscal Officer

Date: September 13, 1994

Subj: JFO # 1637; Department of Health; Excess Receipts

The U. S. Department of Health and Human Services has awarded the Vermont Department of Health an AIDS/HIV prevention grant in the amount of \$646,080 which spans two state fiscal years. This program and federal funds for fiscal year 1995 in the amount of \$484,269 were approved by action of the general assembly through passage of Act #210 of the 1994 Session. Thus, the attached revised grant award represents excess federal receipts in the amount of \$94,180.

With the approval of the Joint Fiscal Committee, the Department of Health proposes to use the excess receipts to expand the existing prevention program to include community planning groups. To accomplish this expansion, excess receipts will be used to hire one (1) limited service Public Health Program Coordinator. No general fund match is required.

Recommendation: Pursuant to the powers conferred upon the Joint Fiscal Committee by Act #210, sections 266 (offsetting appropriations) and 271(b) (new positions), I recommend that the Department of Health's fiscal year 1995 appropriation be increased in the amount \$94,180 and that the Committee authorize one (1) limited service Public Health Program Coordinator position.



STATE OF VERMONT
AGENCY OF ADMINISTRATION



September 6, 1994

SEP 8 1994

The Honorable Michael Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Vermont Department of Health has received \$94,180 in supplemental federal funding from the Centers for Disease Control, for the purpose of implementing a community planning process for its ongoing AIDS/HIV Prevention program.

The base grant for \$484,269 for these activities was included in the FY 1995 Department of Health budget, and was appropriated in 1994 Act 210 (the FY 1995 Appropriations Act). The additional \$94,180 is "excess receipts", exceeding the appropriated amount, and will be used to support a position to lead the community planning process, and for the operating costs (supplies, travel, meeting costs) associated with the planning effort.

Under the provisions of Act 210 Sec. 271 (b), we are requesting Joint Fiscal Committee authorization of one limited service position - Public Health Program Coordinator - needed to coordinate the efforts of the planning group as well as to conduct the research and evaluation tasks necessary to successful completion of the project. The Commissioner of Health has certified that space and equipment for the position is available.

Furthermore, because these "excess receipts" will be used to "hire personnel", under the provisions of Act 210 Sec. 266 we are requesting Joint Fiscal Committee approval to expend the funds.

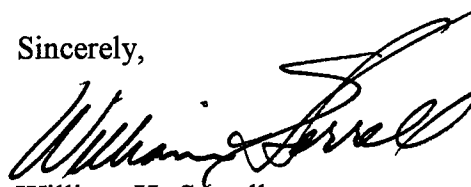
The Honorable Michael Obuchowski
September 6, 1994
Page 2

It is expected that this component of the ongoing HIV prevention program will be funded in future years, and funding for those out-years will be included on the Department's budget.

No state match is required.

Please feel free to call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "William H. Sorrell". The signature is fluid and cursive, with a large, sweeping flourish at the end.

William H. Sorrell
Secretary of Administration

WHS:OT
Enclosure

DATE 01/24/1994
 SUPERSEDES AWARD NOTICE DATED 12/20/1993
 EFFECT THAT ANY ADDITIONS OR RESTRICTIONS PREVIOUSLY IMPOSED REMAIN IN EFFECT UNLESS SPECIFICALLY RESCINDED.

4. GRANT NO. U62/CCU102021-09-1
 5. ADMINISTRATIVE CODES CCU62

6. PROJECT PERIOD FROM 04/15/1986 THROUGH 12/31/1997
 7. BUDGET PERIOD FROM 01/01/1994 THROUGH 12/31/1994

DEPARTMENT OF HEALTH AND HUMAN SERVICES
 PUBLIC HEALTH SERVICE
 CENTERS FOR DISEASE CONTROL

NOTICE OF COOPERATIVE AGREEMENT
 AUTHORIZATION (LEGISLATION/REGULATION)
 SEC 301(A), 317, PHS ACT AS AMENDED

8. TITLE OF PROJECT (OR PROGRAM)
 HIV PREVENTION PROJECT

9. GRANTEE NAME AND ADDRESS
 VERMONT DEPARTMENT OF HEALTH
 PO BOX 70., 108 CHERRY STREET
 BURLINGTON, VT 05402

10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)
 TERJE ANDERSON, AIDS PROGRAM CHIEF
 VERMONT DEPARTMENT OF HEALTH
 P.O. BOX 70, 108 CHERRY STREET
 BURLINGTON, VT 05402

11. APPROVED BUDGET (EXCLUDES PHS DIRECT ASSISTANCE)

I PHS GRANT FUNDS ONLY
 II TOTAL PROJECT COSTS INCLUDING GRANT FUNDS AND ALL OTHER FINANCIAL PARTICIPATION
 (PLACE NUMERAL ON LINE) I

A. SALARIES AND WAGES.....\$	147,644
B. FRINGE BENEFITS.....\$	39,864
C. TOTAL PERSONNEL COSTS.....\$	187,508
D. CONSULTANT COSTS.....	0
E. EQUIPMENT.....	0
F. SUPPLIES.....	30,000
G. TRAVEL.....	15,500
H. PATIENT CARE-INPATIENT.....	0
I. PATIENT CARE-OUTPATIENT.....	0
J. ALTERATIONS AND RENOVATIONS.....	0
K. OTHER.....	114,180
L. CONSORTIUM/CONTRACTUAL COSTS.....	199,971
M. TRAINEE RELATED EXPENSES.....	0
N. TRAINEE STIPENDS.....	0
O. TRAINEE TUITION AND FEES.....	0
P. TRAINEE TRAVEL.....	0
Q. TOTAL DIRECT COSTS.....\$	547,159
R. INDIRECT COSTS (67.00 % OF S&W/TADC) \$	98,921
S. TOTAL APPROVED BUDGET.....\$	646,080
T. SBIR FEE.....\$	0
U. FEDERAL SHARE.....\$	646,080
V. NON-FEDERAL SHARE.....\$	0

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE

A. AMOUNT OF PHS FINANCIAL ASSISTANCE (FROM 11.U).....\$ 646,080
 B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS..\$ 0
 C. LESS CUMULATIVE PRIOR AWARD(S) THIS BUDGET PERIOD...\$ 551,900
 D. AMOUNT OF FINANCIAL ASSIST. THIS ACTION \$ **94,180**

13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT)

BUDGET YEAR	TOTAL DIRECT COSTS	BUDGET YEAR	TOTAL DIRECT COSTS
A. 10	483,035	D. 0	0
B. 11	483,035	E. 0	0
C. 12	483,035	F. 0	0

14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH)

A. AMOUNT OF PHS DIRECT ASSISTANCE.....\$ 0
 B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS..\$ 0
 C. LESS CUMULATIVE PRIOR AWARDS FROM THIS BUDGET PERIOD\$ 0
 D. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$ 0

15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORDANCE WITH ONE OF THE FOLLOWING ALTERNATIVES: (SELECT ONE AND PUT LETTER IN BOX.)

A. DEDUCTION
 B. ADDITIONAL COSTS
 C. MATCHING **B**
 D. OTHER RESEARCH (ADD/DEDUCT OPTION)
 E. OTHER (SEE REMARKS)

THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE PHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:
 A. THE GRANT PROGRAM LEGISLATION CITED ABOVE. B. THE GRANT PROGRAM REGULATION CITED ABOVE. C. THIS AWARD NOTICE INCLUDING TERMS AND CONDITIONS, IF ANY, NOTED BELOW UNDER REMARKS. D. PHS GRANTS POLICY STATEMENT INCLUDING ADDENDA IN EFFECT AS OF THE BEGINNING DATE OF THE BUDGET PERIOD. E. 45 CFR PART 74 OR 45 CFR PART 92 AS APPLICABLE. IN THE EVENT THERE ARE CONFLICTING OR OTHERWISE INCONSISTENT POLICIES APPLICABLE TO THE GRANT, THE ABOVE ORDER OF PRECEDENCE SHALL PREVAIL. ACCEPTANCE OF THE GRANT TERMS AND CONDITIONS IS ACKNOWLEDGED BY THE GRANTEE WHEN FUNDS ARE DRAWN OR OTHERWISE OBTAINED FROM THE GRANT PAYMENT SYSTEM.

REMARKS (OTHER TERMS AND CONDITIONS ATTACHED - YES NO)

SPONSOR: NATIONAL CENTER FOR PREVENTION SERVICES
 *IDC RATE BASE: SEE ATTACHED

HS GRANTS MANAGEMENT OFFICER (SIGNATURE) *Elizabeth M. Taylor* (NAME-TYPED/PRINT) ELIZABETH M. TAYLOR (TITLE) GRANTS MANAGEMENT OFFICER

7. ORG. CLASS. 41.51 18. CRS.EIN: 1-036000274-A7 19. LIST NO.: C0-460-T94

A. 4-A2AM5 4-9214340	B. CCU102021	C. CCU62	D. 94,180	E. 0
A.	B.	C.	D.	E.
A.	B.	C.	D.	E.

SUMMARY OF HIV PREVENTION COMMUNITY PLANNING COMPONENT

Vt. Dept. of Health

~~The Department of Health~~ has been awarded supplementary Federal funding of \$94,180 by the Centers for Disease Control to establish a community planning process for the AIDS/HIV Prevention Program. The Centers for Disease Control have provided basic funding for the AIDS/HIV Prevention Program since 1986. They are now supplementing this funding with additional money to implement a community planning process for the program. This planning process entails the assembling, support and coordination of a group of representatives from those communities in Vermont affected by the HIV epidemic. This group will serve as the planning group for the ongoing HIV Prevention program.

The group will be required to assess the impact of HIV/AIDS on defined populations in the state and the needs of these populations, to assess existing resources for responding to the epidemic, to evaluate the impact of actual and potential interventions, and to plan the future course of the HIV Prevention Program. This process will require an additional position to coordinate the activities of the planning group and to perform the research and evaluation tasks necessary for the project.

The State Fiscal Year 1995 budget authorized the AIDS Prevention Program at a level of \$484,269. We are hereby requesting authorization to use a part of this supplementary funding of \$94,180 to establish a limited service position. The remainder of the supplementary funding will be used to meet the various operating expenses of the planning group, including supply, travel and meeting costs. We have been assured that this supplementary Federal funding will be continued in future grant awards by the Centers for Disease Control for the AIDS/HIV Prevention Program and the Department of Health will include this funding in its future budget requests. There is no State match required.



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

MEMORANDUM

TO: Members, Joint Fiscal Committee

FROM: Maria Belliveau *MB*
Fiscal Analyst

DATE: September 13, 1994

SUBJECT: JFO #1638 - Grant from the State Justice Institute to the Vermont Council on Family Violence

The Vermont Council on Family Violence requests approval to accept a \$90,000 grant from the State Justice Institute. Joint Fiscal Committee approval is sought for \$60,000 in fiscal year 1995. The remaining balance of \$30,000 will be budgeted in fiscal year 1996.

The grant funds will be used to provide administrative and technical support, including three state-wide conferences on family violence, to the 14 county domestic violence task forces. A part-time employee of the Governor's Commission on Women will work additional hours administering the grant in space provided by the State's Attorneys's Office. One or more personal service contracts will be utilized to provide a needs assessment and training to the 14 county domestic violence task forces.

A signed cover letter from Secretary Sorrell and a signed AA-1 will be arriving at the Joint Fiscal Office before the scheduled Joint Fiscal Committee meeting on September 20.

Recommendation:

I recommend that the Joint Fiscal Committee approve the acceptance of \$60,000 from the State Justice Institute for expenditure in fiscal year 1995. The remaining \$30,000 will be budgeted in fiscal year 1996.

PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05602



OFFICE OF THE SECRETARY
(802) 828-3322

JFO #1638

STATE OF VERMONT

AGENCY OF ADMINISTRATION

September 13, 1994

The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Governor has approved acceptance of a grant of \$90,000 from the State Justice Institute to the Vermont Council on Family Violence.

The Vermont Council on Family Violence was established by Executive order #10-93, dated August 11, 1993, to help coordinate services, information and education offered through community domestic violence task forces. The State Justice Institute is a private non-profit corporation funded primarily through Federal appropriations.

Joint Fiscal Committee approval is sought for \$60,000 in fiscal year 1995. The remaining \$30,000 will be included in the draft appropriations bill budget request for fiscal year 1996.

This grant will primarily be used to fund three statewide conferences and administrative and technical support for the 14 county domestic violence task forces. This program will be administered by the Council through contracts and with the assistance of the State's Attorneys' office, which will provide office space and support for a current part-time state employee of the Governor's Commission on Women, who will be paid for additional hours of work through this grant.

Required match is in the form of budgeted time and resources provided in support of the project by the Governor's Commission on Women and the Department of State's Attorneys. There are no anticipated continuing costs associated with acceptance of these funds. The award was made June 6, 1994.

If you have any questions about this project, please contact me.

Sincerely,

William H. Sorrell
Secretary of Administration

WHS/js
Enclosure

RECEIVED

SEP 08 1994

STATE OF VERMONT
 REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

DEPARTMENT OF FORM AA-1
 FINANCE MGMT (Rev. 9-90)

1. Agency:
2. Department: VT Council on Family Violence
3. Program: Local Domestic Violence Task Forces
4. Legal Title of Grant: Confronting Family Violence in the Courts + Community
5. Federal Catalog No.: SJL-94-124-H-171
6. Grantor and Office Address: State Justice Institute
 1650 King St, Suite 600
 Alexandria, VA 22314
7. Grant Period: From: To:

8. Purpose of Grant: (attach additional sheets if needed)
 To fund statewide Council on Family Violence so they can provide administrative + technical support, including 3 statewide conferences on family violence, to the members of the 14 county domestic violence task forces.

9. Impact on Existing Programs if Grant is not Accepted:
 Without training + technical assistance, local communities cannot develop new responses to the growing problem of family violence. This grant will allow each county to update inter-agency protocols governing their response to family violence.

Budget Information:	(1st State FY) FY 1995	(2nd State FY) FY 1996	(3rd State FY) FY 19
EXPENDITURES:			
Personal Services	\$ 47,667	\$ 23,833	\$
Operating Expenses	\$ 12,333	\$ 6,167	\$
Other	\$	\$	\$
TOTAL	\$ 60,000	\$ 30,000	\$
REVENUES:			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source)	\$ 60,000	\$ 30,000	\$
TOTAL	\$ 60,000	\$ 30,000	\$

Grant will be allocated to these appropriation expenditure accounts: Appropriation Nos. Amounts

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

Judith A. Rex, Co-Chair, JCFV

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
None	
TOTAL	

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Judith A. Rex, Co-Chair
 (Signature)

 (Title)

8/12/94
(Date)

14. Action by Governor:

- Approved
- Rejected

 (Signature) _____
 (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

 (Signature) _____
 (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) _____
 (Date)

**CONFRONTING FAMILY VIOLENCE
IN THE COURTS AND COMMUNITY**

Vermont's Plan of Action

Submitted by:

The Vermont Council on Family Violence
12 Baldwin Street, Drawer 33
Montpelier, Vermont 05633-6401
802-828-2131

Written by:

Judy Rex, Co-Chair, Vermont Council on Family Violence
Jeri Martinez, Director, Vermont Council on Family Violence
Pam Sadoski, Intern, Vermont Network Against Domestic Violence
and Sexual Assault

Special Interest Category: L. Family Violence and the Courts

Project Duration: Two Years

B. PROJECT ABSTRACT

The purpose of this project is to develop a coordinated effective response by Vermont courts and communities to victims and perpetrators of family violence.

To accomplish this goal, a Vermont Council on Family Violence (VCFV) is created, composed of individuals from the courts, community agencies and the general public. The mission of VCFV is to coordinate education, information and services to victims and perpetrators of family violence through the 14 county domestic violence task forces whose membership mirrors VCFV.

The VCFV will focus on three objectives to assist task forces in developing a comprehensive and coordinated response to family violence. First, VCFV will conduct a Needs Assessment to assess the policies, procedures and practices of the courts and communities to family violence; identify the barriers preventing some battered women from using the system; and identify the additional resources and services needed to improve court and community responses to family violence. Concurrent with the Needs Assessment, the VCFV will provide administrative support and technical assistance to each task force to help it develop a shared mission, organizational structure and effective group process. This will provide the task forces with the foundation needed to develop and implement interagency and community protocols coordinating services to victims and perpetrators of family violence. Finally, VCFV will design and implement three statewide training conferences on family violence for task force members to support the development of a consistent, coordinated, comprehensive response to family violence throughout the state of Vermont.

Benefits from this project include:

1. Increased support and safety for abused women and their children.
2. Greater involvement of the community and courts in Vermont's effort to eliminate family violence.
3. Increased communication and information sharing between community agencies and the courts which will enhance their ability to effectively respond to family violence.
4. Increased knowledge and understanding of family violence and how to respond effectively.
5. Development of protocols to coordinate services at the local level.
6. Development of a statewide coordinated response to family violence.

State Justice Institute

PROJECT BUDGET (TABULAR FORMAT)

Applicant: State of Vermont

Project Title CONFRONTING FAMILY VIOLENCE IN THE COURTS AND COMMUNITITES

For Project Activity from June 1, 1994 to December 31, 1995

Total Amount Requested for Project from SJI \$ 90,000

ITEM	SJI FUNDS	STATE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS	IN-KIND SUPPORT	TOTAL
Personnel	18,330	6,110	9,984			214,400	248,824
Fringe Benefits	3,418	1,140					4,558
Consultant/Contractual	49,752						49,752
Travel	8,500					78,240	86,740
Equipment	2,500						2,500
Supplies	0	4,000					4,000
Telephone	0	1,000					1,000
Postage	0	500	1,500				2,000
Printing/Photocopying	3,000	0					3,000
Audit							
Other (specify)							
Direct Costs							
Indirect Costs	4,500						4,500
Total	90,000	12,750	11,484			292,640	406,874

Remarks:

State Justice Institute

June 6, 1994

Chairman
MALCOLM M. LUCAS
Chief Justice
Supreme Court of California
San Francisco, California

Vice Chairman
JOHN F. DAFFRON, JR.
Judge
Twelfth Judicial Circuit
Chesterfield, Virginia

Secretary
JANICE GRADWOHL
Judge
Lincoln, Nebraska

Executive Committee Member
TERRENCE B. ADAMSON
Kaye, Scholer, Fierman,
Hays & Handler
Washington, D.C.

CARLE F. BIANCHI
State Court Administrative
Member
Boise, Idaho

DAVID A. BROCK
Chief Justice
Supreme Court of New Hampshire
Concord, New Hampshire

JAMES DUKE CAMERON
Bennett, Fairbourne & Friedman
Phoenix, Arizona

VIVI L. DILWEG
Judge
Eighth Judicial Circuit
Green Bay, Wisconsin

CARLOS R. GARZA
Administrative Judge (Ret.)
Vienna, Virginia

KEITH McNAMARA
McNamara & McNamara
Columbus, Ohio

SANDRA A. O'CONNOR
States Attorney
of Baltimore County
Towson, Maryland

DAVID I. TEVELIN
Executive Director

RICHARD VAN DUIZEND
Deputy Director

Judy Rex
Co-Chair
Vermont Council on Family Violence
12 Baldwin Street, Drawer 13
Montpelier, Vermont 05633-6401

Dear Ms. Rex:

On behalf of the Board of Directors of the Institute, I am pleased to inform you that the Vermont Council on Family Violence has been awarded a grant based on its application entitled "Confronting Family Violence in the Courts and Community: Vermont's Plan of Action" as modified in your letter to me of April 29, 1994 and the telephone conversation between you and Marian Macpherson of May 11, 1994. The project has been assigned SJI Grant Number SJI-94-12L-H-171. Please use this number on all correspondence to the Institute regarding this grant.

Please note the Special Condition attached to the award which requires written approval by the Institute of consulting rates in excess of \$300 per day.

Enclosed are the original and one copy of the Grant Award together with the Institute's Grant Guideline, and the forms you will need for requesting grant funds and for submitting financial and progress reports 30 days after the end of each calendar quarter during the project period. Sections X. and XI. of the Guideline list the Compliance and Financial Requirements and apply to Institute grants; Section XII. specifies what changes in the project must be approved by the Institute.

Please note that the Institute's Grant Guideline requires submission of two copies of each progress report and two copies of each financial status report. Progress reports and payment requests should be mailed to the attention of the grant monitor assigned to your project. Financial status reports should be mailed to the attention of the Finance and Management Division. Because original signatures are required for both payment requests and financial status reports, these items should not be sent by fax machine.

SJI

1650 King Street, Suite 600, Alexandria, Virginia 22314
(703) 684-6100

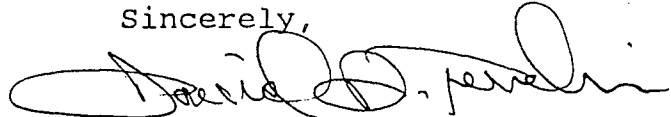
Judy Rex
Page Two

Please also be aware that 20 copies of grant products must be submitted to the Institute and a diskette of the text in ASCII. (see Section VII.C.6.) It is also required that Institute support be acknowledged prominently on all products, and that copies of each product be sent to the library in each State collecting materials produced through SJI grants. The Guideline provides further that a final draft of each grant product must be submitted to the Institute for review prior to publication or production and that no grant funds may be obligated for publication or production without Institute approval. (See Sections X.Q. - X.S.)

Please sign both the original and copy of the Grant Award and return the signed copy to the Institute.

Marian Macpherson will be the grant monitor for this project. Please contact her if you have any questions. We look forward to working with you.

Sincerely,

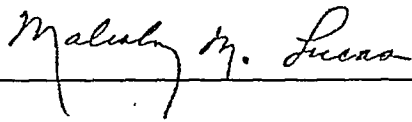
A handwritten signature in black ink, appearing to read "David I. Tevelin". The signature is fluid and cursive, with a large loop at the end.

David I. Tevelin
Executive Director

Enclosures

STATE JUSTICE INSTITUTE

AWARD

<input checked="" type="checkbox"/> Grant		<input type="checkbox"/> Contract	<input type="checkbox"/> Cooperative Agreement	Page <u>1</u> of <u>2</u>
1. Grantee Name and Address Vermont Council on Family Violence 12 Baldwin Street, Drawer 33 Montpelier, Vermont 05633-6401		3. Award Number SJI-94-12L-H-171		
		4. Award Period 06/01/94 - 12/31/95		
		5. Award Date 06/01/94		
1a. Employer Identification No.		6. Award Amount \$90,000		
2. Subgrantee Name and Address		7. Type of Award		
		<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Supplement <input type="checkbox"/> Continuation <input type="checkbox"/> Ongoing Support <input type="checkbox"/> Other: _____		
2a. Employer Identification No.				
8. Project Title "Confronting Family Violence in the Courts and Community: Vermont's Plan of Action"				
9. Special Conditions (Check if applicable) <input checked="" type="checkbox"/> The above project is approved subject to such conditions or limitations as set forth on the attached <u>1</u> pages.				
STATE JUSTICE INSTITUTE APPROVAL		GRANTEE ACCEPTANCE		
10. Approving SJI Official		11. Authorized Official of Grantee		
Name (typed): <u>Malcolm M. Lucas</u>		Name (typed): _____		
Title: <u>Chairman, Board of Directors</u>		Title: _____		
Signature: <u></u>		Signature: _____		
Date: <u>June 1, 1994</u>		Date: _____		

SPECIAL CONDITION

Approval of Consultant Rates. No grant funds may be drawn down to pay or reimburse consultant expenditures based on a rate in excess of \$300 per day without SJI's prior written approval. The grantee will submit completed copies of the SJI Consultant Rate Questionnaire for all consultants working on the project whose daily rates of compensation exceed \$300 per day.

STATE OF VERMONT
Executive Department
Vermont Supreme Court

EXECUTIVE ORDER, APPOINTMENT AND CHARGE

- WHEREAS, family violence in Vermont directly affects the lives of thousands of citizens, especially Vermont's children, each year; and
- WHEREAS, the State of Vermont is committed to protecting the lives and the physical and emotional health of Vermont citizens; and
- WHEREAS, for too long individual and group efforts to eliminate family violence have gone unrecognized and unsupported; and
- WHEREAS, the Judicial and Executive branches of the State of Vermont recognize that, although they are appropriately constitutionally and administratively separate, closer communication and coordination between them is necessary in serving families victimized by violence; and
- WHEREAS, the Executive and Judicial branches of the State of Vermont recognize that the only way to eliminate family violence from Vermont is to educate every Vermont community to accept responsibility for ending violence in the family; and
- WHEREAS, there is a need to provide Vermont's children and adults who live in violent households with protection from abuse and access to coordinated services from the social services, law enforcement and legal systems; and
- WHEREAS, there is a need to provide Vermont citizens and members of the civil and criminal justice and health and social services systems with consistent information and education on the emotional and physical impact of family violence on children and the psychology of victims and offenders, as well as available legal remedies and available services.

NOW THEREFORE, BE IT RESOLVED THAT WE, Howard Dean, Governor of the State of Vermont, and Chief Justice Frederic W. Allen, on behalf of the Supreme Court of the State of Vermont, by virtue of the powers invested in us, do hereby create and charge the Vermont Council on Family Violence.

1. The Council shall serve the community domestic violence task forces in their efforts to eliminate family violence by facilitating the coordination of services, information and education.

In the implementation of its charge, the Council may consider the following:

- ▶ being responsive to the needs identified by the community domestic violence task forces;
- ▶ providing safety for victims of family violence, and continuing support for survivors;
- ▶ promoting effective prevention, intervention and treatment techniques;
- ▶ fostering community responsibility for preventing family violence;
- ▶ studying and evaluating the needs, priorities, programs, policies and accessibility of services relating to family violence throughout the state;
- ▶ reviewing and evaluating programs of coordinated responses to family violence in other states in order to develop a recommended model for implementation by county task forces in Vermont;
- ▶ evaluating and monitoring the adequacy and effectiveness of current laws, rules, agency policies and procedures;
- ▶ identifying systemic obstacles and making recommendations for solutions, whether practical, procedural or legal in nature, including the development, initiation and coordination of family violence legislation and rules as necessary;
- ▶ providing technical assistance and training for county family violence task forces; and
- ▶ making recommendations for education and training to ensure that members of the civil and criminal justice and health and social services communities are aware of the emotional and physical impact of family violence on children and the psychology of victims and offenders, as well as available legal remedies and available services.

2. The Council shall consist of the following:

A. Members to be appointed by the Governor:

One member of the public who shall be a survivor of family violence

One member of the public with expertise in the area of family violence

A representative of the Victim Assistance Program

A representative of the Department of Public Safety

A municipal police officer
A representative of the Vermont Sheriff's Association
A social worker from the Department of Social and Rehabilitative Services
A physician
A mental health professional
A member of the business community
A member of the media
A member of the Governor's Staff
A representative of the Department of State's Attorneys
A representative of the Office of the Defender General
A member of the Vermont clergy
An educator

B. Members to be appointed by the Supreme Court:

Four members of the judiciary, one of whom may be a magistrate
One court manager
A representative of Vermont Legal Aid
A representative of the Vermont family bar

C. Legislative Members:

One member of the House to be appointed by the Speaker of the House
One member of the Senate to be appointed by the Committee on Committees

D. Ex Officio Members:

The Coordinator of the Vermont Network Against Domestic Violence and Sexual Assault
The Executive Director of the Criminal Justice Training Council
The Commissioner of Corrections
The Secretary of Human Services, or designee

3. The Vermont Council on Family Violence shall meet periodically to perform its business. Council members who are not otherwise financially reimbursed for expenses incurred in attending Council meetings shall receive reimbursement for mileage and per diem. The Governor and the Supreme Court shall each designate a Co-Chair from among the members. The Council shall be attached to the Governor's Commission on Women for administrative support.
4. The Vermont Council on Family Violence shall be authorized, in accordance with 32 V.S.A. §5(a), to apply for and receive such Federal and other grants and funds as may be available.
5. The Vermont Council on Family Violence shall make an annual report to the Governor, the Supreme Court and the people of the State of Vermont.

This Executive Order, Appointment and Charge shall take effect upon signing.

Witness my name hereunto subscribed and the Great Seal of the State of Vermont hereunto affixed at Montpelier, this 11th day of August, 1993.



Howard Dean, M.D.
Governor

Frederic W. Allen
Chief Justice
Vermont Supreme Court

By the Governor:

Kathleen C. Hoyt
Secretary of Civil and Military Affairs

Executive Order No. 10-93



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

MEMORANDUM

To: Joint Fiscal Committee Members

From: Stephen Klein, Joint Fiscal Officer

Subject: **JFO #1639 - U.S. Department of Education five year grant to the Vermont Department of Education to further Goals 2000. Approval of \$399,041 is requested in FY 95. Remaining amounts will be budgeted.**

Date: September 13, 1994

Goals 2000 is a broad federal program to improve elementary and secondary education. This grant, issued within that program, is one of 52 grants issued to each state, Washington DC, and Puerto Rico.

The Department will use the \$399,041 as follows: \$169,041 for Department of Education activities; \$160,000 for competitive local grants; \$75,000 in contractual expenses for educational technology; and \$10,000 for the Vermont Goals 2000 Commission. The Department will use \$67,869 of its funds to pay for school and curriculum improvement program expenses which were previously covered by federal chapter 2 funds that have been reduced.

The grant has no matching requirements or continuation provisions after its authorization expires in federal fiscal year 1998. Attached in the supporting documents is a state by state summary of federal grant amounts authorized.

Signed AA-1 and cover letters, if not attached, will be presented at the meeting.

Staff Recommendation: Approve \$399,041 as requested in FY 95. Remaining amounts will be budgeted.

JFO # 1639

PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05602



OFFICE OF THE SECRETARY
(802) 828-3322

STATE OF VERMONT

AGENCY OF ADMINISTRATION
September 8, 1994

The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Governor has approved acceptance of a grant from the U.S. Department of Education to the Vermont Department of Education. Joint Fiscal Committee approval is sought for \$399,041 in fiscal year 1995. The grant comes to the Department as part of the new federal "Goals 2000" program under which the State can anticipate continued funding through fiscal year 1999. The grant funds for fiscal year 1995 should be available to the Department by the end of September 1994. Funds for fiscal years 1996 through 1999 will be budgeted.

Goals 2000 is a broad federal program to improve elementary and secondary education through several initiatives such as the creation of a national panel to set voluntary education goals and standards, an initiative to improve teacher preparation education, an initiative to encourage the use of technology in the schools, and the allocation of funds to states and local schools to assist them with their reform efforts. The cornerstone of the program is the State and Local Education Systemic Improvement (Title III) initiative and this grant acceptance request is primarily for the funds allocated to Vermont under this initiative. The Title III initiative is intended to provide funds to assist states and schools with their efforts to plan for and implement changes aimed at setting goals and standards to promote high student performance in school and to promote public accountability for results.

To participate in the program, each state must submit an application to the U.S. Department of Education in which they outline their plans to promote reform. Vermont's application is built upon the "Green Mountain Challenge" which is a set of reform initiatives adopted by the State Board of Education. For fiscal year 1995, the funds will be used to support several projects including the development of a state education technology plan, the work of a Vermont Goals 2000 Commission which is charged with the development of the State's comprehensive reform plan, and subgrants to local schools to assist in their development of school improvement plans. As stipulated by the Goals 2000 legislation, the subgrants (\$160,000 in fiscal year 1995) to local schools will be allocated on a competitive basis.

Joint Fiscal Committee - Goals 2000

September 8, 1994

Page 2

Total grant funds over the next 3 years are anticipated at about \$2,399,041 and will be administrated by the Vermont Department of Education. In fiscal year 1995, the Department of Education will be using \$169,041 of the grant to support its own Goals 2000 related activities. These funds include \$75,000 in contractual expenses in support of the education technology initiative and \$10,000 for the support of the Vermont Goals 2000 Commission.

The grant has no matching requirements, or continuation provisions after its authorization expires in federal fiscal year 1998.

Documentation for this grant includes a summary description of the grant program ("Overview for J.F.C. Review"), a document entitled the "Development of Vermont's Goals 2000 Plan" which outlines the components of Vermont's Goals 2000 program, and a budget summary for the program for fiscal year 1995.

Notification of Vermont's allocation is enclosed. While the Department has not yet received a grant award letter for Goals 2000, the award letter is anticipated in early September and a copy will be forwarded to the Joint Fiscal Office upon receipt.

If you desire more detailed information, please contact the Department of Education. If you have any other questions, please feel free to give me a call.

Sincerely,

William H. Sorrell
Secretary of Administration

WHS:WEJ:njk
Enclosure

*Sign of copy
Gaming*

Agency:
Department: Education
Program: Goals 2000

RECEIVED
SEP 07 1994
DEPARTMENT OF
FINANCE MGMT

Legal Title of Grant: Goals 2000: Educate America Act
Federal Catalog No.:
Grantor and Office Address: U. S. Dept. of Education--Goals 2000, State & Local Reform, 400 Maryland Avenue, SW, Room 4141, Washington, DC 20202

Grant Period: From: 9/20/94 To: 6/30/99

Purpose of Grant: (attach additional sheets if needed)
Goals 2000 is a federal program that provides resources to states & communities to develop and implement comprehensive educational reforms aimed at helping all students reach challenging academic & occupational skill standards.

Impact on Existing Programs if Grant is not Accepted:
Currently federal Chapter 2 funds are used to pay for department staff who work on school and curriculum improvement. These funds have been reduced. Our intention is to use \$67,869 in Goals 2000 funds to pay for these staff. If the funds aren't available, we will need to reduce staff to make up for the reduction in Chapter 2 funds.

Budget Information:	(1st State FY) FY 1995	(2nd State FY) FY 1996	(3rd State FY) FY 1997
EXPENDITURES:			
Personal Services	\$ 145,094	\$ 84,000	\$ 84,000
Operating Expenses	\$ 23,947	\$ 16,000	\$ 16,000
Other	\$ 230,000	\$ 900,000	\$ 900,000
TOTAL	\$ 399,041	\$ 1,000,000	\$ 1,000,000

REVENUES:			
State Funds:			
Cash	\$ 0	\$ 0	\$ 0
In-Kind	\$ 0	\$ 0	\$ 0
Federal Funds:			
(Direct Costs)	\$ 387,294	\$ 986,000	\$ 986,000
(Statewide Indirect)	\$ 1,510	\$ 1,800	\$ 1,800
(Department Indirect)	\$ 10,237	\$ 12,200	\$ 12,200
Other Funds:			
(source)	\$ 0	\$ 0	\$ 0
TOTAL	\$ 399,041	\$ 1,000,000	\$ 1,000,000

Amount will be allocated to these	Appropriation Nos.	Amounts
Appropriation expenditure accounts:	0105772201 17684-2	\$145,094
	0105772202 17685-9	23,947
	-over-	
	0105772206 17686-7	230,000

Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X *Richard P. Hull*

Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

3. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Richard P. Hull 9/6/94
 (Signature) (Date)
COMMISSIONER OF EDUCATION
 (Title)

4. Action by Governor:

- Approved
- Rejected

 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

 (Signature) (Date)

16. Action by Joint Fiscal Committee: (Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)

<u>State</u>	<u>Systemic Reform State Grants</u>	<u>Technology Planning State Grants</u>	<u>Total Systemic Reform & Technology</u>
TOTAL, 52 STATES:	\$86,480,000	\$5,000,000	\$91,480,000
ALABAMA	1,491,679	75,000	1,566,679
ALASKA	375,999	75,000	450,999
ARIZONA	1,257,598	75,000	1,332,598
ARKANSAS	895,400	75,000	970,400
CALIFORNIA	9,872,285	390,688	10,262,973
COLORADO	986,663	75,000	1,061,663
CONNECTICUT	865,237	75,000	940,237
DELAWARE	323,044	75,000	398,044
FLORIDA	3,776,653	149,458	3,926,111
GEORGIA	2,214,239	87,626	2,301,865
HAWAII	334,227	75,000	409,227
IDAHO	373,714	75,000	448,714
ILLINOIS	3,885,801	153,777	4,039,578
INDIANA	1,621,101	75,000	1,696,101
IOWA	792,961	75,000	867,961
KANSAS	771,349	75,000	846,349
KENTUCKY	1,369,799	75,000	1,444,799
LOUISIANA	1,938,055	76,697	2,014,752
MAINE	420,905	75,000	495,905
MARYLAND	1,341,544	75,000	1,416,544
MASSACHUSETTS	1,765,056	75,000	1,840,056
MICHIGAN	3,401,700	134,619	3,536,319
MINNESOTA	1,282,251	75,000	1,357,251
MISSISSIPPI	1,254,855	75,000	1,329,855
MISSOURI	1,578,888	75,000	1,653,888
MONTANA	374,712	75,000	449,712
NEBRASKA	481,027	75,000	556,027
NEVADA	327,336	75,000	402,336
NEW HAMPSHIRE	317,976	75,000	392,976
NEW JERSEY	2,296,200	90,870	2,387,070
NEW MEXICO	651,202	75,000	726,202
NEW YORK	6,728,800	266,286	6,995,086
NORTH CAROLINA	1,834,324	76,549	2,010,873
NORTH DAKOTA	323,603	75,000	398,603
OHIO	3,484,888	137,911	3,622,799
OKLAHOMA	1,054,049	75,000	1,129,049
OREGON	949,176	75,000	1,024,176
PENNSYLVANIA	3,822,147	151,258	3,973,405
RHODE ISLAND	358,762	75,000	433,762
SOUTH CAROLINA	1,171,896	75,000	1,246,896
SOUTH DAKOTA	343,828	75,000	418,828
TENNESSEE	1,565,414	75,000	1,640,414
TEXAS	6,841,850	270,760	7,112,610
UTAH	619,408	75,000	694,408
VERMONT	324,041	75,000	399,041
VIRGINIA	1,672,392	75,000	1,747,392
WASHINGTON	1,471,287	75,000	1,546,287
WEST VIRGINIA	687,147	75,000	762,147
WISCONSIN	1,570,588	75,000	1,645,588
WYOMING	288,285	75,000	363,285
DISTRICT OF COLUMBIA	392,310	75,000	467,310
PUERTO RICO	2,236,347	88,501	2,324,848
50 STATES, DC, AND PR	86,480,000	5,000,000	91,480,000



DEVELOPMENT OF VERMONT'S GOALS 2000 PLAN

Vermont will participate as an active member in Goals 2000. Goals 2000 is compatible with Vermont's education reform agenda. It is an opportunity to fill in our gaps and strengthen work we are already involved in. It provides more opportunities for us to establish partnerships outside of the State to increase our knowledge and share in the work. Our approach to Goals 2000 will strengthen our ability to reach our goals, vision, and implement our strategies. Our state level strategic plan, the Green Mountain Challenge, with a few additions and expansions will be submitted for review as our Goals 2000 Vermont plan.

Appointment of the Vermont Goals 2000 Panel

The Goals 2000 panel will have 23 members and will represent all of the constituency groups mentioned in the legislation. The Governor and Commissioner of Education are working together to ensure that panel members have a deep commitment to the need for systemic change and a track record of getting things done. The panel will consist of people who have been involved in state level reform for years as well as some new faces. Many of the panel members are the people who have carried the most weight in developing Vermont's local and state reform efforts from the beginning.

The Governor and Commissioner have developed a long list of potential panelists. The opportunity to participate was announced to educators, professional organizations and parent organizations through a letter from the Commissioner, the State Board of Education newsletter and a three hour interactive television session as a follow-up to the Goals 2000 training session in May. The Chairs of the Education committees in the legislature are fully informed and have committed to active participation on the panel. The State Board has discussed the panel and the Chair of the State Board will serve as a panelist.

The Governor and the Commissioner have agreed to jointly appoint all members of the panel as a strong signal of the solidarity between the Department of Education and the Governor's Office on this work. The Panel will be established through Executive Order from the Governor as a signal of strong commitment from the Governor's office

The dates for the formal appointments and the meetings have not been scheduled at this time. It is anticipated that once established, the Panel will meet at least quarterly and that the work charge for the panel will be:

..... to ensure that Vermont derives from the full benefit from the extraordinary opportunity created by the Goals 2000 legislation. The Panel will examine the Green Mountain Challenge, which is Vermont's strategic plan for education reform, and make improvements as needed so that the plan fully meets the provisions for a state-wide reform plan as defined by the Goals 2000 legislation.

The Vermont Goals 2000 Panel will inform the public of the importance of comprehensive education reform and will engage as many citizens as possible in the effort. (draft, 7/1/94)

SEA support for the Goals 2000 panel

Key staff involved in the Green Mountain Challenge initiatives will interact frequently with the Goals 2000 panel to get them oriented and to support them as they complete their charge of developing a state plan. Staffing assignments will be made by the Department internal management team to ensure that adequate staffing is available.

Bob McNamara will be the primary staff coordinator because of the resources available to him in his other roles as the site coordinator for the National Alliance for Restructuring Education, and his responsibilities as manager of the Department School Development and Information Team.

Coordination and support for the panel will be natural because the plan that the panel will be developing will be an expansion and improvement of the plan that the SEA is currently working under. The Governor and Commissioner agree that the Green Mountain Challenge is the basis for the new Goals 2000 plan. It has gaps and the panel will be called upon to fill those gaps in consultation with the Department of Education and the many other partners who helped develop the Green Mountain Challenge. The panel will be expected to use the same approach -- broad consultation -- that has been used to develop the rest of the plan.

Use of Goals 2000 Funds

The Vermont State Department of Education will receive a total of \$399,041 for Goals 2000 in FY94. Of that, \$75,000 must be used to establish a technology plan for the state and 62% of the remainder (\$200,000) will be subgranted to LEAs or consortia of LEAs. The remainder, \$124,041, will be used in a "Vermont way" (small grants, local pilots with state support, broad dissemination) to "develop, revise, expand, and implement the state improvement plan".

The following is our plan for using the Goals 2000 funds that stay at the state level.

Funds to Develop the State Plan [\$114,000]

1 Build out the Green Mountain Challenge to meet the requirements of Goals 2000. [\$94,000]

a. Develop and implement a dropout retention and prevention plan. [\$5,000]

Every strategy in the Green Mountain Challenge is intended to result in all students reaching high standards. Even one student dropping out before meeting high standards is unacceptable in Vermont's vision.

The number and proportion of Vermont students dropping out has remained consistent for years at about 18%. While this is better than the national average, it is unacceptable and must be improved.

A report by the Governor's Team on Dropout Prevention, Dropouts in Vermont was published in early 1989. Many of the recommendations from that report have been acted on, such as the development of preschool/childcare programs. Some were attempted, such as the effort to develop a state compensatory education program, and dropped due to lack of funds or a change in strategy.

It is time to revisit the issue of dropouts in Vermont schools and develop an up-to-date strategy to eliminate dropping out of Vermont schools. Goals 2000 funds will support the work of a dropout task force that is comprised of state and local educators, business and community representatives, legislators, and young adults, including dropouts. The task force will be charged to gain a clear understanding of the dropout problem in Vermont, identify interventions that are successful in reducing the number of students that drop out and interventions that are successful bringing students back into high performance learning situations. The task force will make recommendations to the State Board of Education and the State Panel. Those recommendations will be built into the Green Mountain Challenge to ensure implementation.

b. Increase the number of educators, parents, students, and community members who understand and are committed to systemic education reform. [\$12,000]

Even though the Green Mountain Challenge has been in operation for more than four years, too many Vermonters do not know or understand it. There is a need to develop tools that provide a clear explanation of Vermont's education goals, vision and strategies and a process to more deeply engage teachers, students, parents, school boards, and community members in the work to be done.

Goals 2000 funds will be used to hold focus groups of teachers, students, parents, school board members, and other community members. The groups will be introduced to the various components of systemic education reform in Vermont and will be asked to identify work that they think their role groups are responsible for in reaching our goals. The results will be published in a number of brief, easy to read pamphlets (The Parents' Job in Improving Education in Vermont, The Students' Job in Improving Education in Vermont, etc.). State Department staff will work with organizational groups (eg. Vt-NEA, Vt School Boards Assoc., Vt-PTA, etc.) to sponsor focus groups and compile the ideas. A writer will be hired to distill ideas into brochures. Brochures will be distributed to a wide audience.

c. Establish school, district and community indicators which will be used to determine whether students are being provided the opportunity to reach the Common Core/Curriculum Framework standards. [\$27,000]

Vermont has seven standards that will be used to demonstrate that students are being provided with the opportunity to meet the content and performance standards of the Common Core and Framework. We need to build indicators to measure whether those standards are met. The indicators need to focus on student results and our work must link with statewide data reporting and collecting efforts such as *Kids Count* and INFO-Vt, and inform the work being done by schools that are establishing school report cards..

Goals 2000 funds will be used to establish 5 small competitive incentive grants (average size \$3,000) to support school/district/community consortia that are interested in identifying and establishing local indicators which can be used to demonstrate that the school, district and community are meeting Vermont's seven OTL standards. Each pilot will develop a school portfolio to compile and analyze their indicators. Pilots will work together to identify indicators they share in common and advise the state department of education as it establishes a statewide indicator system.

d. Develop and start up a statewide indicator system. [\$30,000]

Goals 2000 funds will be used to support a task force composed of superintendents, principals, teachers, parents, business and community members, legislators and state department of education members. The task force will monitor the progress of the pilots described in b. above, review the vital signs identified by the National Alliance for Restructuring Education, and, from that information, identify the key indicators that should be collected and reported across all school, districts, and communities. These recommendations will be used as the basis of the Condition of Education report.

e. Establish and pilot a plan to mobilize parents and community to support the changes that are needed to transform education. [\$20,000]

Local people best solve local problems. The solutions they are empowered to create will be ones

that they actively support. Vermont plans to use successful techniques like those designed and implemented by the Southwest Center for Drug-Free Schools and Communities to mobilize parents and other community members to demand high performance and be willing to work with schools to make the changes necessary to get high performance. Goals 2000 funds will be used to support five small competitive incentive grants (average grant size \$3,000) to communities that already have staff working in the community who would like to focus their work on community mobilization for high performance. Some of the training experiences for the pilot sites would be open to all Vermont schools and communities. Technical assistance and networking will be established between pilot communities. Progress reports and on-going dialogue will be established between the pilots and other community involvement efforts (eg. business/school partnerships, Extension services, Success by Six). Funds will also be used to provide training and technical assistance to the pilots as well as to compile the results into a report and recommendations.

2. Support the work of the state Goals 2000 panel. [\$20,000]

The panel will meet six times during the first year. Funds have been reserved for staff support, mileage, per diem, and meeting expenses.

3. Funds for Sub Grants to Local Education Agencies [\$200,000]

Vermont was introduced to Goals 2000 in a three hour interactive television session held in nine locations across the state. The group that went to Washington for the orientation conference shared its findings and impressions. Part of the session was dedicated to gaining advice regarding awarding sub grants to LEAs. The following is a summary of the feedback we received:

- Make the application short and simple but rigorous.

- Increase the numbers of districts who are involved in systemic reform. Bring in new players.

- Plans need to recognize local differences.

- Find ways to make sure the competitive grants do not set up a system of "haves" and "have-nots".

- Make sure the successful applicants are not set apart from other schools and districts. They have a responsibility to share their new knowledge and experience to help others who were not funded move forward.

- Develop a consolidated grants application that links all federal programs and state programs to the state strategic plan and the local strategic plans.

- Emphasize comprehensive articulated professional development plans in support of strategic plans.

Based on the feedback and our understanding of the requirements of Goals 2000, we will select sub grantees using the following process:

The Commissioner will announce the RFP through a letter to the field and at a regularly scheduled interactive television session. A wide audience will be invited to the session including higher education, business and community groups, parents, and educators.

The RFP application and process will be based on our experience with selecting schools to participate as National Alliance for Restructuring Education locations. Applicants will be asked to describe their current state and desired state in the areas of (1) standards and assessment; (2) learning environments; (3) high performance management; (4) community services and supports; and (5) public engagement. Applicants will also be asked to describe indicators that demonstrate their capacity to change and a brief description of how

they would propose to use the funds. There will be a maximum of five pages. Applicants may prepare a portfolio demonstrating what they have done, their capacity, etc.

Proposals will be independently reviewed by a cross-section of Vermonters, all who have a deep understanding of systemic change and present no conflict of interest. Reviewers will include practitioners and representation from business and higher education. Ratings will be done against specific criteria and applicants invited to an interview will be identified.

Prospective candidates will be invited to make a presentation to the reviewers. The purpose of the interview is to provide further information and validate the information provided in the application. Applicants design how they will do this (eg who will come, who will present, what to present, etc.) they will be limited to 15 minutes of presentation and 15 minutes of questions from the reviewers. Applicants will be asked to provide the names of three teachers who can be called after the interview for references.

Successful applicants will be selected based on their application, interview, and references. The Department of Education will make the final determination of awardees based on the input from the review panel.

Applicants for sub grants in professional development and pre-service education will also be asked to submit their strategic plan and documentation of success in implementing their plan.

The same review panel will review and make recommendations for selection for all applicants.

a. Sub grants for the development and implementation of local improvement plans [\$160,000]

Competitive sub grants (\$5,000 - \$15,000 range) will be made to consortia of local school districts (in Vermont called supervisory unions) for the purpose of developing and starting to implement systemic improvement plans in some or all of the school districts in the supervisory union. The plans will be developed to coordinate with the current Green Mountain Challenge. During the planning year, awardees will provide input to the State panel regarding the support they need from the state plan in order to succeed locally. This input will be used to improve current Green Mountain Challenge strategies.

These sub grants will be targeted at schools that do not currently have comprehensive plans in place but that are motivated and have the capacity to go through a comprehensive planning process. Recipients will be selected to ensure that at least 50% are from poorer than state average school districts and at least one sub grant will be made to one of our more urban school districts. At least 75% of the funds that are granted to a supervisory union will be used at the school building level to actively engage educators, students, parents and other community members in learning about and trying new more powerful approaches to educating students. At least half of the schools receiving these school level funds must be in special need by virtue of poverty and/or poor performance.

Vermont will build on the knowledge and resources we have accumulated as partners in the National Alliance for Restructuring Education. Local comprehensive plans will be developed focused on the same five Design Tasks as the Alliance (standards & assessment, learning environments, high performance management, public engagement, community services & supports). Strategic plans will be developed using the Alliance framework and rubric. Since we already have 39 schools in 14 locations around the state who helped develop, field test, and fine tune this approach, it makes sense to capitalize on their experience and capacity to help other schools and districts. This will also ensure clear, focused, coordinated state and local efforts, and

a common language of reform being used across the state. Since the Alliance design tasks provide the opportunity for local flexibility while still maintaining a strong common focus, we think non-Alliance schools will respond very positively to this approach.

**b. Sub grants for professional development and preservice education.
[\$40,000]**

\$40,000 in Goals 2000 funds will be subgranted competitively to supervisory unions that, in consultation with higher education will work together to improve the quality of pre service teacher education and develop a system for providing the professional development needed to implement local strategic plans which are in support of the state strategic plan. Successful sub grantees would address both Preservice education and professional development of existing staff. The sub grants would be based on the successes that some Vermont schools have already had in developing professional development schools in conjunction with the University of Vermont.

These funds will be targeted at schools and districts already implementing a comprehensive strategic plan closely linked to the Green Mountain Challenge and that want to work with a higher education institution to meet their teacher preparation and professional development needs by developing teaching schools that are analogous to teaching hospitals. The funds would support the establishment of four new "professional development schools"; public schools which have as a part of their mission the professional development of Preservice , beginning, and practicing educators. They will be places where "best practices" are developed, modeled, and become institutionalized and where inquiry, research, and reflection are the norm. The schools and communities serve as laboratories for learning.

4. Funds to support administration of the LEA subgrant program. (\$10,041)

5. Funds to Develop a Statewide Technology Plan [\$75,000]

The main purpose of technology is to support educational transformation. The Vermont State Technology Council (VSTC) in collaboration with the Vermont Educational Telecommunications Consortium (VETC), and the Vermont Institute of Science, Math and Technology (VISMT) have worked together to develop Vermont's technological capacity in ways that support education transformation. VSTC and VETC developed a guide linking technology to reaching Vermont's goals. VSTC, VETC, and VISMT developed a proposal (Appendix B) describing how to develop a state systemic information technology plan. The plan is based on the work they have done linking Vermont's goals to information technology and it will also be based on our learnings from the Apple Classrooms of Tomorrow (ACOT) program that is operating in the 39 National Alliance Schools in the state, and the technology sites sponsored by the VISMT in Vermont.

GOALS 2000 - Detailed Budget

Programs/ Cost Centers	Dropout Prevention Plan	Stakeholder Commitment to Reform	Establish OTL Indicators	Develop Statewide Indicators	Mobilize Community Support	Support State Panel
Personnel	\$2,687	\$6,047	\$8,063	\$16,797	\$3,359	\$5,913
Fringe Benefits-28%	\$753	\$1,693	\$2,257	\$4,003	\$941	\$1,655
Travel						\$1,200
Equipment						
Supplies						
Contractual		\$3,000		\$5,000		
Other	\$1,000					\$10,000
Indirect Costs (14%)	\$560	\$1,260	\$1,680	\$4,200	\$700	\$1,232
Subgrants to LEAs			\$15,000		\$15,000	
TOTALS	\$5,000	\$12,000	\$27,000	\$30,000	\$20,000	\$20,000
State Reserve	*	*	*	*	*	*
LEA Grant Administratio						
LEA Grants						
Technology Planning						

GOALS 2000 - Detailed Budget

LEA Grant Administratio n	Grants for LEA Improvement Plans	Grants for Pre-service & Prof. Dvpt	Learning Technology Plann	TOTALS
\$6,746			\$3,958	\$53,570
\$1,889			\$1,108	\$14,299
				\$1,200
			\$69,225	\$77,225
				\$11,000
\$1,406			\$709	\$11,747
	\$160,000	\$40,000		\$230,000
\$10,041	\$160,000	\$40,000	\$75,000	\$399,041
				\$114,000
*				\$10,041
	*	*		\$200,000
			*	\$75,000
				\$399,041



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

Memorandum

To: Joint Fiscal Committee Members

From: Catherine Benham, Joint Fiscal Office CB

Date: September 13, 1994

Subject: JFO #1640 - three year grant (\$166,000 in FY 1995) from the Corporation for National Service to the Vermont Department of Education

The Governor has approved acceptance of a three year grant from the Corporation for National Service to the Vermont Department of Education that will support efforts by the Department and local school districts to provide students with opportunities to participate in community service activities. The amount of the grant for FY 1995 is \$166,000; subsequent years' funding will be budgeted.

This grant will build on existing Department community service initiatives by:

1. awarding multi-year subgrants to 7 schools to plan for and implement the integration of community service education into their curriculum. In FY 1996 and 1997, 24 more schools would receive subgrants for community service education;
2. helping to develop assessment techniques for community service education programs; and
3. writing and disseminating an implementation document.

The administration has indicated that a transmittal letter signed by Secretary Sorrell and an AA-1 with the Governor's signature will be available at the Joint Fiscal Committee meeting.

There is a required match from state, local and private sources that is 10% the first year, 20% the second and 30% the third. The state match will come from both volunteer time (by experts in service learning) as well as budgeted personal service costs of state funded Department employees involved in the assessment program.

There are no positions requested under this grant.

Recommendation: I recommend approval of this grant of \$166,000 in FY 1995. In subsequent fiscal years, the funds will be contained in the Department's budget

LEG:1900

PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05602



OFFICE OF THE SECRETARY
(802) 828-3322

STATE OF VERMONT
AGENCY OF ADMINISTRATION

September 13, 1994

The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Governor has approved acceptance of a grant from the Corporation for National Service to the Vermont Department of Education. Joint Fiscal Committee approval is sought for \$166,000 in fiscal year 1995. The grant, awarded on a competitive basis, will provide funds over a 3-year period to support efforts by the Department of Education and local school districts to provide students with opportunities to participate in community service activities. The grant funds for fiscal year 1995 will be available to the Department on September 20, 1994. Fiscal year 1996 and 1997 funds will be budgeted.

Since fiscal year 1993, the Department has received federal grant funding to support community service activities. These activities are consistent with the Department's ongoing Common Core of Learning initiative to develop a community service component within the general school curriculum structure. Within the context of this grant, community service education involves the creation of opportunities for students to become involved in community issues by applying the knowledge and skills that they acquire in school to solving locally identified problems. Through this process, it is hoped that the students will develop a heightened sense of social responsibility. As part of these activities, the Department has granted funds to Vermont schools to support their efforts to integrate community service education in their curriculum offerings.

The present grant acceptance request would build on the existing Department initiative by awarding multi-year subgrants (beginning in fiscal year 1995) to 7 additional schools to plan for and implement the integration of community service education into their curriculum. In fiscal year 1996 and 1997, 24 more schools would receive subgrants for community service education.

Joint Fiscal Committee
September 12, 1994
Page 2

Beyond the granting of funds to schools, the grant funds will be used by the Department to assist in the development of an assessment process to evaluate community service education programs. In the third year of the grant, the Corporation for

National Service is providing the Department with funds to write and nationally disseminate a document on the assessment techniques that have been developed in Vermont. Also, in fiscal year 1995, the Department will be using \$5,000 of the 5 percent administrative set-aside to offset the Department's administrative costs.

Total grant funds over the 3 year period are estimated to total \$501,300 and would be administered by the Department of Education.

The grant has a minimum required match from state, local and private sources that is 10 percent in the first year, 20 percent the second, and 30 percent the third. The match is flexible as it can be fulfilled through either cash or in-kind services. As the funds would be used at both the local and state levels, there are two components to the match. The local match will be covered primarily by using adult volunteer time. The state match will come from both volunteer time as well as budgeted personal service costs of state funded Department employees involved in the assessment program. The grant has no continuation provision beyond the three years.

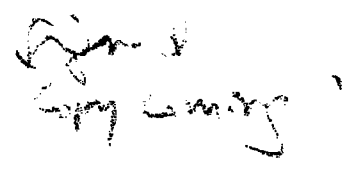
Documentation for this grant includes a description of the grant program, a program budget for fiscal years 1995 through 1997, and a grant award letter from the Corporation for National Service. If you desire more detailed information, please contact the Department of Education.

If you have any other questions, please feel free to give me a call.

Sincerely,

William H. Sorrell
Secretary of Administration

WHS/js



STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

RECEIVED

SEP 08 1994

DEPARTMENT OF
EDUCATION Initiative
FINANCE MGMT. (CEO Fund)

1. Agency:
2. Department: Education
3. Program: School Development & Information
4. Legal Title of Grant: Vermont's K-12 Service Learning & Education Initiative
5. Federal Catalog No.: 94.004
6. Grantor and Office Address: Nancy Murphy
1100 Vermont Avenue NW
Washington DC 20525
7. Grant Period: From: 9/20/94 To: 6/30/97
8. Purpose of Grant: (attach additional sheets if needed)
To provide funds to expand the number of Vermont schools and communities that have Service Learning built into their instructional programs. To improve our ability to assess the impact that Service Learning has on student academic achievement.
9. Impact on Existing Programs if Grant is not Accepted:
Seven schools and communities will not be able to develop Service Learning in their instructional program.

10. Budget Information:	(1st State FY) FY 1995	(2nd State FY) FY 1996	(3rd State FY) FY 1997
EXPENDITURES:			
Personal Services	\$ 50,200	\$ 50,200	\$ 50,200
Operating Expenses	\$ 63,050	\$ 63,050	\$ 66,350
Other	\$ 77,000	\$ 84,000	\$ 91,000
TOTAL	\$ 190,250	\$ 197,250	\$ 207,550
REVENUES:			
State Funds:			
Cash	\$ 250	\$ 250	\$ 250
In-Kind	\$ 12,000	\$ 12,000	\$ 12,000
Federal Funds:			
(Direct Costs)	\$ 166,000	\$ 166,000	\$ 169,300
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source)	\$ 12,000	\$ 19,000	\$ 26,000
TOTAL	\$ 190,250	\$ 197,250	\$ 207,550

Grant will be allocated to these appropriation expenditure accounts:	Appropriation Nos.		Amounts
	0105772201	17684-2	33,200
	0105772202	17685-9	62,800
	0105772206	17686-7	70,000
			<u>166,000</u>

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

x *[Signature]*

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

[Signature] 9/7/94
 (Signature) (Date)

 (Title)

14. Action by Governor:

- Approved
- Rejected

 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

 (Signature) (Date)

16. Action by Joint Fiscal Committee: (Dates)

- Request to be placed on JFC agenda _____
- Approved (not placed on agenda in 30 days) _____
- Approved by JFC _____
- Rejected by JFC _____
- Approved by Legislature _____

 (Signature) (Date)

August 3, 1994

Ms. Sheila B. Bailey
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

CORPORATION
FOR NATIONAL
SERVICE

Dear Ms. Bailey:

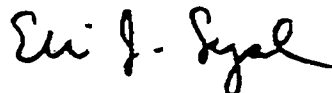
Congratulations. The Corporation for National Service has approved your agency's Learn and Serve America applications for both a formula allotment grant and supplemental funding under the Fund for the Advancement of Service-Learning. The formula allotment of \$43,021 and the supplemental grant of \$166,000 combine for a total of \$209,021 that will be awarded for fiscal year 1994. We were pleased with both the quality of your applications and their demonstrated commitment to providing opportunities for youth across the country to learn and develop while contributing to their communities.

These grants are an important step toward the Corporation's vision of engaging Americans of all ages and backgrounds in community-based service to address our nation's education, public safety, human and environmental needs.

The success of each of our grantees is critical to our vision. We plan to assist you in meeting your program goals to the best of our ability. The Corporation will offer technical support and opportunities for grantees to meet to share their accomplishments and challenges. Through our network, service-learning advocates will benefit from each other's experiences and the many resources available to the field. Ours will be an important partnership that will benefit young people across America.

We look forward to a productive collaboration, and wish you the best of luck with your Learn and Serve America program. If you have any questions, or need additional information, please contact the Learn and Serve America staff at (202) 606-5000 X115.

Sincerely,



Eli J. Segal
Chief Executive Officer

1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
Fax 202-606-4928

K-12 Learn and Serve: CEO Fund Application

Joint Fiscal Review - 9/20/94

Vermont citizens, in establishing the *Common Core of Learning* identified as vital that:

Each student learns by serving others, and know the rewards of giving one's energies for the common good.

To meet this expectation, schools need to develop and implement powerful instructional practices that will result in all students meeting their social responsibility.

Service learning is an instructional process that strengthens academic learning while increasing social responsibility. Service learning has four steps:

1. Teachers, students, and community members identify problems and needs in their community that are related to the academic skills being worked on in school;
2. Under the supervision of school personnel, students team up with community members and study selected community problems using the academic skills they are learning in the classroom. Together, they develop a plan to address the problem;
3. Students, with the assistance of community members, implement the plan to address the problem;
4. Teachers and students evaluate the effect of the service learning on student achievement.

This approach to learning has been used in at least 48 Vermont classrooms over the past two years and has been found to be highly effective. It helps students understand how what they are learning in the classroom relates to their communities; helps students solve real problems; and results in students being seen as community resources. It also provides a way for community members to help improve the academic performance of students in their community.

For the past two years, Vermont has received federal funds to support service learning in classrooms. When the federal legislation was reauthorized last year, additional competitive funds became available. Vermont competed and was selected as one of ten states to receive \$166,000 a year for three years. These new funds will build on the work already being done under the current Learn and Serve American School-Based Program.

In year one, the additional funds will be used to add seven Vermont schools and communities who will receive multi-year grants to build service-learning into their instructional program. Funds will also be available for Vermont to work with other states to expand on the tools currently available to assess the impact that service learning has on student achievement.

In years two and three, an additional 24 schools and communities will receive one year planning grants to help them build the local capacity for service learning as part of their instructional program. In year three, an implementation manual will be published and disseminated nationally.

We are required to match at least 10% of the total program costs with either cash or in-kind. Applicants that showed a higher match received higher consideration than applicants that matched at the minimum level. We committed to match 13 - 18% in years 1-3. We will meet this match primarily with in-kind contributions in the following way: Subgrants that are made to local education agencies will have to demonstrate a cash and/or in-kind match of 10% in the first year, 20% in year two and 30% in year three. It is anticipated that this match will be easy to meet because of the amount of adult volunteer time that is a key part of service learning.

In addition to the local match, we committed to an additional match of \$17,250 at the state level. This match will be met in the following ways:

We will recruit 10 volunteers who will make five site visits each to the schools and communities that receive subgrants. The value of this time is calculated at \$100/volunteer/visit. A total of \$5,000.

Three state assessment personnel will dedicate at least 160 hours of their time in developing a system for assessing social responsibility (one of the four key areas of Vermont's *Common Core*). Since this work is directly linked to the assessment of service learning, it qualifies as a match. The total match in this category is \$12,000.

The State Department of Education will pay for \$250 towards office expenses associated with the project.

There is a 5% maximum for administrative costs. The proposal was developed to use \$5,000 in federal funds to offset administrative expenses. No funds were allocated to indirect costs.

This program will work closely with the \$95,000 Learn and Serve Community Based Organizations competitive grant awarded to the Governor's Commission on National and Community Service.

ABSTRACT

Between 1992-1994, financial support through Serve America and the Leader State initiatives introduced 4,663 students, 124 teachers and 62 community partners to a methodology which integrates academic content and civic responsibility into powerful learning experiences. This experience demonstrates that service learning provides educational opportunities for students to learn and practice the communication, reasoning and problem-solving, personal development and social responsibility skills outlined in our Common Core of Learning. We learned that service learning excites teachers and community partners as well as the students. Our challenge now is to integrate service learning into all transforming schools in Vermont and share what we are learning and learn from other states in the nation.

Vermont's Learn and Serve America School-Based K-12 Formula application proposed a three-year, three-part strategy:

- (1) Build on our strengths. Continue to develop the service-learning portfolio assessment system that we initiated as a Leader State. Continue to connect service learning with the Vermont Common Core of Learning and with the curriculum framework as it is developing.*
- (2) Select 3-5 highly motivated schools and provide them with \$6,000 to \$10,000 each year for three years. In return for these funds, the schools would agree to identify a design team and develop a strategic plan to integrate service learning into their curricula, provide extensive training and support to students, staff, and community partners, and set up service learning experiences that will eventually touch every student in the school. In years two and three, they would agree to be a site that other Vermont schools will visit to learn how to do it themselves. These three to five schools would work together and support one another through technical assistance and support offered by the state coordinator of K-12 service learning.*
- (3) Work closely with the Vermont State Commission on National and Community Service, Governor's Commission on Volunteers, Campus SerVermont, and potential Learn and Serve Community-Based grantees to make sure that all national and community service in Vermont is coordinated and working toward the same ends.*

This CEO Fund proposal builds on and strengthens the state Learn and Serve strategic plan in two ways:

- CEO funding will more than triple the number of schools which will be training sites. This greatly increases access and impact for all schools in the state and promotes sustainability.
- CEO funding will enable the development of a national network on the assessment of service learning which is built on Vermont's service learning portfolio work, a centerpiece of Leader State activity for the past two years.



State of Vermont - Learn and Serve America School-Based K-12 CEO Fund Application, April 1994

GOALS AND OBJECTIVES - A 3-YEAR STRATEGIC PLAN

This proposal for the CEO's Fund for the Advancement of Service Learning builds upon and strengthens the three year strategic plan proposed under the Learn and Serve America School-Based Formula application.¹ The three year strategic plan, in turn, builds upon the Leader State achievements under the 1990 National and Community Service Act which began linking service learning to education reform initiatives such as Vermont's Common Core of Learning and the statewide portfolio assessment system through a service learning assessment pilot.

Vermont proposes that CEO Funding will add significant value to the formula application's three-year strategic plan. The overarching goal of that three year plan is to *strengthen the support needed at the state level and local level to promote service learning and make it sustainable. The focus of the plan is on the following strategies:*

1. *Provide grants on a competitive basis to schools and community partners that commit to school-wide integration of service-learning as a vehicle for school reform. These schools may act as models to be replicated throughout the state and nation.*
2. *Work with grantees to integrate service learning into local curricula, and promote service learning as a method of applied learning, and as a method of authentic assessment.*
3. *Provide training, technical assistance, and professional development opportunities for teachers and community-based partners in such areas as needs assessment,*

¹ Throughout this CEO proposal, any text in italics has been taken directly out of the Learn and Serve America School-Based Formula proposal.



State of Vermont - Learn and Serve America School-Based K-12 CEO Fund Application, April 1994

- partnership development and curriculum integration. Training will be done in collaboration with proposed Americorps, Higher Education and Community-Based Learn and Serve America programs.*
4. *Establish regional and grade-level networks, and train grantees to be mentors, trainers and visiting schools to non-funded schools and communities within these networks.*
 5. *Establish a corps of youth who will educate their peers in youth leadership development.*
 6. *Strengthen service learning by integrating it into successful education reform initiatives which include: Vermont's Common Core of Learning (which describes the standards for what all students should know and be able to do), School-to-Work Transition, New American Schools Network, Vermont's statewide portfolio assessment system, Carnegie Middle Grades, REAL Enterprises, Chapter 1 programs, Drug Free Schools, Vermont Association of Partners in Education, and partnerships with Higher Education.*
 7. *Recruit members of Vermont's State Commission on National and Community Service and the Governor's Commission on Volunteers to work with the Vermont Department of Education to provide training and technical assistance and to design and administer a statewide qualitative and quantitative evaluation.*
 8. *All funded sites will commit to meeting community needs which fall under the identified national and state priority needs.*

With CEO Funding:

9. **Sponsor a National Assessment Network for three years to discuss the issues of**



State of Vermont - Learn and Serve America School-Based K-12 CEO Fund Application, April 1994

- assessing service learning.
10. Provide a "K-12 Service Learning Designs and Tools" manual to all states which will be created in Year III as a reflection and evaluation of the state and locally developed three year strategic plans to use service learning as a vehicle for education reform.
 11. Recruit program interns and place them in coordination and leadership roles.

YEAR I - Formula + CEO Funding

The formula application proposes that the first year of the grant will be dedicated primarily to preparing schools and communities to work together and to effectively use service learning as a tool to solve problems in the communities as part of the students' academic curriculum. Year I entails the selection of grantees and a series of workshops and training for these grantees. Adding CEO funding to the formula allocation will more than triple the number of grant sites awarded, thereby significantly increasing the capacity to reach non-funded sites within the established networks in order to promote sustainability of statewide integration of service learning. The following list of action steps describe the activities in Year I with CEO funding:

Action: Award three year grants of \$10,000 to ten school-based sites (instead of 3 - 5 sites) to support the integration of service learning into the instructional program.

Impact: *Grant funds will support project funding, in-service activities, curriculum development, staff time to plan, coordinate and implement activities, an assessment of community needs, and to support an on-going link with Vermont's education reform initiatives. Each grant site must show a 10% match. (The selection of grantees under Year I may include schools which received Serve America grants under the 1990 National and Community Service Act.) The addition of grant sites increases the number of students who could participate in Year I from approximately 900 to 2,300. And it increases the number of teachers from approximately 60 to 153.*

State of Vermont - Learn and Serve America School-Based K-12 CEO Fund Application, April 1994

- Action:** *Train 5-7 educators, students and community partners to be a design team, representing each grant site.*
- Impact:** *Design teams will receive training in strategic planning, partnership development, service learning as a methodology, curriculum integration, recruiting a diverse participant mix, using youth as resources, tapping federal/state/private funding sources, how to assess community needs, and how to recruit and utilize adult volunteers. The addition of grant sites increases the total number of Design Team members to receive training from approximately 21 to 70.*
- Action:** *Each Design Team develops and implements a comprehensive three year plan which views service learning as a vehicle for school reform.*
- Impact:** *The three year strategic plan will determine: potential partners; expected participant outcomes; expected community impact; and will ensure: a broad-based community involvement and diverse participant mix.*
- Action:** *Teach students to help design, conduct and analyze a community needs assessment at a level that is appropriate for their age.*
- Impact:** *Students will become a valuable resource to identify and help meet the identified priority needs. Students will research, design and carry out their own projects in collaboration with their teachers and community partners as part of their academic curriculum, with the goal that all students in that school should have an opportunity to engage in service learning activities. With CEO funding, the number of students who could be tapped as valuable resources to meet community needs jumps from 900 to 2,300.*
- Action:** *Establish regional and grade-level networks.*
- Impact:** *Grant sites will receive training in peer consulting and will begin to plan for the second and third years of peer consulting, mentoring and visiting schools within the established networks of non-funded sites. The addition of grant sites divides the state into ten regions instead of three. This decreases driving time from 2 1/2 hours to 1/2 hour to reach non-funded sites.*
- Action:** *Continue the pilot assessment work of the twelve leader programs under the 1990 National and Community Service Act as part of Vermont's Leader State Plan 1992-1994.*
- Impact:** *By continuing the pilot assessment network, students and teachers will continue to demonstrate the link between service learning standards and the standards defined in Vermont's Common Core of Learning. These standards, or "vital results", fall under four categories: Communication, Reasoning and*

Problem Solving, Personal Development, and Social Responsibility. The students and teachers in the original pilots argued that since service learning is a methodology, it can be used as a tool to teach core curriculum and help meet the vital results defined in the Common Core. (See Appendix for a list of the vital results) With CEO funding, this activity becomes crucial to the work of the National Assessment Network proposed to be hosted by Vermont. Under the CEO plan, grant sites will play a significant role in the development of service learning as an authentic assessment tool, and will share this information through the national network.

Further Actions:

- *Recruit youth with experience in established service learning programs to participate in a corps of youth leadership development trainers. With CEO funding, an intern will be recruited to coordinate, lead, and advise this group.*
- *Recruit adult volunteers from local businesses and non-profit organizations to introduce students to various careers.*
- *Begin conducting a three year evaluation with the Vermont Department of Education, members of the State Commission on National and Community Service, and the Governor's Commission on Volunteers.*

Gaps: *Since Vermont communities are all unique it is difficult to determine prior to the selection of grantees, what school-community partnerships will develop, what percentage of the student population will be involved, and what will be the expected community impact. Since the minority population of school-aged youth is reported to be 2.5% of a total 102,755 enrolled students in the state, grant sites must strive to ensure the greatest diversity possible in age, grade-level, gender, physical or cognitive abilities and economic backgrounds. The addition of grant sites under the CEO proposal will help to increase the level of diversity among program participants.*

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making and strategic planning.

3. The third part of the document focuses on the role of technology in modern data management and analysis. It discusses how advanced software and hardware solutions can significantly improve the efficiency and accuracy of data processing.

4. The fourth part of the document addresses the challenges and risks associated with data management, such as data security, privacy concerns, and the potential for data loss or corruption. It provides recommendations for mitigating these risks and ensuring the integrity of the data.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of a proactive and continuous approach to data management to ensure the organization remains competitive and resilient in a rapidly changing market environment.

Vermont Department of Education
School Development Team

LEARN AND SERVE AMERICA SCHOOL-BASED PROGRAM

Impact of CEO Funding for the Advancement of Service Learning

BUDGET ITEMS			YEAR I			YEAR II			YEAR III		
			CEO FUNDING	MATCH/ IN-KIND	TOTAL	CEO FUNDING	MATCH/ IN-KIND	TOTAL	CEO FUNDING	MATCH/ IN-KIND	TOTAL
1.	3 Year Implementation Grants	C.	70,000	7,000	77,000	63,000	14,000	77,000	56,700	21,000	77,700
2.	1 Year Planning Grants	C.	0		0	7,000		7,000	13,300		13,300
3.	"Design & Tools" Manual	B.	0		0	0		0	3,300		3,300
4.	National Assessment Network	B/A	57,800	12,000	69,800	57,800	12,000	69,800	57,800	12,000	69,800
5.	Program Interns (2)	A.	5,000		5,000	5,000		5,000	5,000		5,000
6.	Planning and Capacity Building	A.	28,200	5,000	33,200	28,200	5,000	33,200	28,200	5,000	33,200
7.	Administration	B.	5,000	250	5,250	5,000	250	5,250	5,000	250	5,250
			166,000	24,250	190,250	166,000	31,250	197,250	169,300	38,250	207,550

EXPENDITURES		YEAR I			YEAR II			YEAR III			
		CEO FUNDING	MATCH/ IN-KIND	TOTAL	CEO FUNDING	MATCH/ IN-KIND	TOTAL	CEO FUNDING	MATCH/ IN-KIND	TOTAL	
A. Personal Services	4.		12,000	12,000		12,000	12,000		12,000	12,000	
	5.	5,000		5,000	5,000		5,000	5,000		5,000	
	6.	28,200	5,000	33,200	28,200	5,000	33,200	28,200	5,000	33,200	
Total Personal Services			33,200	17,000	50,200	33,200	17,000	50,200	33,200	17,000	50,200
B. Operating Expenses	3.			0			0	3,300		3,300	
	4.	57,800		57,800	57,800		57,800	57,800		57,800	
	7.	5,000	250	5,250	5,000	250	5,250	5,000	250	5,250	
Total Operating Expenses			62,800	250	63,050	62,800	250	63,050	66,100	250	66,350
C. Other	1.	70,000	7,000	77,000	63,000	14,000	77,000	56,700	21,000	77,700	
	2.	0	0	0	7,000	0	7,000	13,300	0	13,300	
	Total Other			70,000	7,000	77,000	70,000	14,000	84,000	70,000	21,000
TOTAL			166,000	24,250	190,250	166,000	31,250	197,250	169,300	38,250	207,550



Mailing Address:
 1 Baldwin Street
 Drawer 33
 Montpelier, Vermont 05633-5701

**STATE OF VERMONT
 JOINT FISCAL COMMITTEE**
 1 Baldwin Street
 Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

MEMORANDUM

To: Members, Joint Fiscal Committee

From: Douglas J. Williams, Deputy Fiscal Officer

Date: September 20, 1994

Subj: Merit/Performance Bonus

Pursuant to Act #60, Section 274 of the Acts of 1993, the Commissioner of Personnel has reported that the following state employees have received either a merit increase or bonus:

<u>NAME</u>	<u>DEPT.</u>	<u>OLD RATE</u>	<u>NEW RATE</u>	<u>% INCREASE</u>	<u>EFFECTIVE DATE</u>
Skovira, M.	Health	\$13.52	\$ 13.96	3.3%	06/23/94
Barker, C.	AOT	14.45	1,000.00	3.3%	06/27/94 (Bonus)
Bachman, M.	Tax	20.01	20.01	Granted 5 Days Leave	
Wheeler, D.	Env. Board	14.63	1,000.00	3.6%	07/15/94 (Bonus)
Anderson, S.	Public Safety	11.44	11.82	3.3%	07/21/94
Comi, C.	Public Safety	10.14	10.49	3.5%	07/21/94
Roberts, S.	Lottery	15.93	2,319.00	7.0%	08/03/94 (Bonus)
Beatty, J.	AOT	7.48	7.73	3.3%	08/06/94
Benjamin, D.	AOT	14.45	14.85	2.8%	08/06/94
Young, G.	Public Service	23.03	24.64	7.0%	08/06/94
Schoenfeld, S.	Health	16.46	17.63	7.1%	08/06/94
Bullard, L.	CIT	NA	1,000.00		08/08/94 (Bonus)
Perry, P.	CIT	NA	1,000.00		08/08/94 (Bonus)
Baily, J.	CIT	NA	750.00		08/08/94 (Bonus)
Jacquith, P.	CIT	NA	750.00		08/08/94 (Bonus)
Malachowski, J.	CIT	NA	750.00		08/08/94 (Bonus)
Williams, A.	CIT	NA	750.00		08/08/94 (Bonus)
Wood, K.	CIT	NA	1,000.00		08/08/94 (Bonus)
West, R.	CIT	NA	1,000.00		08/08/94 (Bonus)
Tillotson, D.	CIT	NA	1,000.00		08/08/94 (Bonus)
Gerdes, L.	CIT	NA	750.00		08/22/94 (Bonus)
Bishop, B.	Lottery	16.03	2,334.00	7.0%	08/15/94 (Bonus)

LEG:1968

Loney, M.	Aging	16.34	16.89	3.0%	08/21/94
Goslant, J.	Banking	8.28	500.00	3.0%	08/31/94
Gilbert, E.	DET	14.08	14.49	3.0%	09/06/94
Collins, N.	Auditor	11.38	11.81	4.0%	09/21/94

In each case, the Commissioner of Personnel has provided an explanation of the outstanding performance which justified either the one time bonus or the base rate merit increase. A summary of each employee's achievement is on file with the Joint Fiscal Committee Personnel Officer and is available for review.



Mailing Address:
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Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

MEMORANDUM

TO: Joint Fiscal Committee Members

FROM: Virginia Catone *Virginia C.*

DATE: September 13, 1994

SUBJECT: **Information Item: Acceptance of Contributions to Fish & Wildlife Department**

In addition to gifts to the Libraries and Corrections Departments which were reported to you in Rebecca Buck's September 8 memorandum enclosed with your original agenda packet for the September 20 meeting, the Governor has accepted gifts to the Fish and Wildlife Department as follows:

JFO #1628:

(a) \$800 from the National Broadcasting Company, which will be used to purchase a video camera; and

(b) \$365 cash contributions by several individuals in memory of Earl Whitney, to purchase books for distribution to hunter education students.

Action is not requested on these items in view of the JFC policy to the effect that on gifts under \$1,000 the Governor's approval shall be considered final provided acceptance will not incur additional expense to the state or a continuing requirement for funds, services, or facilities.



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Tel.: (802) 828-2295

MEMORANDUM

TO: Joint Fiscal Committee Members

FROM: Virginia Catone *Virginia Catone*

DATE: September 22, 1994

SUBJECT: **FY 1994 YEAR-END REVENUE TOTALS**

At the request of Representative Talbott at the September 20 JFC meeting, enclosed are Secretary of Administration Sorrell's July 5 press release and the Schedule 2's reflecting June receipts and total FY 1994 revenues for the General and Transportation Funds.

Enclosure

cc: Secretary Sorrell

REVISED AGENDA

JOINT FISCAL COMMITTEE

September 20, 1994

10:00 a.m.

Room 11, State House

1. Approval of July 21 Minutes
2. Secretary of Administration William Sorrell
 - a. Revenues update
 - b. FY 1996 and 1997 spending outlook
 - c. Sunday liquor sales
 - d. FY 1995 appropriations reductions
3. Departmental requests
 - a. **Department of Housing and Community Affairs (JFO #1621)** -U. S. Department of Housing and Urban Development (HUD) grant - Supportive Housing Demonstration Program (\$18,804)
 - b. **Department of Housing and Community Affairs (JFO #1622)** - HUD grant - HOME Partnership Act (\$23,594 FY 1995)
 - c. **Agency of Natural Resources (JFO #1626)** - Environmental Contingency Fund expenditures
 - d. **Agency of Natural Resources (JFO #1627)** - Acceptance of donations for species habitats
 - e. **Health (JFO #1629)** - Robert Wood Johnson Foundation grant (\$84,394 for FY 1995) and CHP grant (\$10,000 FY 1995) for statewide anti-smoking media campaign
 - f. **Vermont Commission on National and Community Service** - Corporation for National Service grants
 - (1) **JFO #1631** - Technical assistance to grantees (\$10,000)
 - (2) **JFO #1632** - Funding of local programs (\$92,500)
 - (3) **JFO #1633** - Funding of community service programs in Brattleboro and Northeast Kingdom (\$432,758)

Small grant approval (vote required, but no testimony except by prior request)

- f. **Fish and Wildlife (JFO #1628)** - Various donations with total estimated value of \$3,445

Items mailed on September 14

- g. **Health (JFO #1634)** - Excess receipts (\$650,000) and four (4) limited service positions
- h. **Health (JFO #1635)** - Excess receipts (\$83,907) and one (1) limited service position
- i. **Health (JFO #1636)** - Centers for Disease Control grant (\$195,446 in FY 1995) and three (3) limited service positions
- j. **Health (JFO #1637)** - Centers for Disease Control grant (\$94,180 FY 1995) and one (1) limited service position
- k. **Vermont Council on Family Violence (JFO #1638)** - State Justice Institute grant for \$60,000 in FY 1995
- l. **Education (JFO #1639)** - U. S. Department of Education grant (\$399,041 FY 1995)
- m. **Education (JFO #1640)** - Corporation for National Service grant (\$166,000 in FY 1995)

Item not mailed in advance

- n. **Transportation (JFO #1641)** - Transfer of \$333,333.33 from Transportation Fund Stabilization Reserve to Transportation Fund (undesignated fund balance)

4. Items for Information

- a. Capital funding - Auditor September 6 memo
- b. Joint Fiscal Office
- (1) Legislative Fiscal Officer report
 - (2) Payment in Lieu of Taxes (PILOT)
 - (3) Administrative actions (JFO September 8 and September 14 memos)
 - (4) Performance Bonuses



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STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

July 22, 1994

JOINT FISCAL COMMITTEE

Dear Committee Members:

The fall meeting dates announced by Committee Chair Obuchowski at the conclusion of yesterday's meeting are as follows:

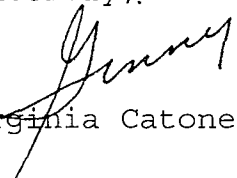
Tuesday, September 20

Tuesday, November 15

Please mark your calendars accordingly. Both meetings are scheduled for Room 11 at 10:00 a.m. You should plan on a full day for each.

We would appreciate your notifying the Joint Fiscal Office if you will be unable to attend either or both of these meetings.

Sincerely,


Virginia Catone

cc: * Secretary of Administration
* Acting Commissioner, Finance
and Management

* For the September meeting, JFC will need to have items by Friday, September 2 to give us adequate review time and to mail to JFC the week of September 5. To facilitate our task, however, please forward grant requests, etc., as soon as they have received the necessary administration approvals.



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Tel.: (802) 828-2295

July 22, 1994

JOINT FISCAL COMMITTEE

Dear Committee Members:

The fall meeting dates announced by Committee Chair Obuchowski at the conclusion of yesterday's meeting are as follows:

Tuesday, September 20

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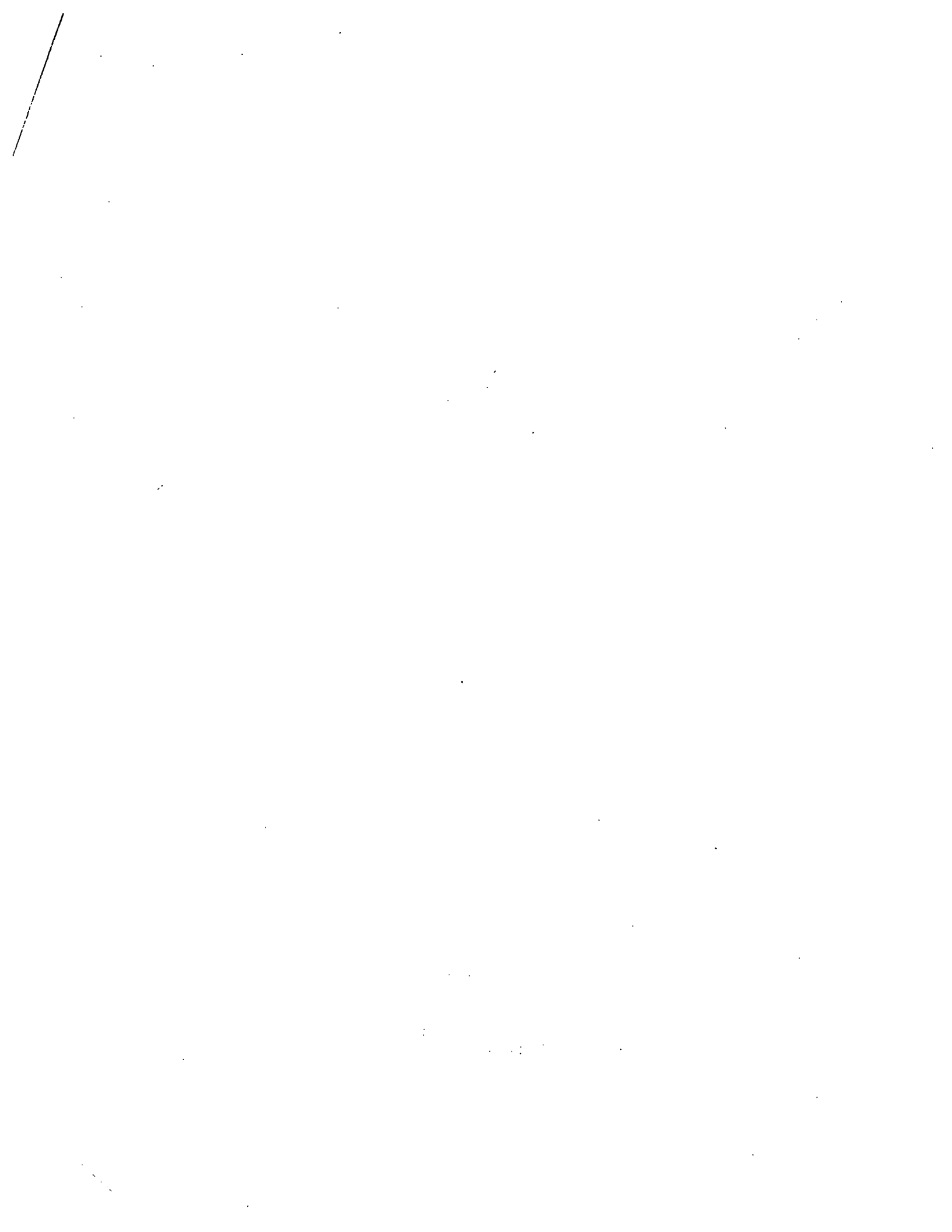
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Sincerely,


Virginia Catone

cc: Secretary of Administration
Acting Commissioner, Finance
and Management



PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05609-0201

OFFICE OF THE SECRETAR
TEL.: (802) 828-3322
FAX: (802) 828-2428



STATE OF VERMONT

AGENCY OF ADMINISTRATION

FOR IMMEDIATE RELEASE
PRESS RELEASE

SEPTEMBER 2, 1994

Montpelier, VT -- Secretary of Administration William H. Sorrell released August and cumulative General Fund revenue collections data through August of fiscal 1994. Monthly revenues were \$48.7 million, an increase of 3.7% over revenues for August 1994. Year-to-date receipts in the General Fund totalled \$97.3 million, an increase of 1.1 percent versus the July/August period of FY 1994.

"General Fund receipts over the first two months of FY 1995 are tracking close to what we anticipated. While we are somewhat disappointed by the under-performances by the Personal Income Tax and the Sales and Use tax over the first two months of fiscal 1995, the continued upbeat revenue showings by the Corporate Income tax and the Property Transfer tax components of the fund were encouraging," explained the Secretary. "In addition, there were some signs of life in last month's Meals and Rooms tax receipts. However, given the spotty collections record of this tax source over the past year, we will need to see several more positive months of revenue receipts activity before these signs of encouragement can be interpreted as a solid trend."

Like last month, Secretary Sorrell cautioned against reading too much into the revenue outlook for the rest of FY 1995 based on only two months of collections experience. "The lagging character

PRESS RELEASE
SEPTEMBER 2, 1994
PAGE 2

of the Personal Income tax and the Sales and Use tax over the first two months of FY 1995 are clearly cause for continued concern," explained Secretary Sorrell. "However, it is far too early to tell whether or not the disappointing performance in these two key revenue sources of the General Fund is an indication of things to come over the entire fiscal year. We will need to see at least next month's revenue results before even the earliest of FY 1995 revenue trends will begin to come into focus."

Revenue receipts for the major General Fund taxes as of August 31st included:

GENERAL FUND REVENUE BY KEY ELEMENT

<u>TAX COMPONENT:</u>	Month of August		Year-to-Date	
	<u>(\$ Mill.)</u>	<u>% Chg.*</u>	<u>(\$ Mill.)</u>	<u>% Chg.*</u>
Personal Income	17.6	-11.6	38.3	-12.5
Sales and Use	13.4	27.8	29.0	15.4
Rooms and Meals	5.7	8.2	10.2	1.2
Corporate Income	0.9	153.1	2.5	117.1
Property Transfer	1.3	-31.0	2.7	-6.4
All Other	9.8	7.7	14.6	10.0
TOTAL	48.7	3.7	97.3	1.1

* Versus last year

Note: Totals may not add due to rounding.

Transportation Fund

Secretary Sorrell also announced cumulative revenue collections in the Transportation Fund of \$21.5 million, an increase of 14.3 percent over the first two months of fiscal 1994. Revenues for the month of August were \$13.6 million, a 36.3 percent increase over the depressed receipts level during August of FY 1994.



PRESS RELEASE
SEPTEMBER 2, 1994
PAGE 3

"Transportation Fund receipts for August look somewhat stronger on a comparative basis than they actually were because of the significant processing difficulties that were experienced at the D.M.V. during August of FY 1994. Those problems last year depressed revenue receipts during the month making year-to-year comparisons between FY 1994 and FY 1995 extremely difficult to analyze and interpret," said Secretary Sorrell.

"However, even with the above qualification, the Transportation Fund has gotten off the mark well over the first two months of fiscal 1995," continued Secretary Sorrell. "Four of the fund's six major revenue sources are up significantly over cumulative revenue expectations through August, and four are ahead of plan by more than ten percent. Of particular note is the Motor Vehicle Purchase and Use tax, which is presently exceeding its cumulative target for the year by over \$0.5 million, after adjustment for the refund activity due to the recent Supreme Court decision."

"Only the Gas tax has been a disappointment over the first two months of FY 1995," continued Secretary Sorrell. "It remains unclear, however, just how much of this under-performance in the Gas tax may be tied to temporary factors or the more significant and long-lasting factors such as the disappointingly slow nature of Canadian tourism and retailing activity," explained Secretary Sorrell. "While it clearly is too early to tell if there is any real weakness in this important source of revenue for the



PRESS RELEASE
SEPTEMBER 2, 1994
PAGE 4

Transportation Fund, the Gas tax bears close watching as we move through the always critical fall tourism period in the months ahead," concluded Secretary Sorrell.

Receipts for the major elements of the Transportation Fund in August were:

TRANSPORTATION FUND REVENUE BY KEY ELEMENT

<u>TAX COMPONENT:</u>	Month of August		Year-to-Date	
	<u>(\$ Mill.)</u>	<u>% Chg.*</u>	<u>(\$ Mill.)</u>	<u>% Chg.*</u>
Gasoline Tax	3.5	-14.7	7.4	-3.8
Purchase and Use	4.6	140.1	5.7	35.5
Motor Vehicle Fees	2.8	21.5	5.1	10.3
All Other	2.7	61.0	3.3	44.9
	-----	-----	-----	-----
TOTAL	13.6	36.3	21.5	14.3

* Versus last year.

#



COMPARATIVE STATEMENT OF REVENUES
AS OF AUGUST 31, 1994
PREPARED BY DEPARTMENT OF FINANCE & MANAGEMENT

	TOTAL TO DATE LAST YEAR	TOTAL TO DATE THIS YEAR	% OF CHANGE	REVENUE ESTIMATE	REVISED REVENUE ESTIMATE	% REVENUE ESTIMATE RECEIVED
GENERAL FUND						
TAXES						
PERSONAL INCOME	43,739,214	38,275,471	-12.5	279,400,000		13.0
SALES AND USE	25,086,679	28,957,262	15.4	174,000,000		16.0
CORPORATE	1,170,726	2,542,067	117.1	43,200,000		5.0
MEALS AND ROOMS	10,097,059	10,218,926	1.2	60,800,000		16.0
CIGARETTE	2,415,049	2,414,342	-0.0	13,400,000		18.0
LIQUOR	1,407,652	1,512,662	7.5	8,800,000		17.0
INSURANCE	3,586,756	3,686,468	2.8	26,000,000		14.0
TELEPHONE	396,686	484,199	22.1	2,900,000		16.0
TELEPHONE PROP	0	-3,987	.0	9,000,000		-
BEVERAGE	841,428	845,526	.5	4,400,000		19.0
ELECTRIC ENERGY	0	0	.0	4,200,000		.0
ESTATE	425,762	865,995	103.4	7,500,000		11.0
PARI-MUTUEL	0	0	.0	0		.0
PROPERTY TRANS X	2,841,159	2,660,362	-6.4	13,300,000		20.0
BANK FRANCHISE	640,897	786,492	22.7	3,000,000		26.0
ALL OTHER TAXES	306,596	326,809	6.6	1,400,000		23.0
TOTAL TAXES	92,955,663	93,572,595	.7	651,300,000		14.0
OTHER REVENUE						
BUSINESS LICENSE	136,001	143,548	5.5	2,300,000		6.0
FEEES	693,933	770,219	11.0	5,600,000		13.0
SERVICES	150,139	92,417	-38.4	900,000		10.0
FINES, FORFEITS	631,780	316,226	-49.9	2,400,000		13.0
INTEREST, PREM	-56,628	308,406	644.6	1,300,000		23.0
SPEC ASSESSMENTS	0	0	.0	2,200,000		.0
LOTTERY TRANSFER	1,635,183	1,974,751	20.8	17,700,000		11.0
ALL OTHER	89,872	103,597	15.3	900,000		11.0
TOTAL OTHER	3,280,280	3,709,163	13.1	33,300,000		11.0
TOTAL GENERAL FUND	96,235,943	97,281,758	1.1	684,600,000		14.0

X REFLECTS GROSS PROPERTY TRANSFER TAXES COLLECTED.



TRANSPORTATION FUND					
NON-DEDICATED					
TAXES					
GASOLINE	7,715,532	7,424,542	-3.8	48,845,000	15
DIESEL FUEL	1,374,228	1,876,927	36.6	10,989,000	17
MOT VEH PUR/USE	4,227,013	5,728,950	35.5	35,445,000	16
OTHER	115,690	140,001	21.0	1,202,000	11
TOTAL TAXES	13,432,464	15,170,420	12.9	96,481,000	15
OTHER REVENUE					
MOTOR VEH FEES	4,638,347	5,116,067	10.3	34,097,000	15
OTHER	718,104	1,181,825	64.6	10,533,000	11
TOTAL OTHER REVENUE	5,356,451	6,297,892	17.6	44,630,000	14
TOTAL NON-DEDICATED	18,788,915	21,468,312	14.3	141,111,000	15
DEDICATED					
FEDERAL AID	11,409,017	10,840,023	-5.0		
OTHER	114,609	-914,203	-897.7		
TOTAL DEDICATED	11,523,626	9,925,821	-13.9		
TOTAL TRANSP FUND	30,312,541	31,394,133	3.6		
FISH & WILDLIFE FUND					
HUNT/ANGLERS LIC	740,778	782,438	5.6		
FEDERAL AID	375,848	214,376	-43.0		
ALL OTHER	107,084	190,737	78.1		
TOTAL F & W FUND	1,223,710	1,187,550	-3.0		
SPECIAL FUNDS					
TAXES	1,479,101	1,467,312	- .8		
ELEC ENERGY	4,692,918	5,248,740	11.8		
FEDERAL FUNDS	63,920,120	65,531,853	2.5		
SPEC ASSESSMENTS	7,414,130	7,341,257	-1.0		
LIQUOR SALES	4,278,635	4,537,986	6.1		
STATE LOTTERY	2,550,000	3,500,000	37.3		
TRUST FUNDS	9,817	103,926	958.6		
OTHER REVOLVING	6,804,777	9,771,418	43.6		
ALL OTHER	11,209,878	12,785,573	14.1		
TOTAL SPECIAL FUNDS	102,359,376	110,288,065	7.7		
REVENUES-ALL FUNDS	230,131,570	240,151,506	4.4		

SOME FIGURES CONTAINED IN THIS REPORT ARE RELEASED SUBJECT TO FURTHER AUDIT.






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**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

MEMORANDUM

To: Joint Fiscal Committee

From:  Stephen Klein, Legislative Fiscal Officer

Re: Attached Letter/Report from Secretary Sorrell related to appropriation reductions

Date: September 9, 1994

Section 277 of Act 210 of the 1994 session (the state budget) requires that the amounts appropriated for personal services be reduced by \$1,342,000 (Section enclosed). The Secretary of Administration is to "provide the Joint Fiscal Committee with a report indicating the specific employees exempted from this reduction, and the amounts of reductions made in the appropriations for and the resulting amounts allocated to each agency, department or program for personal services for fiscal year 1995 by this act."

Section 284 called for reductions in equipment purchases, out-of-state travel, office supplies, and miscellaneous expenditure reductions totalling \$500,000 (Section enclosed). A report was to be made "by the secretary of Administration to the General Assembly on or before January 1, 1994 of all reductions made under this section."

The attached letter and report have been submitted by the secretary to fulfill these statutory requirements. With this memorandum I am transmitting this report to you for your review.

170 210

Sec. 277. PERSONAL SERVICES REDUCTIONS

The amounts appropriated for personal services in line items elsewhere in this act shall be reduced by a total amount of \$1,342,000.00. The secretary of administration shall determine such reductions, and the resulting amounts shall be allocated to each agency, department or program for personal services for fiscal year 1995. The amount of \$920,000.00 of this reduction shall be from general fund appropriations and the amount of \$422,000.00 of this reduction shall be from transportation fund appropriations. Excluded from this reduction shall be amounts appropriated for personal services of employees or other persons whose job responsibilities require them directly to serve members of the public for more than 75 percent of their working hours, such as social workers providing direct services to clients in the agency of human services and employees providing direct services and assistance to the public in the department of motor vehicles. On or before July 1, 1994, the secretary of the agency of administration shall provide the joint fiscal committee with a report indicating the specific employees exempted from this reduction, and the amounts of reductions made in the appropriations for and the resulting amounts allocated to each agency, department or program for personal services for fiscal year 1995 by this act.

Sec. 277a. CONDITIONS OF INTERBRANCH EXPENDITURE REDUCTIONS

If the Secretary of Administration determines that any portion of the personal service reductions required under Sec. 277, or any portion of the operating expense reductions required under Sec. 284, shall be made from appropriations to the Judicial or Legislative branch, before the reductions may be implemented, the reductions shall:

- (1) be allocated within their respective branches by the Court Administrator in the case of the Judicial branch and the President Pro Tempore and the Speaker of the House in the case of the Legislative branch; and
- (2) be proportional to that branch in that the reductions shall not exceed the proportion which the total appropriation for personal services or operating expenses for that branch bears to the total appropriation for all personal services or all operating expenses in this act.

Act 210

8 Sec. 284. EQUIPMENT, OUT-OF-STATE TRAVEL, OFFICE SUPPLIES, AND

9 MISCELLANEOUS EXPENDITURE REDUCTIONS

10 The secretary of administration shall reduce from equipment
11 purchases, out-of-state travel expenses, office supply purchases,
12 and miscellaneous expenses included in the general fund, operating
13 expense appropriations a total of \$500,000.00. A report shall be
14 provided by the secretary of administration to the general assembly
15 on or before January 1, 1995 of all reductions made under this
section



STATE OF VERMONT
AGENCY OF ADMINISTRATION



August 23, 1994

AUG 25 1994

The Honorable Michael Obuchowski
Chairman, Joint Fiscal Committee
1 Baldwin Street
Montpelier, Vt 05602

Dear Representative Obuchowski:

The FY 1995 appropriations Act (1994 Act 210) requires the Secretary of Administration to reduce FY 1995 appropriations as follows:

	<u>GF</u>	<u>TF</u>
Sec. 276a: State employee retirement fund adjustment	700,000	300,000
Sec. 277 : Personal services reduction	920,000	422,000
Sec. 284 : Equipment, out of state travel, etc.	500,000	
	<u>2,120,000</u>	<u>722,000</u>

Sec.277a: Conditions of Interbranch Expenditure Reductions further requires any reductions made to the Legislative or Judicial branches under Secs. 277 and 284: (a) to not exceed the proportion of their overall personal services or operating appropriations; and (b) to be allocated within each branch by the President Pro Tem of the Senate and Speaker of the House (Legislature), and the Court Administrator (Judiciary). The Legislative reductions do not exceed their proportional share, and have been provisionally allocated by the Chief Legislative Counsel.

While in principle agreeing to the reduction amounts, the Court Administrator has requested legislative affirmation of the Secretary of Administration's allocation of the reductions. Consequently, the Judicial appropriation reduction has not yet been implemented, but will be presented for legislative action in the FY 1995 budget adjustment proposal. Until that time, under authority of 32 VSA Sec. 705, with the approval of the Governor, I am allotting the "proportional" Judicial share of the three reductions to accounts unavailable for expenditure.

As required by sections 277 and 284, I am submitting the attached report showing the reductions made under these sections.

Sincerely,

A handwritten signature in black ink that reads "William H. Sorrell".

William H. Sorrell
Secretary of Administration

Attachments
WHS:js

1991

1991

Agency/Department/Program	GENERAL FUND				TRANSPORTATION FUND				SPECIAL FUND			
	04:57 PM : FY 1995				: FY 1995				: FY 1995			
	Final	Secs. 276a & 277	Sec. 284	Total GF	Final	Secs. 276a & 277	Total TF	Final	Final	Secs. 276a & 277	Total SF	Final
GF	Personal Service	Operating	Approp. Red.	GF	TF	Personal Service	Approp. Re.	TF	TF	Approp. Re.	TF	SF
GENERAL GOVERNMENT												
Administration Agency:	:	:	:	:	:	:	:	:	:	:	:	:
Secretary's Office	: 216,511	: (1,457)	: (527)	: (1,985)	: 214,526	: 54,104	: (189)	: (189)	: 53,915	:	:	: 0
Finance & Management	: 1,468,310	:	:	: (11,024)	: 1,457,286	: 604,802	:	: (2,058)	: 602,744	:	:	: 0
Budget & Management	:	: (5,416)	: (531)	:	:	:	:	: (384)	:	:	:	:
Financial Operations	:	: (3,932)	: (1,145)	:	:	:	:	: (1,674)	:	:	:	:
Personnel	: 1,078,427	:	:	: (7,541)	: 1,070,886	: 370,848	:	: (1,028)	: 369,820	:	:	: 153,355
Operations	:	: (5,662)	: (1,879)	:	:	:	:	: (1,028)	:	:	:	:
Vermont Career Opportun.	:	: 0	: 0	:	:	:	:	: 0	:	:	:	:
General Services	: 1,003,811	:	:	: (10,863)	: 992,948	: 415,205	:	: (1,726)	: 413,479	:	:	: 115,663
Administrative Services	:	: (218)	: (95)	:	:	:	:	: (172)	:	:	:	:
Central Services	:	: (459)	: 0	:	:	:	:	: (317)	:	:	:	:
Purchasing	:	: (1,965)	: (613)	:	:	:	:	: (1,035)	:	:	:	:
Public Records	:	: (4,304)	: (3,130)	:	:	:	:	: (201)	:	:	:	:
State Buildings	: 9,639,355	:	:	: (52,513)	: 9,586,842	: 1,181,217	:	: (2,492)	: 1,178,725	:	:	: 0
Administrative	:	: (2,211)	: (1,348)	:	:	:	:	: (214)	:	:	:	:
Custodial	:	: (9,257)	: (13,496)	:	:	:	:	: (895)	:	:	:	:
Building Maintenance	:	: (13,128)	: (11,733)	:	:	:	:	: (1,269)	:	:	:	:
Engineering	:	: (1,191)	: (148)	:	:	:	:	: (114)	:	:	:	:
State House Preservatio.	:	: 0	: 0	:	:	:	:	: 0	:	:	:	:
Tax	: 6,220,664	: (50,067)	: (15,815)	: (65,882)	: 6,154,782	: 228,977	:	: (881)	: (881)	: 228,096	:	: 1,270,826
GIS	:	:	:	:	:	:	:	: 0	: 0	: 0	:	: 290,000
Total Agency of Admin	: 19,627,078	: (99,348)	: (50,460)	: (149,807)	: 19,477,271	: 2,855,153	:	: (0,374)	: (0,374)	: 2,846,779	:	: 1,829,844
Auditor of Accounts	: 410,961	: (9,528)	: (3,168)	: (12,696)	: 398,265	: 63,013	:	: (246)	: (246)	: 62,767	:	: 0
State Treasurer	: 357,678	: (9,163)	: (2,247)	: (11,410)	: 346,268	: 104,869	:	: (385)	: (385)	: 104,484	:	: 657,215
Labor Relations Board	: 139,221	: (621)	: (400)	: (1,021)	: 138,200	: 0	:	: 0	: 0	: 0	:	: 4,362
Executive Office	: 733,870	: (3,584)	: (4,503)	: (8,087)	: 725,783	: 150,254	:	: (579)	: (579)	: 149,675	:	: 0
VOSHA Review Board	: 14,000	: (47)	: (15)	: (62)	: 13,938	: 0	:	: 0	: 0	: 0	:	: 0
Emergency Board	: 490	: 0	: 0	: 0	: 490	: 0	:	: 0	: 0	: 0	:	: 0
Emergency Funds	: 19,750	: 0	: 0	: 0	: 19,750	: 0	:	: 0	: 0	: 0	:	: 0
New England Governor's Co	: 56,840	: 0	: 0	: 0	: 56,840	: 0	:	: 0	: 0	: 0	:	: 0
Americans w/Disabilities	: 1	: 0	: 0	: 0	: 1	: 0	:	: 0	: 0	: 0	:	: 0
Use Tax Reimbursement	: 8,344,695	: 0	: 0	: 0	: 8,344,695	: 0	:	: 0	: 0	: 0	:	: 98,000
Property Tax Relief Trust	: 25,193,040	: 0	: 0	: 0	: 25,193,040	: 0	:	: 0	: 0	: 0	:	: 980,000
Lt. Governor	: 71,424	: (393)	: (765)	: (1,158)	: 70,266	: 14,724	:	: (78)	: (78)	: 14,646	:	: 0
Legislature	: 2,940,000	: (812)	: (4,149)	: (4,961)	: 2,943,039	: 737,000	:	: (161)	: (161)	: 736,839	:	: 0
Legislative Council	: 731,200	: (9,771)	: (178)	: (9,949)	: 721,252	: 182,800	:	: (1,998)	: (1,998)	: 180,802	:	: 0
Sergeant at Arms	: 171,731	: (1,592)	: (175)	: (1,767)	: 169,964	: 43,737	:	: (329)	: (329)	: 43,408	:	: 0
Joint Fiscal Office	: 328,275	: (4,064)	: (1,274)	: (5,338)	: 322,937	: 80,995	:	: (831)	: (831)	: 80,164	:	: 0
Montpelier Services	: 124,722	: 0	: 0	: 0	: 124,722	: 0	:	: 0	: 0	: 0	:	: 0
TOTAL GENERAL GOVERNMENT	: 59,272,976	: (138,922)	: (67,333)	: (206,255)	: 59,066,721	: 4,232,545	:	: (12,981)	: (12,981)	: 4,219,564	:	: 3,569,421
PROTECTION TO PERSONS AND P:												
Attorney General	: 1,794,503	: (34,390)	: (6,110)	: (40,500)	: 1,754,003	: 0	:	: 0	: 0	: 0	:	: 162,805
Center for Crime Victim Ser	: 50,000	: 0	: 0	: 0	: 50,000	: 0	:	: 0	: 0	: 0	:	: 806,001
Court Diversion	: 443,160	: 0	: 0	: 0	: 443,160	: 157,520	:	: 0	: 0	: 157,520	:	: 117,600
State's Attorneys	: 3,855,540	: (20,406)	: (7,400)	: (27,965)	: 3,827,575	: 346,192	:	: (1,682)	: (1,682)	: 344,510	:	: 0
Sheriffs	: 1,544,124	: (7,409)	: (3,219)	: (10,628)	: 1,533,496	: 16,250	:	: (41)	: (41)	: 16,209	:	: 0
Defender General	: 3,769,429	:	:	: (17,168)	: 3,752,261	: 759,081	:	:	: (2,197)	: 756,884	:	: 79,211
Public Defense	:	: (13,675)	: (3,281)	:	:	:	:	: (2,167)	:	:	:	:
Assigned Counsel	:	: (191)	: (22)	:	:	:	:	: (30)	:	:	:	:

Agency/Department/Program	GENERAL FUND				TRANSPORTATION FUND				SPECIAL FUND	
	04:57 PM : FY 1995				: FY 1995 : FY '95 Approp :				: FY 1995	
	15-Aug-94 : All '94 Acts: FY '95 GF Appropriation Redu:				: FY 1995 : All '94 Acts: Reduction :				: FY 1995 : All '94 Acts	
	Final	Secs. 276a & 277	Sec. 284	Total GF	Final Approp:	Final	Secs. 276a & 277	Total TF	Final Approp:	Final
	GF	Personal Service	Operating B	Approp. Red:	GF	TF	Personal Service	Approp. Re:	TF	SF
Secretary's Office	3,008,754	(5,387)	(5,937)	(11,324)	2,997,430	0	0	0	0	84,350
Human Services Training C:	0	0	0	0	0	0	0	0	0	0
Human Services Board	83,685	(477)	(95)	(573)	83,112	0	0	0	0	0
Rate Setting Division	0	0	0	0	0	0	0	0	0	441,176
Corrections	41,560,182			(542,549)	41,017,633	1,194,302		(4,190)	1,190,112	458,740
Administration		(5,594)	(985)					0		
Parole Board		(486)	(1,107)					0		
Corrections Services		(423,082)	(101,398)					(4,190)		
Corrections Facilities		0	0					0		
Corrections Education		(5,987)	(3,911)					0		
Health	11,238,562			(206,658)	11,031,904	0		0	0	1,126,367
Administration		(8,810)	(1,476)					0		
Health Protection		(54,475)	(4,574)					0		
Disease Control		(70,611)	(15,654)					0		
Preventive Health		(45,907)	(5,151)					0		
Office of Alcohol & Drug	2,490,910	(2,926)	(2,113)	(5,039)	2,485,871	0		0	0	529,175
Social Welfare	113,959,315			(76,722)	113,882,593	0		0	0	17,575,956
Administration		(55,226)	(21,495)					0		
Pharmaceutical		0	0					0		
State Economic Opportunit:	259,694	(437)	(3,712)	(4,150)	255,544	0		0	0	2,162,873
Office of Child Support	798,376	(3,002)	(1,628)	(4,630)	793,746	0		0	0	1,295,600
Social & Rehabilitation S:	29,354,663			(151,385)	29,203,278	0		0	0	603,654
Administration		(18,672)	(3,816)					0		
Social Services		(64,521)	(6,178)					0		
Woodside Juvenile Cente:		(15,101)	(1,177)					0		
Licensing		(11,660)	(1,565)					0		
Child Care Services		(26,483)	(2,212)					0		
Mental Health	41,845,099			(118,520)	41,726,579	0		0	0	1,599,777
Central Office		(3,621)	(5,175)					0		
Community Mental Health:		(3,719)	(3,908)					0		
Community Mental Reta		(22,513)	(863)					0		
Vermont State Hospital		(63,604)	(9,068)					0		
Foster Grandparents		(5,186)	(863)					0		
Aging and Disabilities	6,784,068			(35,558)	6,748,510	0		0	0	258,520
Administration		(26,943)	(8,614)					0		
Total Agency of Human Servi:	251,383,300	(944,432)	(212,676)	(1,157,100)	250,226,200	1,194,302		(4,190)	(4,190)	1,190,112
Commission on Women	666,831	(896)	(302)	(1,198)	665,633	0		0	0	9,725
Disabled and Needy Veterans:	30,000	0	0	0	30,000	0		0	0	0
Veterans' Home	1,183,027	(4,922)	(2,111)	(7,033)	1,175,994	0		0	0	5,216,352
Health Care Authority	955,000	(4,809)	(6,506)	(11,315)	943,685	0		0	0	489,071
Independence Fund	43,120	0	0	0	43,120	0		0	0	580
Children's Trust Fund	109,760	0	0	0	109,760	0		0	0	2,800
RSVP	94,000	0	0	0	94,000	0		0	0	0
Priscilla Laird Claim	12,500	0	0	0	12,500	0		0	0	0
Association for the Blind	19,600	0	0	0	19,600	0		0	0	0
TOTAL HUMAN SERVICES	254,497,146	(955,058)	(221,596)	(1,176,654)	253,320,492	1,194,302		(4,190)	(4,190)	1,190,112
EMPLOYMENT AND TRAINING	0	0	0	0	0	0		0	0	1,622,292
EDUCATION										
Education	25,074,073			(73,082)	25,000,991	639,576		(86)	639,490	2,925,865

Agency/Department/Program	GENERAL FUND				TRANSPORTATION FUND				SPECIAL FUND	
	04:57 PM : FY 1995				: FY 1995 : FY'95 Approp				: FY 1995	
	Final	:Secs. 276a & 277	Sec. 284	: Total GF	Final Approp	Final	:Secs. 276a & 277	Total TF	Final Approp	Final
GF	:Personal Service	:Operating	:Approp. Red	GF	TF	:Personal Service	:Approp. Re	TF	GF	
TOTAL NATURAL RESOURCES	9,615,378	(62,114)	(62,869)	(124,983)	9,490,395	527,507	(769)	(769)	526,738	16,637,035
DEVELOPMENT AND COMMUNITY A:										
Agency Development & Commun:										
Administration	649,958	(2,845)	(1,571)	(4,416)	645,542	30,996	(118)	(118)	30,878	0
Historic Preservation	402,936			(2,364)	400,572	0		0	0	171,148
Historic Preservation		(852)	(519)		0			0		
Historic Sites Operatio:		(389)	(604)		0			0		
Housing & Community Affai:	605,342	(7,333)	(855)	(8,188)	597,154	0		0	0	961,828
Economic Development	2,420,912			(27,098)	2,393,814	0		0	0	147,000
Economic Development		(2,307)	(3,786)		0			0		
Federal Procurement Pro:		(267)	(434)		0			0		
Natural Resource Devel		(15,000)	0		0			0		
VT Economic Prog Coun		(5,000)	0		0			0		
VT Training Program		(305)	0		0			0		
Travel and Tourism	2,835,671			(26,255)	2,809,416	2,007,982		(5,846)	2,002,136	19,600
Travel		(21,956)	(4,299)		0			0		
Welcome Centers & Rest		0	0		0			(5,846)		
TOTAL DEVELOPMENT & COMMUNI:	6,914,819	(56,254)	(12,067)	(68,321)	6,846,498	2,038,978	(5,964)	(5,964)	2,033,014	1,299,576
VERDA	434,500	0	0	0	434,500	125,000		0	125,000	0
Council on the Acts	404,840	0	0	0	404,840			0	0	
VT Symphony Orchestra	80,000	0	0	0	80,000			0	0	
VT Historical Society	181,920	0	0	0	181,920			0	0	
Whey Authority	1	0	0	0	1	0		0	0	2,108,000
Housing & Conservation Tr	1	0	0	0	1	0		0	0	1,719,000
VT Council on Humanities	15,000	0	0	0	15,000			0	0	
TOTAL DEVELOPMENT & COMMU	8,031,081	(56,254)	(12,067)	(68,321)	7,962,760	2,163,978	(5,964)	(5,964)	2,158,014	5,126,576
DEBT SERVICE	51,491,788	0	0	0	51,491,788	5,677,951		0	5,677,951	2,394,520
TRANSPORTATION										
Transportation Board	0	0	0	0	0	91,610		0	91,610	0
Transportation Agency										
Administration	0	0	0	0	0	5,514,878	(21,022)	(21,022)	5,493,856	
Maintenance State System	0	0	0	0	0	32,275,000	(255,187)	(255,187)	32,019,813	
Paving Program	0	0	0	0	0	6,500,000	(1,593)	(1,593)	6,498,407	
Engineering & Constructio:	0	0	0	0	0	12,415,540	(185,053)	(185,053)	12,230,487	
Planning	0	0	0	0	0	1,692,573	(2,684)	(2,684)	1,689,889	
Air, Rail & Public Transp:	0	0	0	0	0	5,700,679	(108,785)	(108,785)	5,591,894	
Central Garage						485,000	0	0	485,000	
Department of Motor Vehicle:	0			0	0	11,071,253		(31,891)	11,039,362	0
Motor Vehicles		0	0		0		(30,815)			
Highway Safety		0	0		0		(1,076)			
Total Agency of Transportat:	0	0	0	0	0	75,746,533	(606,215)	(606,215)	75,140,318	0
Town Programs										
TH Grants						21,252,000	0	0	21,252,000	0

GENERAL FUND				TRANSPORTATION FUND				SPECIAL FUND			
15-Aug-94 All '94 Acts:FY'95 GF Appropriation Redu:				: FY 1995 ::All '94 Acts: Reduction :				: FY 1995 ::All '94 Acts			
Agency/Department/Program	Final GF	Secs. 276a & 277	Sec. 284	Total GF	Final Approp:	Final TF	Secs. 276a & 277: Personal Service:	Total TF	Final Approp:	Final SF	
TH Supplemental Aid					125,000		0		125,000		
TH VT Local Roads Prog					90,000	0	0	0	90,000	0	
TH Bridges					4,438,786	0	0	0	4,438,786	0	
TH Bridge & Culvert					1,900,000	0	0	0	1,900,000	0	
TH Two-for-one match					1,375,000	0	0	0	1,375,000	0	
TH Emergency Fund					300,000	0	0	0	300,000	0	
Total Town Programs					29,480,786	0	0	0	29,480,786	0	
TOTAL TRANSPORTATION FUNCTI:					105,227,319	(606,215)	(606,215)		104,621,104	0	
Other	(920,000)	845,000	0	845,000	(75,000)	(422,000)	422,000	422,000	0	0	
	(500,000)	0	466,989	466,989	(33,011)	0	0	0	0	0	
	(700,000)	641,306	0	641,306	(58,694)	(300,000)	289,359	289,359	(10,641)	0	
Performance Restructuring P:	5,000	0	0	0	5,000	0	0	0	0	0	
Chelsea Water District					0	0	0	0	0	0	
Pay Act	1,948,606	0	0	0	1,948,606	861,822			861,822	34,812	
APPROPRIATION TOTAL	686,674,150	0	0	0	686,674,150	146,515,783	(0)	(0)	146,515,783	82,801,103	

Agency/Department/Program	Sec. 270 a				Sec. 271				Sec. 284	
	PS Ret Redux By Approp	PS Ret Redux By Dept	PS Ret Redux By Approp	PS Ret Redux By Dept	PS Redux By Approp	PS Redux By Dept	PS Redux By Approp	PS Redux By Dept	Op Ex Redux By Approp	Op Ex Redux By Dept
GENERAL GOVERNMENT										
Administration Agency:										
Secretary's Office	957	957	189	189	500	500		0	527	527
Finance & Management		6,849		2,058		2,500		0		1,675
Budget & Management	2,916		384		2,500				531	
Financial Operations	3,932		1,674						1,145	
Personnel		5,662		1,028		0		0		1,879
Operations	5,662		1,028						1,879	
Vermont Career Opportun:	0		0						0	
General Services		5,025		1,726		2,000		0		3,838
Administrative Services:	218		172						95	
Central Services	459		317						0	
Purchasing	1,965		1,035						613	
Public Records	2,384		201		2,000				3,130	
State Buildings		25,788		2,492		0		0		26,725
Administrative	2,211		214						1,348	
Custodial	9,257		895						13,496	
Building Maintenance	13,128		1,269						11,733	
Engineering	1,191		114						148	
State House Preservatio:	0		0						0	
Tax	30,067	30,067	881	881	20,000	20,000		0	15,815	15,815
GIS										
Total Agency of Admin	74,348	74,348	8,374	8,374	25,000	25,000	0	0	50,460	50,460
Auditor of Accounts	2,028	2,028	246	246	7,500	7,500		0	3,168	3,168
State Treasurer	1,663	1,663	385	385	7,500	7,500		0	2,247	2,247
Labor Relations Board	621	621	0	0		0		0	400	400
Executive Office	3,584	3,584	579	579		0		0	4,503	4,503
VOSHA Review Board	47	47	0	0		0		0	15	15
Emergency Board										
Emergency Funds										
New England Governor's Co										
Americans w/Disabilities										
Use Tax Reimbursement										
Property Tax Relief Trust										
Lt. Governor	393	393	78	78		0		0	765	765
Legislature	812	812	161	161		0		0	4,149	4,149
Legislative Council	4,627	4,627	914	914	5,144	5,144	1,084	1,084	178	178
Sergeant at Arms	496	496	98	98	1,096	1,096	231	231	175	175
Joint Fiscal Office	1,804	1,804	356	356	2,260	2,260	475	475	1,274	1,274
Montpelier Services										
TOTAL GENERAL GOVERNMENT	90,422	90,422	11,191	11,191	48,500	48,500	1,790	1,790	67,333	67,333
PROTECTION TO PERSONS AND P:										
Attorney General	9,390	9,390	0	0	25,000	25,000		0	6,110	6,110
Center for Crime Victim Ser:	0	0	0	0		0		0	0	0
Court Diversion										
State's Attorneys	20,486	20,486	1,682	1,682		0		0	7,480	7,480
Sheriffs	7,409	7,409	41	41		0		0	3,219	3,219
Defender General		13,865		2,197		0		0		3,303
Public Defense	13,675		2,167						3,281	
Assigned Counsel	191		30						22	

Agency/Department/Program	sec. 270 a				sec. 271				sec. 204	
	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating
	15-Aug-94 : \$700k GP	\$700k GP	\$300k TP	\$300k TP	\$920k GP	\$920k GP	\$422k TP	\$422k TP	\$500k GP	\$500k GP
PS Ret Redux	PS Ret Redux	PS Ret Redux	PS Ret Redux	PS Redux	PS Redux	PS Redux	PS Redux	Op Ex Redux	Op Ex Redux	
By Approp	By Dept	By Approp	By Dept	By Approp	By Dept	By Approp	By Dept	By Approp	By Dept	
Secretary's Office	5,387	5,387	0	0	0	0	0	5,937	5,937	
Human Services Training C	0	0	0	0	0	0	0	0	0	
Human Services Board	477	477	0	0	0	0	0	95	95	
Rate Setting Division	0	0	0	0	0	0	0	0	0	
Corrections		185,148		4,190		250,000			107,401	
Administration	5,594		0					985		
Parole Board	486		0					1,107		
Corrections Services	173,002		4,190		250,000			101,398		
Corrections Facilities	0		0					0		
Corrections Education	5,987		0					3,911		
Health		41,803		0		138,000		0	26,855	
Administration	4,660		0		4,150			1,476		
Health Protection	6,417		0		48,058			4,574		
Disease Control	12,569		0		58,042			15,654		
Preventive Health	18,157		0		27,750			5,151		
Office of Alcohol & Drug	2,926	2,926	0	0	0	0	0	2,113	2,113	
Social Welfare		35,226		0		20,000		0	21,495	
Administration	35,226		0		20,000			21,495		
Pharmaceutical	0		0					0		
State Economic Opportunit	437	437	0	0	0	0	0	3,712	3,712	
Office of Child Support	3,002	3,002	0	0	0	0	0	1,628	1,628	
Social & Rehabilitation S		46,937		0		89,500		0	14,949	
Administration	4,872		0		13,000			3,816		
Social Services	28,521		0		36,000			6,178		
Woodside Juvenile Cente	7,101		0		8,000			1,177		
Licensing	3,960		0		7,700			1,565		
Child Care Services	2,483		0		24,000			2,212		
Mental Health		31,344		0		67,300		0	19,877	
Central Office	3,621		0					5,175		
Community Mental Health	3,719		0					3,908		
Community Mental Reta	5,186		0		17,327			863		
Vermont State Hospital	13,631		0		49,973			9,068		
Foster Grandparents	5,186		0					863		
Aging and Disabilities		8,943		0		18,000		0	8,614	
Administration	8,943		0		18,000			8,614		
Total Agency of Human Servi	361,632	361,632	4,190	4,190	582,800	582,800	0	212,676	212,676	
Commission on Women	896	896	0	0	0	0	0	302	302	
Disabled and Needy Veterans	0	0	0	0	0	0	0	0	0	
Veterans' Home	4,922	4,922	0	0	0	0	0	2,111	2,111	
Health Care Authority	4,809	4,809	0	0	0	0	0	6,506	6,506	
Independence Fund										
Children's Trust Fund										
RSVP										
Priscilla Laird Claim										
Association for the Blind										
TOTAL HUMAN SERVICES	372,250	372,250	4,190	4,190	582,800	582,800	0	221,596	221,596	
EMPLOYMENT AND TRAINING	0	0	0	0	0	0	0	0	0	
EDUCATION										
Education		11,126		86		50,000		0	11,955	

Agency/Department/Program	Sec. 270 a				Sec. 271				Sec. 284	
	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating	Allocating
15-Aug-94	\$700k GF	\$700k GF	\$300k TP	\$300k TP	\$920k GF	\$920k GF	\$422k TP	\$422k TP	\$500k GF	\$500k GF
	PS Ret Redux	PS Ret Redux	PS Ret Redux	PS Ret Redux	PS Redux	PS Redux	PS Redux	PS Redux	Op Ex Redux	Op Ex Redux
	By Approp	By Dept	By Approp	By Dept	By Approp	By Dept	By Approp	By Dept	By Approp	By Dept
TH Supplemental Aid										
TH VT Local Roads Prog										
TH Bridges										
TH Bridge & Culvert										
TH Two-for-one match										
TH Emergency Fund										
Total Town Programs										
TOTAL TRANSPORTATION FUNCTI:										
Other					75,000	75,000				
Performance Restructuring P:	58,694	58,694	10,641	10,641					33,011	33,011
Chelsea Water District										
Pay Act										
APPROPRIATION TOTAL	700,000	700,000	300,000	300,000	920,000	920,000	422,000	422,000	500,000	500,000

OK
97



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

Memorandum

To: Members, Joint Fiscal Committee

From: Catherine Benham, Joint Fiscal Office *CB*

Date: September 6, 1994

Subject: JFO #1621- US Department of Housing and Urban Development eight year grant to the Vermont Department of Development & Community Affairs (\$18,804 in FY 1995)

The Governor has approved acceptance of an eight year renewed grant from the US Department of Housing and Urban Development (HUD) to the Vermont Department of Housing and Community Affairs in the amount of \$18,804 in fiscal year 1995 for the purpose of assisting the Central Vermont Community Land Trust with the operation of an existing housing project. 32 VSA section 5 requires that the Joint Fiscal Committee must approve original and renewed grants.

While this renewed grant was approved by HUD in August 1993, the Vermont Department of Housing and Community Affairs (DCA) did not pass it on for legislative approval until this summer. I have attached a memo from the Department explaining that this delay resulted from the change in leadership in the department and the resulting interruption in internal communications and procedures. The grant was forwarded from Commissioner Grimes June 21, 1994 to the Governor.

This is one of two DCA grants that was pulled from the agenda right before the last Joint Fiscal meeting.

The original grant was approved by the Joint Fiscal Committee in October 1989 and I have attached a copy of the Joint Fiscal Office memo on that grant.

This Montpelier housing project consists of three buildings which contain 21 units that provide housing to low-income residents. Eight of the units are occupied by Washington County Mental Health Services's clients. This grant will provide assistance in operating this project for eight years.

There is no match requirement specified by the award agreement nor are any positions requested. It is my understanding that approval of this request will not increase the state's ongoing cost in support of these clients.

Recommendation:

I recommend approval of this grant of \$18,804 in fiscal year 1995. In subsequent fiscal years, the funds will be contained in the Department's budget.



STATE OF VERMONT

AGENCY OF DEVELOPMENT AND COMMUNITY AFFAIRS

MONTPELIER, VERMONT 05609-0501

OFFICE OF THE SECRETARY
Tel: (802) 828-3211 Fax: 828-3383

DEPARTMENTS OF:
Economic Development 828-3221
Economic Fax No. 828-3258
Housing & Community Affairs 828-3217

DIVISIONS OF:
Administration 828-3231
Historic Preservation 828-3226
Vermont Travel Division 828-3236
Film Bureau 828-3236
Travel Fax No. 828-3233
Vermont Life Magazine 828-3241

Date: August 30, 1994

To: Rep. Michael Obuchowski, Chair
House Appropriations Committee

From: Greg Brown *GB*
Department of Housing & Community Affairs

Re: Federal Grants to DHCA

This is to address your questions about the Department's handling of the \$30,000 HOME Technical Assistance Grant and renewal of an \$18,804 grant for a Supportive Housing Demonstration Program awarded by HUD.

HUD awarded the HOME Technical Assistance grant to DHCA in July, 1993. The award letter (of which you have a copy) indicated HUD would forward instructions for completing necessary forms and a management plan for the grant. While DHCA received and executed a formal grant agreement in early September (of which you have a copy), the instructions and forms referred to did not arrive until October, 1993. Due to work load, the Department did not submit the management plan to HUD until December, 1993. The dates on the AA-1 differ from the date of the executed grant agreement to reflect the fact that the 24 month grant period began with the submission of the management plan.

In October, 1993, in the middle of the FY94⁵ budgetary process, the DHCA commissioner resigned. She had been responsible for operational management of the Department's housing programs. In the transition to a new commissioner in November and December, the Department's internal communications procedures broke down. As a result these grants were not included in the original DHCA FY95 budget submission, nor was JFC permission to accept the grants sought.

Staff began administrative work on the HOME Technical Assistance grant including preparation of a grant agreement with the Vermont Housing and Conservation Board for Task #2 on historic preservation, completion of progress reports to HUD and drafting a contract with Public Service Department for Task #4. The total cost of this work was \$4,010.17.

After the Supportive Housing grant was renewed by HUD in August 1993, DHCA staff drafted an amendment to an existing grant agreement with the Central Vermont Community Land Trust to continue implementation. This grant

agreement amendment was executed on November 30, 1993; however no funds were disbursed before we discovered lack of legislative approval. The administrative cost of this work was \$653.00.

When we discovered in June, 1994 that these grants had in fact not received legislative approval, all work related to them stopped. The FY94 costs that had been incurred were eligible expenses under the federal HOME program, so we paid for the staff hours from that source. Though committed by executed grant agreement, no funds from either grant have been drawn or spent.

The Department did not request approval as part of the Budget Conference Committee's closing work because I did not respond quickly enough to a memo from the Department of Finance and Management.

Since she assumed office in November, Commissioner Grimes has tightened DHCA management practices significantly, instituting practices and policies that will prevent recurrence of this problem. She meets weekly with division managers to discuss operational issues such as grant applications and awards, as well as acceptance procedures. Such meetings were not held by her predecessor. In addition, formal Department policy now requires that all grant applications and award letters must be brought to the attention of the management team with a schedule for administration and legislative authorization procedures mapped out. Formal notice that all procedures have been complied with must be presented to the management team before any grant related work can begin. We believe these changes will avoid repetition of the problem.

PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05602



OFFICE OF THE SECRETARY
(802) 828-3322

JFO 1621

STATE OF VERMONT
AGENCY OF ADMINISTRATION



July 5, 1994

JUL 7 1994

The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Governor has approved acceptance of a grant from the U.S. Department of Housing and Urban Development (HUD) to the Agency of Development and Community Affairs, Department of Housing and Community Affairs.

The grant will be for a total of 8 years. The grant is for a total of \$18,804 in fiscal year 1995. There is no State fund match requirement.

Legislative approval is sought for \$18,804 in fiscal year 1995. In subsequent fiscal years, the funds will be contained in the Department's budget request.

The grant will be used as a pass through grant to the Central Vermont Community Land Trust to provide operating subsidies for four housing projects which serve mental health clients in Montpelier.

Selected grant pages are included; a detailed grant document is available from the Agency of Development and Community Affairs.

If you have any questions about this project, please feel free to give me a call.

Sincerely,

A handwritten signature in cursive script, appearing to read "William Sorrell".

William H. Sorrell
Secretary of Administration

WHS:kdo
Enclosure

JUN 22 1994

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

Agency: Development and Community Affairs
Department: Housing and Community Affairs
Program: Permanent Housing for Handicapped Homeless

Legal Title of Grant: Supportive Housing Demonstration Program

Federal Catalog No.: 14.178

Grantor and Office Address: U.S. Department of Housing and Urban Development,
Community Planning and Development, 275 Chestnut Street, Manchester, NH 03101-2487

Grant Period: 8 years From: 7/1/94 To: 6/30/2002

Purpose of Grant: (attach additional sheets if needed)

See Attachment A

Impact on Existing Programs if Grant is not Accepted:

The project described requires continued operating subsidy so that the lowest-income tenants can afford rental costs. Without this grant, 8 tenants would be economically displaced.

Budget Information:	(1st State FY) FY 1995	(2nd State FY) FY 1996	(3rd State FY) FY 1997
EXPENDITURES:			
Personal Services	\$ 895	\$ 468	\$ 482
Operating Expenses	\$ 17,909	\$	\$
Other -Grant to CVCLT	\$	\$ 9,360	\$ 9,641
TOTAL	\$ 18,804	\$ 9,828	\$ 10,123
REVENUES:			
State Funds:			
Cash	\$ 0	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$ 18,804	\$ 9,828	\$ 10,123
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source) _____	\$	\$	\$
TOTAL	\$ 18,804	\$ 9,828	\$ 10,123

Amount will be allocated to these
appropriation expenditure accounts:

Appropriation Nos.

Amounts

0707712109

18,804

Will grant monies be spent by one or more personal service contracts?

[] YES [X] NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X _____

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
NONE	
TOTAL	

12b. Equipment and space for these positions:

[] Is presently available.

[] Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Barbara L. Jones
 (Signature)
Commissioner of DHCA
 (Title)

6/21/94
(Date)

14. Action by Governor:

[✓] Approved
[] Rejected

[Signature]
 (Signature)

7/8/94
(Date)

15. Secretary of Administration:

[✓] Request to JFO
[] Information to JFO

[Signature]
 (Signature)

7/6/94
(Date)

16. Action by Joint Fiscal Committee: (Dates)

- [] Request to be placed on JFC agenda _____
- [] Approved (not placed on agenda in 30 days) _____
- [] Approved by JFC _____
- [] Rejected by JFC _____
- [] Approved by Legislature _____

(Signature) (Date)

ATTACHMENT A

This grant will assist the Central Vermont Community Land Trust in the operation (for 8 years) of an existing Montpelier housing project consisting of three (3) buildings which contain 21 units, eight of which are presently occupied by Washington County Mental Health Services' clients. The eight units of housing for the WCMH clients are located as follows: two (of seven units) are located at 39 Barre Street, five (of ten units) are located at 40 Barre Street, and one (of four units) is located at 47 Barre Street. These units will be assisted through the Supportive Housing Demonstration Program.

As this is one of the few remaining housing projects affordable to low income residents in Montpelier, it is a prime site for preservation under the State of Vermont Housing Policy. The policy places a priority on the preservation of existing at-risk affordable housing over the construction or renovation of housing units. It is this project's at-risk status that inspired the Vermont Department of Housing and Community Affairs to seek funding for its preservation under the McKinney Supportive Housing Demonstration Program.

The Washington County Mental Health Services (WCMHS) will continue its assistance to the mentally ill residents of the project. The State agency with primary responsibility to provide services to the mentally handicapped population is the Vermont Department of Mental Health, which assists WCMHS.



US Department of Housing and Urban Development

*Office of Community Planning and Development
Norris Cotton Federal Building
275 Chestnut Street
Manchester, New Hampshire 03101-2487*

(603) 666-7641
FAX (603) 666-7736

AUG 26 1993

Mr. Frank G. McDougall, Jr., Secretary
Agency of Development & Community Affairs
Pavilion Office Building
Montpelier, Vermont 05609

Dear Mr. McDougall:

SUBJECT: Notification of Renewal Funding Approval
Supportive Housing Program (SHP)
Project Number: VT 36P89-301-01

I am pleased to inform you that your application for a renewal grant, submitted on April 28, 1993, has received funding approval under the Supportive Housing Program. This award will enable you to continue your program that was originally funded by HUD in Federal Fiscal Year 1989, further contributing to our national effort to end homelessness.

Upon execution of the Renewal Grant Agreement by you and HUD, HUD will obligate the total funds for this project in the amount of \$82,375, allocated as follows:

- | | |
|----------------------------------|----------|
| 1. Grant for operating | \$78,452 |
| 2. Grant for supportive services | - 0 - |
| 3. Grant for administration | \$ 3,923 |

Enclosed are three copies of the Renewal Grant Agreement that constitutes the agreement between you and HUD. Please sign all three and return them to this office within two weeks of receipt of this letter. When they are received, they will be executed by HUD, and one copy will be returned to you. Your new Voice Response Number for your renewal grant will be generated and sent to you under separate cover.

A new Direct Deposit Form is also enclosed. You may designate the same or a different bank account from your original grant. Please complete Section 1 and have your financial institution complete Section 3 and return it and a voided check to the address listed in Section 2. Additional instructions are included in the enclosed Grantee Financial Instructions.

Also enclosed is a HUD-27054 (LOCCS Voice Response Access Authorization). You may continue to use your existing USERID and password. Submission of the security form adds the renewal grant to the grantee's existing authorization. Instructions for the completion of this form are also included in the Grantee Financial Instructions. Send this form to the address listed on the form.

Finally, also enclosed is a SNAPs Payment Voucher. These vouchers are no longer prenumbered, so you may duplicate this voucher for each use. Instructions are included in Grantee Financial Instructions as well.

You are advised that no funds can be disbursed to you until the Renewal Grant Agreement is fully executed.

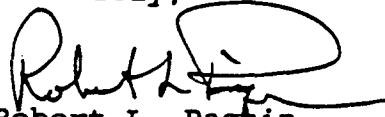
You have flexibility in choosing your new operating start date. The alternatives are:

1. The day after the original grant expired. Even if the grant agreement is executed after that date, the grant agreement allows you to be reimbursed for expenses incurred between the operating start date and grant execution.
2. A date after the end of the original grant. You may choose a later date so that it will coincide with a more convenient date such as your fiscal year. You may incur costs starting from the end of the original grant, but the result will be that one year's worth of funds will have to cover more than one year's worth of expenditures. For example, say the original grant ended April 30, 1993, and you wish to establish the operating start date for your renewal grant by July 1, 1993, to coincide with your fiscal year. On July 1, 1993 you make the first drawdown, requesting funds for the month of July 1993, but also requesting reimbursement for expenditures for May and June 1993. This is acceptable, but the result will be that funds budgeted for the first renewal year will have to cover a 14 month period (May 1993 through June 1994).

Operating start dates cannot be established before, or more than one year after, the date the initial grant ended.

If you have any questions, please contact Richard Hatin at (603) 666-7633. We look forward to working with you toward the successful continuation of your Supportive Housing project.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert L. Paquin". The signature is fluid and cursive, with a large loop at the end.

Robert L. Paquin
Deputy Director
Office of Community Planning
and Development

Enclosures



US Department of Housing and Urban Development

Office of Community Planning and Development
Norris Cotton Federal Building
275 Chestnut Street
Manchester, New Hampshire 03101-2487

(603) 666-7641
FAX (603) 666-7736

SEP 17

Mr. Frank G. McDougall, Jr.
Secretary
Agency of Development & Community Affairs
Pavilion Office Building
Montpelier, Vermont 05609

Dear Mr. McDougall:

SUBJECT: Executed Renewal Grant Agreement
Supportive Housing Program
Project Number: VT 36P89-301-01

I am pleased to return your copy of the executed Renewal Grant Agreement for your renewal grant under the Supportive Housing Program. You are now eligible to receive funding under this grant.

Please remember that any person admitted into your program must meet HUD's definition of homeless - please contact this office if you need any clarification of the definition.

If you have any questions, please contact Mr. Richard Hatin at (603) 666-7633. We look forward to continuing to work with you.

Sincerely,

for Frank V. DeVecchio
Marvin H. Lerman
Acting Regional Administrator -
Regional Housing Commissioner

RECEIVED

SEP 27 1993

VERMONT DEPT. OF
HOUSING & COMMUNITY

SUPPORTIVE HOUSING PROGRAM

RENEWAL GRANT AGREEMENT

This Grant Agreement is made by and between the United States Department of Housing and Urban Development (HUD) and the State of Vermont, Agency of Development and Community Affairs, the Recipient, whose Tax ID number is 03-6000274 for Project Number VT36P89-301-01 to be located at Barre Street, Montpelier, Vermont.

The assistance which is the subject of this Grant Agreement is authorized by Subtitle C of Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11301 *et seq.* as amended by the Housing and Community Development Act of 1992 (P.L. 102-550, signed on October 28, 1992) (the Act). The term grant or grant funds means the assistance provided under this Agreement. This grant agreement will be governed by the Act and the Supportive Housing Interim Rule, which was published at 58 FR 13870 on March 15, 1993 and will be codified at 24 CFR 583.235. A copy of the Interim Rule is attached hereto as Attachment A and made a part hereof. The term "application" means the original and renewal application submissions on the basis of which a Grant was approved by HUD, including the certifications and assurances and any information or documentation required to meet any grant award conditions, and are incorporated herein; however, in the event of any conflict between the provisions of those documents and any provision contained herein, this Renewal Grant Agreement shall control. The Secretary agrees, subject to the terms of the Grant Agreement, to provide the grant funds in the amount specified below for the approved project described in the application.

Recipient may use funds from the first operating year of this renewal grant for eligible costs, as defined by the Act and Attachment A, if any, incurred between the end of Recipient's final operating year under the original Grant Agreement and the execution of this Renewal Grant Agreement.

HUD's total fund obligation for this project is \$82,375, allocated as follows:

- | | | |
|----|-------------------------------|------------------|
| 1. | Grant for Operating | \$ <u>78,452</u> |
| 2. | Grant for Supportive Services | \$ <u>0</u> |
| 3. | Grant for Administration | \$ <u>3,923</u> |

The Recipient agrees to comply with all requirements of this Grant Agreement and to accept responsibility for such compliance by any entities to which it makes grant funds available.

HUD notifications to the Recipient shall be to the address of the Recipient as written above, unless HUD is otherwise advised in writing. Recipient notifications to HUD shall be to the HUD Field Office executing the Grant Agreement. No right, benefit, or advantage of the Recipient hereunder be assigned without prior written approval of HUD.

A default shall consist of any use of grant funds for a purpose other than as authorized by this Grant Agreement, failure in the Recipient's duty to provide the supportive housing for the minimum term in accordance with the requirements of Attachment A, noncompliance with the Act or Attachment A provisions, any other material breach of the Grant Agreement, or misrepresentations in the application submissions which, if known by HUD, would have resulted in this grant not being provided. Upon due notice to the Recipient of the occurrence of any such default and the provision of a reasonable opportunity to respond, HUD may take one or more of the following actions:

- (a) direct the Recipient to submit progress schedules for completing approved activities; or
- (b) issue a letter of warning advising the Recipient of the default, establishing a date by which corrective actions must be completed and putting the Recipient on notice that more serious actions will be taken if the default is not corrected or is repeated; or
- (c) direct the Recipient to establish and maintain a management plan that assigns responsibilities for carrying out remedial actions; or
- (d) direct the Recipient to suspend, discontinue or not incur costs for the affected activity; or
- (e) reduce or recapture the grant; or
- (f) direct the Recipient to reimburse the program accounts for costs inappropriately charged to the program; or
- (g) continue the grant with a substitute recipient of HUD's choosing; or

(h) other appropriate action including, but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omission by HUD in exercising any right or remedy available to it under this Grant Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Recipient default.

For each operating year in which funding is received, the Recipient shall file annual certifications with HUD that the supportive housing has been provided in accordance with the requirements of the Grant Agreement.

This Grant Agreement constitutes the entire agreement between the parties hereto, and may be amended only in writing executed by HUD and the Recipient. More specifically, the Recipient shall not change recipients, location, services, or population to be served nor shift more than 10 percent of funds from one approved type of activity to another without the prior written approval of HUD. The effective date of this Grant Agreement shall be the date of execution by HUD, except with prior written approval by HUD.

SIGNATURES

This Grant Agreement is hereby executed as follows:

UNITED STATES OF AMERICA
Secretary of Housing and Urban Development

By: Frank V. Del Vecchio 9/17/93
Signature and Date

~~Harold G. Thompson~~

Typed name of signatory

for Acting Regional Administrator -
Regional Housing Commissioner

Title

RECIPIENT

Department of Housing and Community Affairs

Name of Organization

By: Elizabeth Mullikin Drake
Authorized Signature and Date

Elizabeth Mullikin Drake, Commissioner

Typed name of signatory

Commissioner, Dept. of Housing and Community Affairs

Title

Steve Coble 802-828-3217

Official Contact Person and Telephone No.



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

Memorandum

To: Joint Fiscal Committee Members

From: Catherine Benham, Joint Fiscal Office *CB*

Date: September 6, 1994

Subject: JFO #1622 - \$30,000 two year grant from the US Department of Housing & Urban Development to the Vermont Department of Development & Community Affairs (\$23,594 in FY 1995)

The Governor has approved acceptance of a two year grant from the US Department of Housing and Urban Development (HUD) to the Vermont Department of Housing and Community Affairs in the amount of \$30,000 (\$23,594 in fiscal year 1995) for the purpose of providing technical support to the HOME Technical Assistance program over two years.

While this grant was approved by HUD in July 1993, the Vermont Department of Housing and Community Affairs (DCA) did not pass it on for legislative approval until this summer. I have attached a memo from the Department explaining that this delay resulted from the change in leadership in the department and the resulting interruption in internal communications and procedures. The grant was forwarded from Commissioner Grimes June 21, 1994 to the Governor.

This is one of two DCA grants that was pulled from the agenda right before the last Joint Fiscal meeting.

This grant will allow the State undertake certain activities which will strengthen the Vermont program in several areas identified during the first phase of the HOME program including:

- Home technical assistance training
- Historic preservation technical assistance
- Lead-based paint abatement technical assistance
- Department of Public Service Technical Assistance

There is no match requirement specified by the award agreement nor are any positions requested. It is my understanding that approval of this request will not increase the state's ongoing cost in support of this program.

Recommendation:

I recommend approval of this grant of \$23,594 in FY 1995. In subsequent fiscal years, the funds will be contained in the Department's budget.



STATE OF VERMONT

AGENCY OF DEVELOPMENT AND COMMUNITY AFFAIRS

MONTPELIER, VERMONT 05609-0501

OFFICE OF THE SECRETARY
Tel: (802) 828-3211 Fax: 828-3383

DEPARTMENTS OF:
Economic Development 828-3221
Economic Fax No. 828-3258
Housing & Community Affairs 828-3217

DIVISIONS OF:
Administration 828-3231
Historic Preservation 828-3226
Vermont Travel Division 828-3236
Film Bureau 828-3236
Travel Fax No. 828-3233
Vermont Life Magazine 828-3241

Date: August 30, 1994

To: Rep. Michael Obuchowski, Chair
House Appropriations Committee

From: Greg Brown *GB*
Department of Housing & Community Affairs

Re: Federal Grants to DHCA

This is to address your questions about the Department's handling of the \$30,000 HOME Technical Assistance Grant and renewal of an \$18,804 grant for a Supportive Housing Demonstration Program awarded by HUD.

HUD awarded the HOME Technical Assistance grant to DHCA in July, 1993. The award letter (of which you have a copy) indicated HUD would forward instructions for completing necessary forms and a management plan for the grant. While DHCA received and executed a formal grant agreement in early September (of which you have a copy), the instructions and forms referred to did not arrive until October, 1993. Due to work load, the Department did not submit the management plan to HUD until December, 1993. The dates on the AA-1 differ from the date of the executed grant agreement to reflect the fact that the 24 month grant period began with the submission of the management plan.

In October, 1993, in the middle of the FY9⁵ budgetary process, the DHCA commissioner resigned. She had been responsible for operational management of the Department's housing programs. In the transition to a new commissioner in November and December, the Department's internal communications procedures broke down. As a result these grants were not included in the original DHCA FY95 budget submission, nor was JFC permission to accept the grants sought.

Staff began administrative work on the HOME Technical Assistance grant including preparation of a grant agreement with the Vermont Housing and Conservation Board for Task #2 on historic preservation, completion of progress reports to HUD and drafting a contract with Public Service Department for Task #4. The total cost of this work was \$4,010.17.

After the Supportive Housing grant was renewed by HUD in August 1993, DHCA staff drafted an amendment to an existing grant agreement with the Central Vermont Community Land Trust to continue implementation. This grant

agreement amendment was executed on November 30, 1993; however no funds were disbursed before we discovered lack of legislative approval. The administrative cost of this work was \$653.00.

When we discovered in June, 1994 that these grants had in fact not received legislative approval, all work related to them stopped. The FY94 costs that had been incurred were eligible expenses under the federal HOME program, so we paid for the staff hours from that source. Though committed by executed grant agreement, no funds from either grant have been drawn or spent.

The Department did not request approval as part of the Budget Conference Committee's closing work because I did not respond quickly enough to a memo from the Department of Finance and Management.

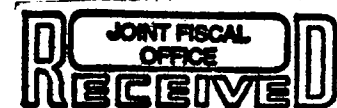
Since she assumed office in November, Commissioner Grimes has tightened DHCA management practices significantly, instituting practices and policies that will prevent recurrence of this problem. She meets weekly with division managers to discuss operational issues such as grant applications and awards, as well as acceptance procedures. Such meetings were not held by her predecessor. In addition, formal Department policy now requires that all grant applications and award letters must be brought to the attention of the management team with a schedule for administration and legislative authorization procedures mapped out. Formal notice that all procedures have been complied with must be presented to the management team before any grant related work can begin. We believe these changes will avoid repetition of the problem.

HOWARD DEAN, M.D.
Governor



State of Vermont
OFFICE OF THE GOVERNOR
Montpelier 05609

Tel.: (802) 828-3333
Fax: (802) 828-3339
TDD: (802) 828-3345



July 13, 1994

The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

JUL 14 1994

Dear Representative Obuchowski:

The Governor has approved acceptance of a grant from the U.S. Department of Housing and Urban Development (HUD) to the Agency of Development and Community Affairs, Department of Housing and Community Affairs.

The grant is for a total \$30,000 in fiscal year 1995 and 1996. There is no State fund match requirement.

Legislative approval is sought for \$23,594 in fiscal year 1995. In fiscal year 1996, the funds will be contained in the departments budget request.

The grant will be used to provide technical assistance to the HOME program. From these funds, sub-grants will be initiated with the Vermont Housing and Conservation Board and the Vermont Department of Public Service to administer portions of this program. Components of the project include; a revolving loan program for rental housing, historic preservation technical assistance, lead based paint abatement technical assistance, and energy efficiency technical assistance.

Selected grant pages are included; a detailed grant document is available from the Agency of Development and Community Affairs.

If you have any questions about this project, please feel free to give me a call.

Sincerely,

A handwritten signature in cursive script that reads "Kathleen Hoyt".

Kathleen Hoyt
Chief of Staff

KCH:kdo
Enclosure



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-7000

JUL 20 1993

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

Mr. Pat Peterson
State of Vermont Department of
Housing and Community Affairs
Pavilion Office Building
109 State Street
Montpelier, VT 05609

Dear Mr. Peterson:

The Department of Housing and Urban Development (HUD) is pleased to inform you that your application for State HOME Program technical assistance grant funds has been approved. Please have the Governor or his/her designee execute the enclosed original and three (3) copies of the grant agreement. Please submit the original and two (2) copies of the executed grant agreement to:

Ms. Patricia Mason, Government Technical
Representative
Office of Affordable Housing Programs
U.S. Department of Housing and
Urban Development
451 7th Street, S.W., Room 7168
Washington, DC 20410

Retain one copy of the executed grant agreement in your State HOME Program technical assistance file.

The term of the grant agreement is 24 months from the effective date indicated in Block 5 of form HUD-1044, Assistance Award/Amendment. HUD has determined that the activities proposed in the State's Statement of Work are eligible under the National Affordable Housing Act (NAHA), however, please be advised that all services procured by the State under the grant agreement must conform to the administrative requirements of 24 CFR Part 85, as applicable, and 24 CFR 92.505.

Enclosed are instructions and supporting documentation for requesting disbursements of HOME Program State technical assistance grant funds (Enclosure 1). These funds will be disbursed through HUD's Line of Credit Control System (LOCCS) Voice Response System (VRS). Please refer to the attached Line of Credit Control System LOCCS Security Procedures booklet for detailed instructions on accessing LOCCS. As grant funds will not be made available until the grant agreement and VRS documentation have been processed, it is important that these documents be prepared in accordance with the enclosed instructions to avoid processing delays.

Please note that Article 21 of the grant agreement, Project Management System, requires the submission of a work plan and quarterly status reports. Instructions for completing the work plan and quarterly reports will be provided under separate memoranda.

If you have questions concerning the State HOME Program technical assistance grant agreement, please contact Ms. Patricia Mason in the Office of Affordable Housing Programs at (202) 708-3226.

We look forward to working with you in accelerating the implementation of the HOME Program and developing affordable housing in your State.

Very sincerely yours,



David M. Cohen
Director
Office of Affordable
Housing Programs

Enclosure

**Assistance Award/
Amendment**

U.S. Department of Housing
and Urban Development
Office of Administration



1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number	4. Amendment Number	5. Effective Date of this Action SEP 2 1993	6. Control Number HSTA-93-VT-064
7. Name and Address of Recipient STATE OF Vermont Department of Housing & Community Affairs Pavilion Office Building 109 State Street Montpelier, VT 05609		8. HUD Administering Office U.S. Department of Housing and Urban Dev. Office of Finance and Accounting (OFA) 451 7th St., SW, Washington, DC 20410	
10. Recipient Project Manager Pat Peterson		8a. Name of Administrator Frances W. Bush	8b. Telephone Number 708-3226
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price		9. HUD Government Technical Representative / Monitor Pat Mason/Dick Hatin	
12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input type="checkbox"/> Automated Clearinghouse		13. HUD Payment Office	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount \$ 0.00		15a. Appropriation Number 86X0205	15b. Reservation Number
HUD Amount this action \$ 30,000		Amount Previously Obligated \$ 0.00	
Total HUD Amount \$ 30,000		Obligation by this action \$ 30,000	
Recipient Amount \$ 0.00		Total Obligation \$ 30,000	
Total Instrument Amount \$ 30,000			

16. Description:

THE PURPOSE OF THIS GRANT AGREEMENT IS TO PROVIDE DIRECT TECHNICAL ASSISTANCE, TRAINING, DEVELOP PUBLICATIONS OR OTHER INFORMATION, AND/OR TO PROVIDE PLANNING, ADMINISTRATIVE OR OTHER TECHNICAL SUPPORT TO PROMOTE THE HOME PROGRAM.

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office	18. <input type="checkbox"/> Recipient is not required to sign this document.
19. Recipient (By Name): State of Vermont Department of Housing and Community Affairs	20. HUD (By Name): David M. Cohen, Director, OAHP, CPD
Signature & Title: <i>Elizabeth Muller Drake</i> Commissioner	Signature & Title: <i>David M. Cohen</i>
Date: 7-26-93	Date: 8/2/93

Previous editions are obsolete.

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

JUN 12 1994

FORM AA-1
(Rev. 9-90)

Agency: Development and Community Affairs
Department: Housing and Community Affairs
Program: HOME Technical Assistance

Legal Title of Grant: HOME Partnership Act
Federal Catalog No.: 14,239
Grantor and Office Address: U. S. Department of Housing and Urban Development
451 7th Street, SW, Room 7168, Washington DC 20410

Grant Period: 2 years From: Dec. 1993 To: Nov. 1995

Purpose of Grant: (attach additional sheets if needed)

See Attachment A

Impact on Existing Programs if Grant is not Accepted:

The first phase of Vermont's HOME Program has been extremely successful. As of the end of June, 1994, Vermont ranked high among states in implementing the program and committing funds to projects. The impact of not accepting this grant would be to diminish Vermont's success in the HOME program.

Budget Information:	(1st State FY) <u>FY 19</u>	(2nd State FY) <u>FY 19</u>	(3rd State FY) <u>FY 19</u>
ENDITURES:			
Personal Services	\$ 515	\$ 1,000	\$
Operating Expenses	\$	\$	\$
Other - Grants with VHCB and DPS	\$ 23,079	\$ 5,406	\$
TOTAL	\$ 23,594	\$ 6,406	\$
REVUES:			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$ 23,563	\$ 6,346	\$
(Statewide Indirect)	\$ 31	\$ 60	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source)	\$	\$	\$
TOTAL	\$ 23,594	\$ 6,406	\$

It will be allocated to these
appropriation expenditure accounts:

Appropriation Nos.	Amounts
To be determined	23,079

11. Will grant monies be spent by one or more personal service contracts?

[] YES [X] NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X _____

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
None	
TOTAL	

12b. Equipment and space for these positions:

[] Is presently available.
[] Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Barbara L. Grimes 6/21/94
 (Signature) (Date)
COMMISSIONER OF DHCA
 (Title)

JFO NOTE 9/6/94: Please refer to 8/30/94 letter from G. Brown, HCA Dept.

14. Action by Governor:

[X] Approved
[] Rejected

[Signature] 7/12/94
 (Signature) (Date)

15. Secretary of Administration:

[X] Request to JFO
[] Information to JFO

[Signature] 7/6/94
 (Signature) (Date)

16. Action by Joint Fiscal Committee: (Dates)

- [] Request to be placed on JFC agenda _____
- [] Approved (not placed on agenda in 30 days) _____
- [] Approved by JFC _____
- [] Rejected by JFC _____
- [] Approved by Legislature _____

 (Signature) (Date)

**HOME Program
State Technical Assistance Application
State of Vermont
June 1993**

PART I: STATEMENT OF WORK

Introduction

The State of Vermont, a participating jurisdiction in the HOME Program, received a \$3.5 million allocation for FY92 and expects to receive \$3,335,000 for FY93. For administration of the program, the State contracts with the Community and Economic Development Office (CEDO), City of Burlington, for projects within the Burlington city boundaries. The Vermont Housing and Conservation Board administers the balance of the statewide program for all other Vermont communities. (There are no local participating jurisdictions in Vermont, by HUD formula.)

The first phase of Vermont's HOME Program has been extremely successful. As of the end of April 1993, Vermont was ranked by HUD as second in the nation among the states in implementing the program and committing funds to projects. Project applicants in the City of Burlington and throughout the state as a whole have demonstrated an enthusiasm for the HOME Program and an ability to attract a variety of human and financial resources to HOME projects. We expect that a similar level of interest will continue in the FY93 and future programs.

The HOME Program State Technical Assistance funds will enable the State to undertake certain activities which will strengthen the Vermont program in several areas identified during the first phase of the HOME program. We propose to use the \$30,000 Vermont allocation to:

- develop a training program for grantees that receive HOME funding in compliance with federal rules and regulations that are required to be met under the HOME program.
- build the capacity of the City of Burlington, the Vermont Housing and Conservation Board, and their grantees to comply with the Secretary of the Interior's Standards, National Historic Preservation Act, in identifying and rehabilitating Vermont's older residential structures;
- build the capacity of the City of Burlington, the Vermont Housing and Conservation Board, and their grantees in addressing lead-based paint abatement and poisoning prevention, through cost-effective strategies, and in relation to the Secretary's Standards, above;
- strengthen efforts by Vermont's HOME-funded housing developers to achieve higher levels of energy efficiency in the construction and rehabilitation of residential structures, to assure maximum long-term affordability, through a technical assistance project with the State of Vermont's Department of Public Service.

A portion of the HOME Technical Assistance funds will be used by the Department of Housing and Community Affairs for administration of the technical assistance program.

Task #1 HOME Technical Assistance Training

The State proposes to grant funds to an organization that is knowledgeable in the areas of A-110, Section 3 regulations, Uniform Relocation Act, Davis-Bacon Regulations, National Environmental Policy Act, Equal Opportunity and Fair Housing regulations and Affirmative marketing. This organization will then train grantees in the implementation of these regulations as they apply to HOME funded projects.

TASK #2: Historic Preservation Technical Assistance

The State proposes to contract with a consultant knowledgeable in the areas of housing development and historic preservation to assist in developing the capacity of the City of Burlington, the Vermont Housing and Conservation Board (VHCB), and their grantees to meet the Secretary of the Interior's Standards, National Historic Preservation Act. The goal will be to establish a standard protocol and guidelines to be used by Vermont funders and developers in identifying and rehabilitating older residential structures. Particular attention will be given to addressing lead-based paint abatement and poisoning prevention, other hazardous materials abatement, accessibility, and energy efficiency in a cost-effective manner.

The process will be based upon a Request for Proposal, developed by the Department of Housing and Community Affairs in collaboration with the Division for Historic Preservation, the City, and VHCB. The consultant will be expected to:

- conduct technical reviews of a number of prospective HOME housing rehabilitation projects (to be determined) with respect to historic preservation issues, in conjunction with the State's Division for Historic Preservation, for the City of Burlington and the Vermont Housing and Conservation Board;
- provide technical advice to the City, VHCB, and housing developers on compliance with the Secretary's standards;
- prepare quarterly reports summarizing the numbers and types of projects which have been reviewed, the most common issues confronted, and specific recommendations for resolution of those issues;

- identify informational resources which will be useful to developers and funders in meeting the Secretary's standards in a cost-effective manner;
- prepare a final report which recommends standard protocols for project development and funding review in the future.

Upon completion of the consultancy, it is expected that there will be clearer guidance to developers and funders in meeting the Secretary's standards, and that there will be an efficient, streamlined procedure for project reviews by the Division for Historic Preservation.

TASK #3: Lead-Based Paint Abatement Technical Assistance

The State proposes to hire a housing consultant with specialized skills in lead-based paint abatement and poisoning prevention techniques to assist in building the capacity of the City of Burlington, the Vermont Housing and Conservation Board and their grantees in addressing these problems in older residential structures. It is expected that this individual will possess a working knowledge of the Secretary of the Interior's Standards, National Historic Preservation Act. The goal of the consultancy is to develop a set of rehabilitation specifications which are particular to Vermont's interests in rehabilitating older residential properties in a cost-efficient manner, while being sensitive to the historic fabric and properties of many of these buildings.

The State may provide these technical assistance services through a previously-established relationship with The Enterprise Foundation of Columbia, Maryland. However, a Request for Proposal will be issued to other organizations as well. The consultant will be expected to:

- assist in conducting technical reviews of a number of prospective HOME housing rehabilitation projects (to be determined) with respect to lead-based paint abatement and poisoning prevention (e.g., windows, interior trim, doors, porches) in conjunction with the Division for

Historic Preservation, for the City of Burlington and the Vermont Housing and Conservation Board;

- provide technical advice to the City, the VECB and housing developers, including at least one field-site training program at a prospective HOME housing rehabilitation project;

- research lead-based paint abatement specifications and protocols being used in other states;
- coordinate consultant activity with the work of the Historic Preservation consultant (see above) and the Division for Historic Preservation;
- prepare a final report which recommends lead-based paint and poisoning prevention specifications and protocols which are particular to Vermont's interests and concerns.

Upon completion of the consultancy, it is expected that there will be clearer guidance for housing developers, rehab specialists, and funding staff in the treatment of lead-based paint in older residential structures. It is also expected that there will be a more efficient, streamlined procedure for project reviews by the Division for Historic Preservation.

TASK #4: Department of Public Service Technical Assistance

The State, through the Energy Efficiency Division of the Department of Public Service, proposes to investigate potential sources of capital that would help acquire higher levels of energy efficiency in qualified housing projects. This investigation would complement the ongoing efforts of the department to support energy technical assistance with a strong link to financial resources, and will strengthen the long-term affordability of HOME-funded projects.

The department recognizes the competitive nature of financing for affordable housing projects and will endeavor to identify sources of capital not typically sought for such projects. The investigation will:

- survey existing and potential sources of capital for improvements that would support higher levels of energy efficiency in qualified low-income housing projects;
- examine what terms and conditions exist to gain access to the financial resources identified;
- study how to link financing with recommendations for cost-effective energy enhancements produced by energy technical assistance reports;
- recommend procedures that project developers may employ to tap the financial resources identified.

The Department of Public Service will summarize its findings and recommendations in a report to be delivered to the Department of Housing and Community Affairs. The state agencies would then cooperate to distribute the results to parties involved in developing affordable housing projects.

TASK #5: Grant Management -- Organization and Staffing

The State's HOME Technical Assistance Program will be managed by Stephen V. Coble, Housing Specialist in the Housing Division of the Department of Housing and Community Affairs. (Resume is appended to this application.) Mr. Coble has eighteen years of experience in planning, promoting and developing housing projects and programs, including many years of experience administering Federal programs through the State. Currently, he performs a lead administrative function for the State's HOME Program, working with the Vermont Housing and Conservation Board and the City of Burlington, and he coordinates intra-department activities related to program management. In recent years, he has administered the Emergency Shelter Grants Program, the Rental Rehabilitation Program, the Permanent Housing for the Handicapped Program, and the Supplemental Assistance for Facilities to Assist the Homeless.

For this project, Mr. Coble will report to the Commissioner of the Department of Housing and Community Affairs, Elizabeth Mullikin Drake, and will work closely with other Housing Division staff to assure smooth implementation of the technical assistance program.

His primary functions will be to:

- oversee implementation of the activities proposed in this application;
- assist in the development of Requests for Proposals;
- assure coordination, as appropriate, with the Vermont Housing and Conservation Board, the City of Burlington, and the State's Public Service Department and Division for Historic Preservation;
- provide a leadership role in developing the Revolving Loan Program for Rental Housing;
- assure that reports noted in the application are delivered in a timely fashion;
- process requisitions for payment.

**HOME Program
State Technical Assistance Application
State of Vermont
June 1993**

PART II: BUDGET PROPOSAL

Budget Summary:

o Home Technical Assistance Training	\$5,406	Grant
o Historic Preservation Technical Assistance	12,064	Grant
o Lead-Based Paint Abatement Technical Assistance	9,814	Grant
o Department of Public Service Technical Assistance	1,201	Grant
o Grant Management - Organization and Staffing	<u>1,515</u>	DHCA staff
TOTAL REQUEST	\$30,000	

TASK #1: Home Technical Assistance Training

Direct Labor

250 hours @ \$14/hour \$ 3,500

Fringe @ 30% \$ 1,050

Travel (in-state)

600 miles @ \$.25/mile \$ 150

Other Direct Costs

Copying/printing \$ 200

Postage \$ 50

Telephone \$ 200

Advertising \$ 256

Subtotal \$ 5,406

TASK #2: Historic Preservation Technical Assistance

<u>Direct Labor</u>	
40 hours @ \$14/hour	\$ 560
<u>Fringe @ 30%</u>	\$ 168
<u>Grantee Trainer</u>	
35 days @ \$300/day	\$10,500
<u>Travel (in-state)</u>	
1,200 miles @ \$.25/mile	\$ 300
<u>Other Direct Costs</u>	
Copying/printing	\$ 200
Postage	\$ 50
Telephone	\$ 286
Subtotal	\$12,064

TASK #3: Lead-Based Paint Abatement Technical Assistance

<u>Direct Labor</u>	
20 hours @ \$14/day	\$ 280
<u>Fringe @ 30%</u>	\$ 84
<u>Grantee Trainer</u>	
10 days @ \$750/day	\$ 7,500
<u>Travel</u>	
Out-of-state:	
Airfare, 2 trips @ \$500	\$ 1,000
In-state:	
Mileage, 400 miles x \$.25/mile	\$ 100
Expenses, 5 days @ \$150/day	\$ 600
<u>Other Direct Costs</u>	
Copying/printing	\$ 100
Postage	\$ 50
Telephone	\$ 100
Subtotal	\$ 9,814

TASK #4: Department of Public Service Technical Assistance

<u>Direct Labor</u>	
50 hours @ \$17/hour (DPS Staff)	\$ 850
<u>Fringe @ 29%</u>	\$ 247
<u>Other Direct Costs</u>	
Copying/printing	\$ <u>104</u>
Subtotal	\$ 1,201

TASK #5: Grant Management

<u>Direct Labor</u>	
62 hours @ \$17/hour (DECA staff)	\$ 1,054
<u>Fringe @ 30%</u>	\$ 316
<u>Other Direct Costs</u>	
Copying/printing	\$ 50
Postage	\$ 25
Telephone	\$ <u>70</u>
Subtotal	\$ 1,515

TOTAL \$30,000



STATE OF VERMONT
AGENCY OF ADMINISTRATION

August 31, 1994



SEP 7 1994

The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

Pursuant to 10 V.S.A. Section 1283(b), the Secretary of Natural Resources requests Joint Fiscal Committee approval to expend \$250,000 over three years from the Environmental Contingency Fund. These monies are to contain contamination, perform a risk assessment, and evaluate remedial options at the Barre Coal Tar site in Barre City, Vermont.

Though these special funds are currently appropriated in 1994 Act 210 Sec. 205, legislative action is required to expend greater than \$100,000 from the Environmental Contingency Fund on an individual non-emergency situation. The \$250,000 will be expended over three years, and this request will not place the Fund in danger of falling below the \$100,000 balance that must be retained, except in emergency situations. The Fund balance as of June 30, 1994 was \$941,913, while some \$899,592 is available as of today, with the bulk of fiscal year 1995 receipts yet to be collected. Also, should the risk assessment point to the need for further remedial measures, the Secretary will request further funding to implement same.

If you have any questions regarding this project, please feel free to give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "William H. Sorrell".

William H. Sorrell
Secretary of Administration

WHS/aj
Attachments

8/9/94

M E M O R A N D U M

TO: Barbara Ripley, Secretary, Agency of Natural Resources

THROUGH: Jack Long, Commissioner, Department of Environmental Conservation
William Brierley, Chief-of-Operations, Department of Environmental Conservation

FROM: George Desch, ^{for} Acting Director, Hazardous Materials Management Division

DATE: August 9, 1994

SUBJECT: Joint Fiscal Committee Approval to Spend ECF Monies, Barre Coal Tars, Barre City (site #770026)

The Hazardous Materials Management Division (HMMD) requests that you seek Joint Fiscal Committee authorization, as required by 10 V.S.A. Section 1283, to spend up to \$250,000.00 over the next three years from the Environmental Contingency Fund (ECF) to continue operation and maintenance of the existing remedial system, perform a risk assessment, and perform an evaluation of remedial options at the Barre Coal Tar site in Barre City. There is considerable coal tar contamination at this site. Without operation of the current remedial system, coal tar sheens affect the Stevens Branch of the Winooski River. The risk these sheens have on public health and the environment need to be scientifically evaluated, along with evaluating the need to implement additional remedial measures.

The Barre Coal Tar site is a roughly one acre parcel in downtown Barre located along the Stevens Branch of the Winooski River. The site is the former location of a coal gasification plant. Residues from the gasification process (coal tar) were disposed of on site resulting in soil and groundwater contamination. Numerous investigations and remedial approaches have been implemented at this site. The site has been abandoned by the former owner/operators, and the State of Vermont has subsequently been coordinating the remedial efforts at this site since 1990. The remedial system at this site must continue to operate in order to keep coal tar contamination out of the Stevens Branch. The Vermont Attorney General's Office is currently investigating if there are any other parties responsible for evaluating and/or remediating this site. A brief history of the site follows:

The coal gasification plant operated from the late 1800's to 1954. The plant was originally built by People's Gas, Light, and Heat Co., but was later owned by Vermont Lighting Corporation. In 1961, the plant was bought by the Gas Company of Vermont (GCV). In February 1983, inspector Edward Crilley reported the aboveground storage tanks to the Agency of Environmental Conservation (now the DEC). In April 1983, approximately 350,000 gallons of waste water was pumped into the Barre sewage system. An estimated 175,000 gallons of coal tar remained in the tanks. In October 1983, the State of Vermont filed suit against GCV and North American Utilities Construction Corp. charging them with storing hazardous waste, illegally disposing of hazardous waste, and pollution of the Stevens Branch

with hazardous waste. In November 1983, GCV agrees to remove all of coal tars from the site and perform other site work.

In October 1994, the AEC requests that GCV install a trench system to prevent further migration of coal tar into the Stevens Branch. In November 1984 and September 1985, the coal tar in the tanks was removed and properly disposed. In 1985 through 1987, GCV's insurer performed further evaluation of the site. In July 1987, a Jersey Barrier System was installed in the Stevens Branch. In early 1988, a remedial system was installed. This system began operation in August 1988. This remedial system operated without major interruption through September 1990. In September 1990, the DEC was informed that all insurance funds had expired for continued site remediation. In late 1990, the DEC let an emergency contract for upkeep of part of the existing remedial system.

In April 1994, the DEC solicited a Request for Proposals to approximately 40 environmental consulting firms in the northeast to continue operation and maintenance of the existing remedial system which operates to keep coal tar contamination out of the Stevens Branch, to perform an evaluation of risk the site poses to human health and environmental receptors, and to perform a qualitative and quantitative evaluation of remedial option for this site. This work is scheduled to begin in September 1994 (when the current contract expires) and to end in November 1996. This work is expected to exceed the \$100,000.00 cap in ECF expenditures. Therefore, the HMMMD is requesting authority from the legislature to expend up to \$250,000.00 over three years from the ECF for this work. The contract was awarded to The Johnson Company, Inc. (JCo) of Montpelier, Vermont, and will be entered into once JFC approval for these expenses is given.

Expected expenditures for this site work include:

- approximately \$130,000.00 for the operation and maintenance (O&M) of the existing remedial system over the next three years. This expenditure includes approximately \$25,000.00 in expenditures to the DEC laboratory for analysis of samples from the site.
- approximately \$45,000.00 for the completion of a risk assessment to determine risk to human health and to environmental receptors both if no further remediation occurs and for several remedial approaches to this site.
- approximately \$25,000.00 for the completion of a qualitative and quantitative evaluation of remedial option for this site.
- approximately \$10,000.00 for HMMMD project management.
- approximately \$40,000.00 as a contingency.

Barbara Ripley Memo
August 9, 1994
Page 3

A breakdown of ECF expenditures by Fiscal Year (FY) for this site include:

- approximately \$80,000.00 in FY95 for O&M, site sampling, and the starting of the risk assessment and remedial options evaluation.
- approximately \$120,000.00 in FY 96 for continued O&M, site sampling, and completion of the risk assessment and remedial options evaluation.
- approximately \$50,000.00 in FY97 for continued O&M, site sampling, and submittal of the final reports for this site.

Once this work is completed, the HMMD plans on coming back to the Legislature and reporting on the findings of this work. If the risk from the site is great enough, then the HMMD will seek additional expenditures for the design and performance of the recommended remedial actions at this site.

Please let me know if you need any other information.

GD/rfs/894m3.BCT

Attachments:

JCo Cost Breakdown
Site Location Map
Site Map
Groundwater Contour Map

3.7.2.4 *Quantitative Evaluation of Remedial Options and Final Report*

The remedial options will be evaluated based on their ability to address the unacceptable risks identified on the site, the associated estimated costs and the long term effectiveness. The results of the evaluation will be summarized with all costing data and the information used to develop the site specific details. The report will also include a discussion of additional data needs, the need for bench and/or pilot tests and a work plan outline for acquiring the information as may be needed to develop a preliminary design of the preferred option(s).

4.0 ESTIMATED COST INFORMATION

The estimated total cost for completion of the work as described in Section 3.0 of this proposal is \$182,100. This includes the cost for subcontractors' services, and the DEC La Rosa laboratory analyses via EPA methods 8240, and 8270 and for the priority pollutant metals in soils, as specified in the RFP. The estimated costs per task associated with this project are summarized in Table 1. We have figured our labor costs as follows: straight billing rates for duration of year one; billing rates times 1.05 for year two. Estimated expenses have been carried straight through the contract duration. Details of estimated costs have been presented in Attachment G.

TABLE 1 SUMMARY OF ESTIMATED COSTS OVER CONTRACT PERIOD				
Task Number	Man-Hours	Professional Services	Expenses	Task Cost
1.0 Barre Coal Tar Summary Report	152	\$6,796	\$33	\$6,829
2.0 HASP Update	No Charge			
3.0 O&M Existing Remedial System	1,021	\$47,301	\$32,231	\$79,532 ¹
4.0 Repair/Refurbish Monitoring Wells	28	\$1,404	\$50	\$1,454
5.0 Annual Sampling	120	\$4,758	\$24,360 ²	\$29,118
6.0 Risk Assessment	80	\$2,380	\$42,934 ^{3,4}	\$45,314
7.0 Feasibility Study	307	\$19,855	-----	\$19,855
¹ Includes estimated cost for performance of miscellaneous tasks. ² LaRosa Laboratory charges are \$22,280 for contract (3 sample events). ³ Alceon Corporation \$33,726 ⁴ LaRosa Laboratory charges are \$5,823				

PROJECT: BARRE COAL TAR, BARRE, VT.
 JOB # 1-2248-4-74

THE JOHNSON CO. INC., MONTPELIER VERMONT

TASK	SUBTASK	Johnson Co				SubContractor				SUBTOTAL	yearONE TOTAL	yearTWO TOTAL	Contract TOTAL		
		QUA	UNIT	\$/UNIT	EXTENSION	RESOURCE	QUANT	UNI	\$/UNIT					EXTENSION	
1. SUMMARY REPORT															
	Year ONE														
	DATABASE MANAGEMENT														
	WQ Sample Database	SR DRAFT	8	HR	\$54.00	\$432					\$432				
	WQ Data entry and Update	ENV TECH	40	HR	\$36.00	\$1,440					\$1,440				
	MW Measurements Data Entry	SR SCI	4	HR	\$61.00	\$244					\$244				
	REPORT GENERATION														
		SR SCI	20	HR	\$61.00	\$1,220					\$1,220				
		SR MG SC	8	HR	\$85.50	\$684					\$684				
		ENV TECH	40	HR	\$36.00	\$1,440					\$1,440				
		DRAFTING	16	HR	\$64.00	\$1,024					\$1,024				
		SEC	8	HR	\$35.00	\$280									
	FILE SEARCH														
	Review DEC Files for Updates	ENV TECH	8	HR	\$39.00	\$312					\$312				
	EXPENSES	MILEAGE	26	MI	\$0.30	\$8					\$8				
		COPIES	250	PG	\$0.10	\$25					\$25	\$6,829		\$6,829	
2. UPDATE HEALTH & SAFETY															
		NO CHARGE													
												\$0	\$0	\$0	
3. O&M EXISTING REMED. SYSTEM															
----- MONTHLY SITE MONITORING															
	LABOR	ENV TECH	60	HR	\$39.00	\$2,340					\$2,340				
	EXPENSES	Mileage	168	MI	\$0.30	\$50					\$50				
		PPE	12	EA	\$25.00	\$300					\$300				
		IFP	12	DAY	\$25.00	\$300					\$300	\$2,990	\$3,107	\$6,098	
----- SITE CHECKS 2/WEEK															
	LABOR	ENV. TEC	104	HR	\$36.00	\$3,744					\$3,744				
	EXPENSES	MILEAGE	364	MI	\$0.30	\$109					\$109				
		PADS	4	CASE	\$60.00	\$240					\$240				
		BOOMS	2	CASE	\$160.00	\$320					\$320				
		GLOVES	12	PR	\$7.00	\$84					\$84	\$4,497	\$4,684	\$9,182	
----- MONTHLY MAINTENANCE															
	LABOR	ENV TECH	144	HR	\$42.00	\$6,048					\$6,048				
	EXPENSES	COMP.OIL	10	EA	\$8.00	\$80					\$80				
		AIR LUBE	5	EA	\$8.00	\$40					\$40				
		O RINGS	200	EA	\$0.50	\$100					\$100				
		FILTERS	16	EA	\$25.00	\$400					\$400				
		FUEL/OIL	1	LS	\$10.00	\$10					\$10				
		PARTS	1	LS	\$25.00	\$25					\$25				
	POWER						GMP	12	MO	\$900.00	\$10,800	\$10,800			
	TRASH DISPOSAL						REFUSE DISP.	16	EA	\$2.00	\$32	\$32			
	SNOW PLOWING						CONTRACTOR	1	YR	\$200	\$200.00	\$200	\$17,535	\$17,837	\$35,372
----- O&M REPORTING															
	MONTHLY RPT	LABOR													
		ENV. TEC	48	HR	\$42.00	\$2,016					\$2,016				
		SR SCI	18	HR	\$61.00	\$1,098					\$1,098				

TOT. 5065

PROJECT: BARRE COAL TAR, BARRE, VT.
 JOB # 1-2248-4-74

THE JOHNSON CO. INC., MONTPELIER VERMONT

TASK	SUBTASK	Johnson Co				SubContractor					SUBTOTAL	yearONE TOTAL	yearTWO TOTAL	Contract TOTAL	
		QUA	UNIT	\$/UNIT	EXTENSION	RESOURCE	QUANT	UNI	\$/UNIT	EXTENSION					
PROJ MGMT	LABOR	PROJ MG	36 HR	\$89.00	\$3,204						\$3,204				
ANNUAL REPORT	LABOR	ENV TECH	20 HR	\$42.00	\$840						\$840				
		SR SCI	10 HR	\$61.00	\$610						\$610				
		SR MG SC	5 HR	\$82.00	\$410						\$410				
		SEC	4 HR	\$35.00	\$140						\$140				
		CADD TEC	8 HR	\$54.00	\$432						\$432				
	EXPENSES	COPIES	250 PG	\$0.10	\$25						\$25				
		POSTAGE	100 EA	\$0.30	\$30						\$30				
		PHONE/F	50 EA	\$1.00	\$50						\$50	\$8,855	\$9,293	\$18,148	
----- MISCELLANEOUS TASKS -----															
LABOR	Rebuild Comprer	ENV TECH	28 HR	\$42.00	\$1,176						\$1,176				
	Renew Dessicant	ENV TECH	4 HR	\$42.00	\$168						\$168				
	Seal Boxes	ENV TECH	4 HR	\$42.00	\$168						\$168				
	Replace Switch	ENV TECH	1 HR	\$42.00	\$42						\$42				
	Repack Pump	ENV TECH	4 HR	\$42.00	\$168						\$168				
	Clean SurgeTnk	ENV TECH	2 HR	\$42.00	\$84						\$84				
	Clean O/W	ENV TECH	2 HR	\$42.00	\$84						\$84				
	Replace Belts	ENV TECH	2 HR	\$42.00	\$84						\$84				
	VAC Gallery/Diet	ENV TECH	4 HR	\$42.00	\$168						\$168				
	Rebuild Pumps	ENV TECH	8 HR	\$42.00	\$336						\$336				
	WASTE MGMT	ENV TECH	48 HR	\$42.00	\$2,016						\$2,016				
EXPENSES	WASTE DISPOSAL					CERT.HAULER	12 DRU	\$250	\$3,000		\$3,000				
	VAC TRUCK					VAC TRUCK	2 DAY	\$600.00	\$1,200		\$1,200				
	PID	12 DAY	\$50.00	\$600							\$600				
	PPE	12 EA	\$37.50	\$450							\$450				
	DRUMS	12 EA	\$38.50	\$462							\$462				
	SEALANT	6 EA	\$6.00	\$36							\$36				
	COMPPAR	1 SET	\$400.00	\$400							\$400				
	DESSICA	1 EA	\$90.00	\$90							\$90	\$10,732		\$10,732	
4.	REPAIR/RESURVEY WELLS	-----													
	REHAB. WELL CASINGS														
	LABOR	ENV TECH	4 HR	\$42.00	\$168						\$168				
	EXPENSES	MATRLS	1 LS	\$50.00	\$50						\$50				
	SURVEY														
	LABOR	SR ENG	12 HR	\$61.00	\$732						\$732				
		ENV TECH	8 HR	\$42.00	\$336						\$336				
		DATA ENT	4 HR	\$42.00	\$168						\$168	\$1,454		\$1,454	

TOT TAX 3 = 7953

PROJECT: BARRE COAL TAR, BARRE, VT.
 JOB # 1-2248-4-74

THE JOHNSON CO. INC., MONTPELIER VERMONT

TASK	SUBTASK	Johnson Co				SubContractor				SUBTOTAL	yearONE TOTAL	yearTWO TOTAL	Contract TOTAL
		QUA	UNIT	\$/UNIT	EXTENSION	RESOURCE	QUANT	UNI	\$/UNIT				
5.	ANNUAL SAMPLING:	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
ASSUMPTIONS:	LABOR	ENV TECH	80 HR	\$39.00	\$3,120					\$3,120			
1. Total of 3 Events:	EXPENSES	MILEAGE	212 MI	\$0.30	\$64					\$64			
	<i>First 2 Included Under "yearONE"</i>	PID	4 DAY	\$50.00	\$200					\$200			
2. 13 MWs for WQ sampling;		IFP	4 DAY	\$25.00	\$100					\$100			
3. 1 Influent, and 1 Effluent Sample;		BAILERS	28 EA	\$9.00	\$234					\$234			
4. 9 MWs with LNAPL; 3 MWs w.DNAPL		Prod.Ballr	2 EA	\$34.10	\$68					\$68			
5. 1 Trip Blank, 1 Field Blank		DI H2O	40 GAL	\$2.00	\$80					\$80			
6. 29 SAMPLES PER EVENT		CITRISOL	2 LS	\$75.00	\$150					\$150			
		PPE	4 DAY	\$37.50	\$150					\$150			
		VOC ANALYSES				VOC EPA 8240	58 SA	\$81.48	\$4,726	\$4,726			
		SVOC ANALYSES				SVOC EPA 827	58 SA	\$174.80	\$10,127	\$10,127	\$19,018	\$10,099	\$29,118
6. RISK ASSESSMENT	PERFORM QUANTITATIVE RISK ASSESSMENT	=====	=====	=====	=====	ALCEON	1 LS	\$33,726	\$33,726	\$33,726			
RA SAMPLES:	SOIL GAS SAMPLING	LABOR	ENV TECH	20 HR	\$42.00	\$840				\$840			
		EXPENSES	PROJ SCI	20 HR	\$56.00	\$1,120				\$1,120			
			MILEAGE	28 MI	\$0.30	\$8				\$8			
			DRIVE PTS	1 LS	\$1,150	\$1,150				\$1,150			
		SAMPLE/	ANALYSE	1 LS	\$2,200	\$2,200				\$2,200			
	SURFACE WATER, STREAM SEDIMENT and SOIL SAMPLING	LABOR	ENV TECH	12 HR	\$35.00	\$420				\$420			
		EXPENSES	MILEAGE	58 MI	\$0.30	\$17				\$17			
			DCONN H	10 GAL	\$1.00	\$10				\$10			
COST ASSUMPTIONS:	2 EVENTS	WATER	VOC ANALYSES			DEC LAB 8240	8 SA	\$81.48	\$652	\$652			
1. 8 Surface Water Samples		WATER	SVOC ANALYSES			DEC LAB 8270	8 SA	\$174.60	\$1,397	\$1,397			
2. 8 Stream Sed. sampe.		SOIL	VOC ANALYSES			DEC LAB 8240	11 SA	\$81.48	\$896	\$896			
	1 EVENT	SOIL	SVOC ANALYSES			DEC LAB 8270	11 SA	\$174.60	\$1,921	\$1,921			
3. 3 Surface Soil Comp.		SOIL	METALS			DEC LAB RCRA	3 SA	\$318.89	\$957	\$957	\$45,313		\$45,313

PROJECT: BARRE COAL TAR, BARRE, VT.
 JOB # 1-2248-4-74

THE JOHNSON CO. INC., MONTPELIER VERMONT

TASK	SUBTASK	Johnson Co				SubContractor				SUBTOTAL	yearONE	yearTWO	Contract	
		QUA	UNIT	\$/UNIT	EXTENSION	RESOURCE	QUANT	UNI	\$/UNIT		EXTENSION	TOTAL	TOTAL	TOTAL
7. FEASIBILITY STUDY														
QUALITATIVE EVALUATION	LABOR	SR ENG	120	HR	\$61.00	\$7,320					\$7,320			
		PROJ MG	45	HR	\$89.00	\$4,005					\$4,005			
		SEC	8	HR	\$35.00	\$280					\$280			
		CADD TEC	20	HR	\$54.00	\$1,080					\$1,080			
		EXPENSES	ONLINE S	4	HR	100	\$400					\$400		
QUANTITATIVE EVALUATION	LABOR	SR ENG	60	HR	61	\$3,660					\$3,660			
		PROJ MG	20	HR	89	\$1,780					\$1,780			
		CADD	20	HR	54	\$1,080					\$1,080			
		SEC	10	HR	25	\$250					\$250	\$19,855		\$19,855
											EST.GRAND TOTAL		\$182,100	

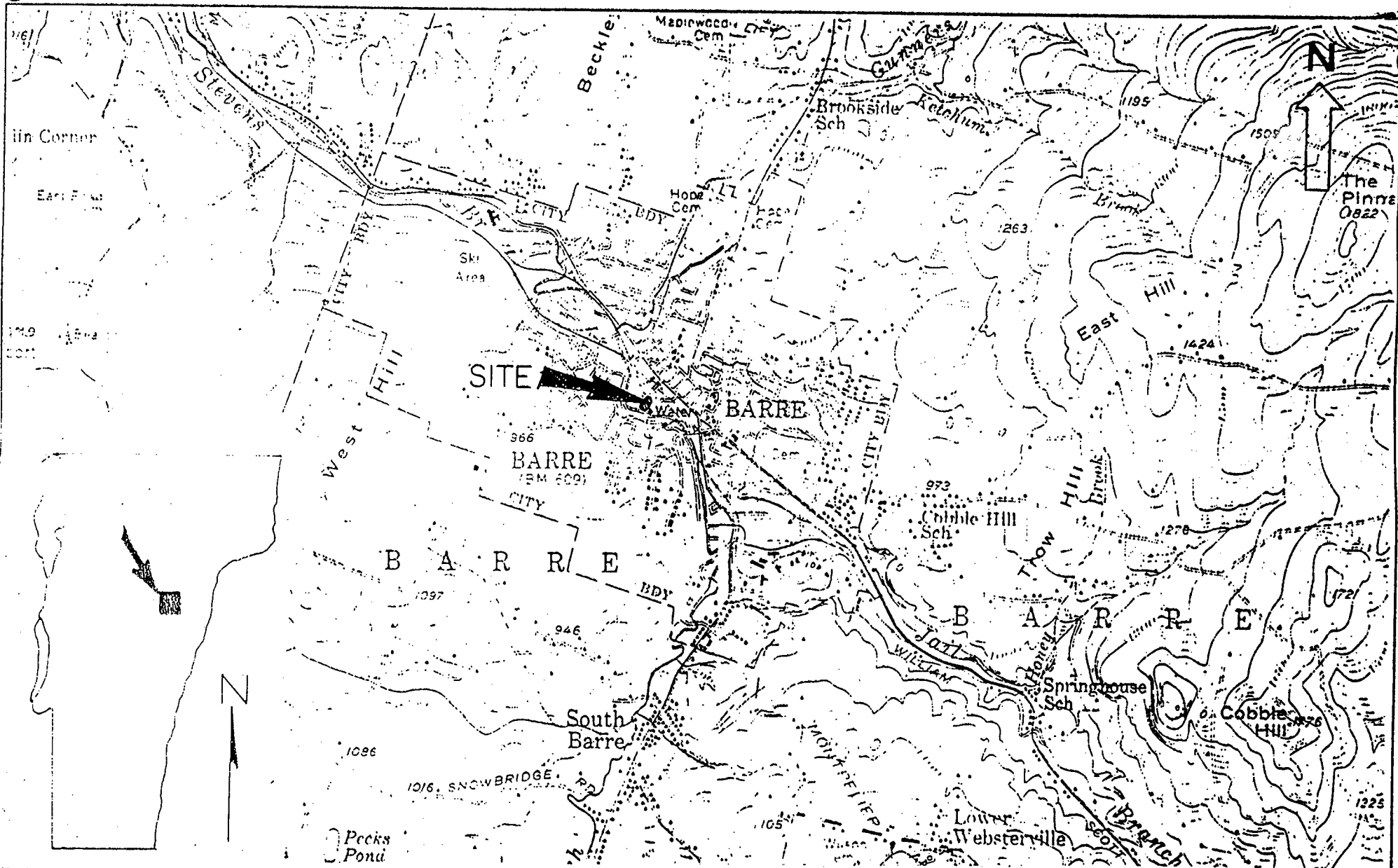


FIGURE NO. 1
PROJECT NO. 20847

REMEDIAL EVALUATION
BARRE COAL TAR SITE
BARRE, VERMONT

LOCUS PLAN

SCALE IN FEET
MILE

0 1/2 1
FROM USGS: E. BARRE, BARRE, VT. (1957)
QUADRANGLE MAP

DESIGNED BY: NJN
CHECKED BY: SRL
REVIEWED BY: PMS

DRAWN BY: DPS
SCALE: AS SHOWN
DATE: MARCH, 1993

GZA
GeoEnvironmental, Inc.
Engineers and Scientists



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

To: Joint Fiscal Committee Members

From: Stephen Klein, Joint Fiscal Officer

Subject: **JFO #1626 - Secretary of Natural Resources request for expenditure authority for \$250,000 of Environmental Contingency Fund monies.**

Date: September 9, 1994

Section 10 VSA 1283 (b) requires that disbursements from the Environmental Contingency Fund for individual situations, which are not emergency situations "shall not exceed \$100,000 for costs attributable to each of the subdivisions of this subsection, unless the secretary has received the approval of the general assembly, or the joint fiscal committee, in case the general assembly is not in session. Furthermore, the balance of the fund shall not be drawn below the amount of \$100,000, except in emergency situations."

JFO #1626 is a request for expenditure authority for \$250,000 to contain contamination, perform risk assessment, and evaluate remedial options at the Barre Coal tar site in Barre City. The expenditure will occur over a three year period with \$80,000 expected to be spent in FY 1995. Approval of the full three year project is being proposed to enable the Joint Fiscal Committee to evaluate the project in its entirety. The funds have been appropriated in Section 205 of the budget. Furthermore, approval of this expenditure will not lower the fund to the \$100,000 threshold as \$649,592 will be available for future needs.

The project is necessitated by considerable coal and tar contamination at the site. This project is to evaluate and mitigate the coal tar sheen's effect on the Stevens branch of the Winooski River. The remedial system on site keeps contamination out of the river. The funding will also be used to evaluate the impact of the coal tar on public health and the environment.

The site has been abandoned by the former owners and operators since 1990. The Attorney General's office is currently investigating if there are any other parties responsible for evaluating and remediating the site.

Staff recommendation: Approve Expenditure Authorization in accordance with 10 VSA 1283 (b). Require that FY 1996 and FY 1997 expenditures appear with the Agency's budget submissions.

LEG:1717

Enforcement of environmental laws generally, see § 8001 et seq. of this title.
 Limitation of liability of volunteers assisting in prevention, mitigation or remediation of hazardous materials accidents, see § 5783 of Title 12.

ANNOTATIONS

¼. **Construction.** Failure of agency to promulgate rules defining which water pollution violations were serious, as required by this section, did not eliminate discretionary power of trial court to impose civil penalties under enforcement provisions of this section, where two relevant subsections could be harmonized, contrary construction would prevent all water pollution enforcement, and legislative history supported reconciliation of subsections. *State Agency of Natural Resources v. Riendeau* (1991) 157 Vt. 615, 603 A.2d 360.

½. **Punitive damages.** Punitive damages under water pollution control statute can be awarded only where malice, ill will or wanton conduct is shown. *State Agency of Natural Resources v. Riendeau* (1991) 157 Vt. 615, 603 A.2d 360.

Where court at trial for water pollution violations assessed punitive damages against loggers without a finding that they acted with malice, order imposing punitive damages was reversed and the case remanded for additional findings on the issue of malice. *State Agency of Natural Resources v. Riendeau* (1991) 157 Vt. 615, 603 A.2d 360.

¾. **Civil penalties.** Court at trial for water pollution violations did not err in imposing civil penalties on loggers without considering harm to environment, where statute requiring such consideration did not apply, and court was free to impose civil penalty even if it found little or no environmental damage. *State Agency of Natural Resources v. Riendeau* (1991) 157 Vt. 615, 603 A.2d 360.

1. **Cited.** Cited in *State v. Staco, Inc.*, 684 F. Supp. 822 (D. Vt. 1988).

§ 1275. Penalty

CROSS REFERENCES

Limitation of liability of volunteers assisting in prevention, mitigation or remediation of hazardous materials accidents, see § 5783 of Title 12.

§§ 1278, 1279. Repealed. 1985, No. 53, § 3.

HISTORY

For present provisions relating to groundwater resources policy and planning generally, see § 1390 et seq. of this title.

§ 1281. Oil and other hazardous materials

CROSS REFERENCES

Regulation of underground liquid storage tanks generally, see § 1921 et seq. of this title.

§ 1283. Contingency fund

(a) An environmental contingency fund is established within the control of the secretary. Subject to the limitations contained in subsection (b) of this section, disbursements from the fund may be made by the secretary to undertake actions that the secretary considers

necessary to investigate or mitigate, or both, the effects of hazardous material releases to the environment.

(b) Disbursements under this subsection may be made for emergency purposes or to respond to other than emergency situations; provided, however, that disbursements in response to an individual situation which is not an emergency situation shall not exceed \$100,000.00 for costs attributable to each of the subdivisions of this subsection, unless the secretary has received the approval of the general assembly, or the joint fiscal committee, in case the general assembly is not in session. Furthermore, the balance in the fund shall not be drawn below the amount of \$100,000.00, except in emergency situations. If the balance of the fund becomes insufficient to allow a proper response to one or more emergencies that have occurred, the secretary shall appear before the emergency board, as soon as possible, and shall request that necessary funds be provided. Within these limitations, disbursements from the fund may be made:

(1) to initiate spill control procedures, removal actions and remedial actions to clean up spills of hazardous materials where the discharging party is unknown, cannot be contacted, is unwilling to take action or does not take timely action that the secretary considers necessary to mitigate the effects of the spill;

(2) to investigate an actual or threatened release to the environment of any pollutant or contaminant which may present an imminent and substantial danger to the public health and welfare or to the environment. The secretary may use this fund for those investigations necessary to:

(A) determine the magnitude and extent of the existing and potential public exposure and risk and environmental damage;

(B) determine appropriate remedial action to prevent or minimize the impact of such releases; or

(C) to prescribe other environmentally sound measures to protect the long-range public health and welfare or to ensure environmental protection, or to prescribe additional investigations to determine same;

(3) to take appropriate removal action to prevent or minimize the immediate impact of such releases to the public health and the environment;

(4) to take appropriate remedial action;

(5) to reimburse private persons or municipalities for expenditures made to provide alternative water supplies or to take other



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

MEMORANDUM

TO: Joint Fiscal Committee Members

FROM: Maria Belliveau, *MB* Fiscal Analyst

DATE: September 8, 1994

SUBJECT: JFO #1627 - Agency of Natural Resources Acquisition of
Three Parcels of Land

The Agency of Natural Resources, Department of Fish and Wildlife, requests approval to accept donations to purchase three parcels of land.

The first parcel of land consists of two adjoining parcels in the Town of Milton, the Vallee property and the Rowley property. The Vallee property was donated to the Nature Conservancy by Rod Vallee which, in turn, is donating it to the State. The State will be paying the \$3,000 direct costs that the Conservancy incurred in acquiring title to the land with Waterfowl fund monies. Joint Fiscal Committee approval is requested to accept the donation of the Vallee parcel, with an estimated value of \$48,000, from the Nature Conservancy. The adjacent parcel of land, the Rowley property, with an estimated value of \$61,258, is also being donated to the State by the Nature Conservancy. Joint Fiscal Committee approval is requested to accept the donation of the Rowley property from the Nature Conservancy. The total value of the Nature Conservancy's donation to the Department of Fish and Wildlife regarding these two adjoining parcels of land is \$109,258.

The second parcel of land is the Bessette Parcel in Fairfield Vermont. This parcel comprises a portion of a large wetland area known as Cedar Swamp. The parcel is a total of 117 acres plus 14 acres of upland buffer with an estimated value of \$38,000. The Nature Conservancy is donating \$10,000 towards the cost of the fee title. The remaining \$28,000 required to purchase the fee title will be waterfowl funds. Joint Fiscal Committee approval is sought to accept the \$10,000 Nature Conservancy donation and the donation of an 80 acre conservation

easement to the Department.

The third parcel of land is the Reading Pond. The parcel of land is a 55 acre private inholding which surrounds Reading Pond on three sides. The total cost of acquiring the parcel is \$148,786. Of the purchase price \$11,786 will be donated from the Nature Conservancy, \$120,000 will be a grant from the Vermont Housing and Conservation Board, and \$17,000 will be Waterfowl funds. Joint Fiscal Committee Approval is sought to accept the \$11,786 from the Nature Conservancy.

Emergency board action will be requested to approve the expenditure of Waterfowl fund monies. There are no known toxins on any of the land parcels.

Recommendation: I recommend that the Joint Fiscal Committee approve the acceptance of Nature Conservancy funds as follows: \$109,258 for the Rowley and Vallee parcels, \$10,000 for the Bessette parcel, and \$11,786 for the Reading Pond parcel. I also recommend that the Joint Fiscal Committee accept the donation of an 80 acre conservation easement in the Town of Fairfield from Mr. Bessette.



STATE OF VERMONT
AGENCY OF ADMINISTRATION

August 31, 1994



The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

SEP 7 1994

Dear Representative Obuchowski:

The Governor has approved the Department of Fish & Wildlife's request to acquire three parcels of land. All parcels involve wetlands which provide habitat for a variety of species.

1. Lower Lamoille Wetlands. The Lower Lamoille Wetlands consist of two adjoining parcels of land in the Town of Milton, and are known as the Vallee property and the Rowley property, respectively. The Nature Conservancy acquired an option on the Rowley parcel via a grant from the North American Wetland Conservation Fund, and now wishes to donate the parcel to the Department. The value of this donation is estimated at \$61,258. The Vallee property, valued at \$48,000, will also be donated to the Department by the Nature Conservancy, provided the Department assumes the closing and legal costs incurred in the transaction. These costs are estimated at \$3,000, and will be covered by Waterfowl Fund monies. Joint Fiscal Committee action is requested to accept the donations extended by the Nature Conservancy, at a total value of \$109,258. In accordance with 10 V.S.A. Sec. 4047 (c), Emergency Board action will be requested to expend the \$3,000 necessary to consummate the purchase of the Vallee property.

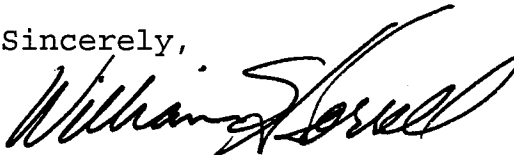
2. Bessette Parcel. The Bessette parcel is located in the Town of Fairfield and comprises a complex wetland known as Cedar Swamp. Fee title at a cost of \$38,000 is sought by the Department for the entire wetland (117 acres) plus 14 acres of upland buffer. This cost will be covered by a donation valued at \$10,000 from the Nature Conservancy and \$28,000 from the Waterfowl Fund. Mr. Bessette, the current owner, also wishes to donate a conservation easement consisting of 80 acres of adjoining upland to the Department. Joint Fiscal Committee action is requested to accept the donation valued at \$10,000 from the Nature Conservancy and for donation of the 80-acre conservation easement to the Department. Emergency Board action will be sought regarding the Waterfowl Fund monies.

The Honorable Michael J. Obuchowski
August 31, 1994
Page 2

3. Reading Pond. Reading Pond is a remote, undeveloped 22-acre body of water in the Towns of Reading and Plymouth. The parcel Fish & Wildlife seeks to acquire is a 55-acre private inholding which surrounds Reading Pond on three sides. The total cost of the acquisition is \$148,786, with a donation from the Nature Conservancy valued at \$11,786, the Vermont Housing & Conservation Board providing a grant to Fish & Wildlife for \$120,000 towards the purchase from the Nature Conservancy, and the Department allocating \$17,000 in Waterfowl Fund monies. Joint Fiscal Committee action is sought to accept the donation valued at \$11,786 from the Nature Conservancy. Emergency Board action will be requested to expend the Waterfowl fund portion.

If you have any questions concerning these acquisitions, please call me.

Sincerely,



William H. Sorrell
Secretary of Administration

WHS/aj
Enclosures

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

Agency: Agency of Natural Resources
 Department: Fish and Wildlife Department
 Program: Land Acquisition

Legal Title of Grant: Gift of Land
 Federal Catalog No.:
 Grantor and Office Address: The Nature Conservancy
 27 State Street
 Montpelier, Vermont 05602

Grant Period: From: To:

Purpose of Grant: (attach additional sheets if needed)

The Nature Conservancy wants to make a gift of two parcels of land to the Vermont Fish and Wildlife. These parcels are wetlands on the lower Lamoille River in Milton, Chittenden County. The diversity of the parcels and remoteness provides exceptional habitat for a variety of wildlife. The Department will be paying for legal fees and closing cost on the Vallee property.

Impact on Existing Programs if Grant is not Accepted:

Land will not be acquired.

0. Budget Information:	(1st State FY) <u>FY 19 95</u>	(2nd State FY) <u>FY 19</u>	(3rd State FY) <u>FY 19</u>
EXPENDITURES:			
Personal Services	\$	\$	\$
Operating Expenses	\$	\$	\$
Other	\$ 112,258	\$	\$
TOTAL	\$ 112,258	\$	\$
REVENUES:			
Estimated value of transaction; no increase in appropriation needed			
State Funds:			
Cash	\$ 3,000	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source) <u>Nature Cons.</u>	<u>\$ 109,258</u>	\$	\$
TOTAL	\$ 112,258	\$	\$

Grant will be allocated to these appropriation expenditure accounts: Appropriation Nos. Amounts

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X _____

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Allen Wells

(Signature)

Commissioner

(Title)

8/19/94

(Date)

14. Action by Governor:

- Approved
- Rejected

RA Dean

(Signature)

8/31/94

(Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

(Signature)

(Date)

16. Action by Joint Fiscal Committee: (Dates)

- Request to be placed on JFC agenda _____
- Approved (not placed on agenda in 30 days) _____
- Approved by JFC _____
- Rejected by JFC _____
- Approved by Legislature _____

(Signature)

(Date)

PROJECT NAME: Lower Lamoille Wetlands

LOCATION: Milton, Chittenden County, Vermont

SIZE:	WETLAND	UPLAND	TOTAL
Rowley	158		158
Vallee	<u>76</u>		<u>76</u>
TOTAL	234		234

DESCRIPTION: This wetland is a diverse mixture of floodplain forest near the Lamoille River, an oxbow wetland containing both emergent marsh and shrub swamp, and a small hemlock/hardwood/cedar swamp on the southeast side. Its' diversity and remoteness provides exceptional habitat for a variety of wildlife. Waterfowl, wading birds, deer, beaver, otter, mink, muskrat and various raptors and songbirds are frequently observed on the area.

OWNERSHIP: State of Vermont, Department of Fish and Wildlife. Both parcels will be transferred to the VDFW by gift from The Nature Conservancy.

MANAGEMENT: This wetland is naturally productive and will require little direct management to enhance its' values. Some control of nuisance aquatic plants, mainly purple loosestrife, will be necessary and can probably be accomplished through hand pulling. Wood duck nesting boxes will be constructed and maintained. An existing 6-acre agriculture field on the Rowley parcel will be leased back to the Rowley's free of charge for 25 years then restored to floodplain forest.

BUDGET:

ESTIMATED EXPENSES

Vallee

Land Value	\$48,000
Appraisal	1,200
Legal Fees/Closing	719
Interest	294
Travel	92
Copies	16
Taxes	<u>679</u>
Total	\$51,000

Rowley

Land Value	\$53,000
Appraisal	2,000
Survey	4,500
Title & Option	600
Closing	1,000
Travel	75
Interest	64
Photo & Printing	<u>19</u>
Total	\$61,258

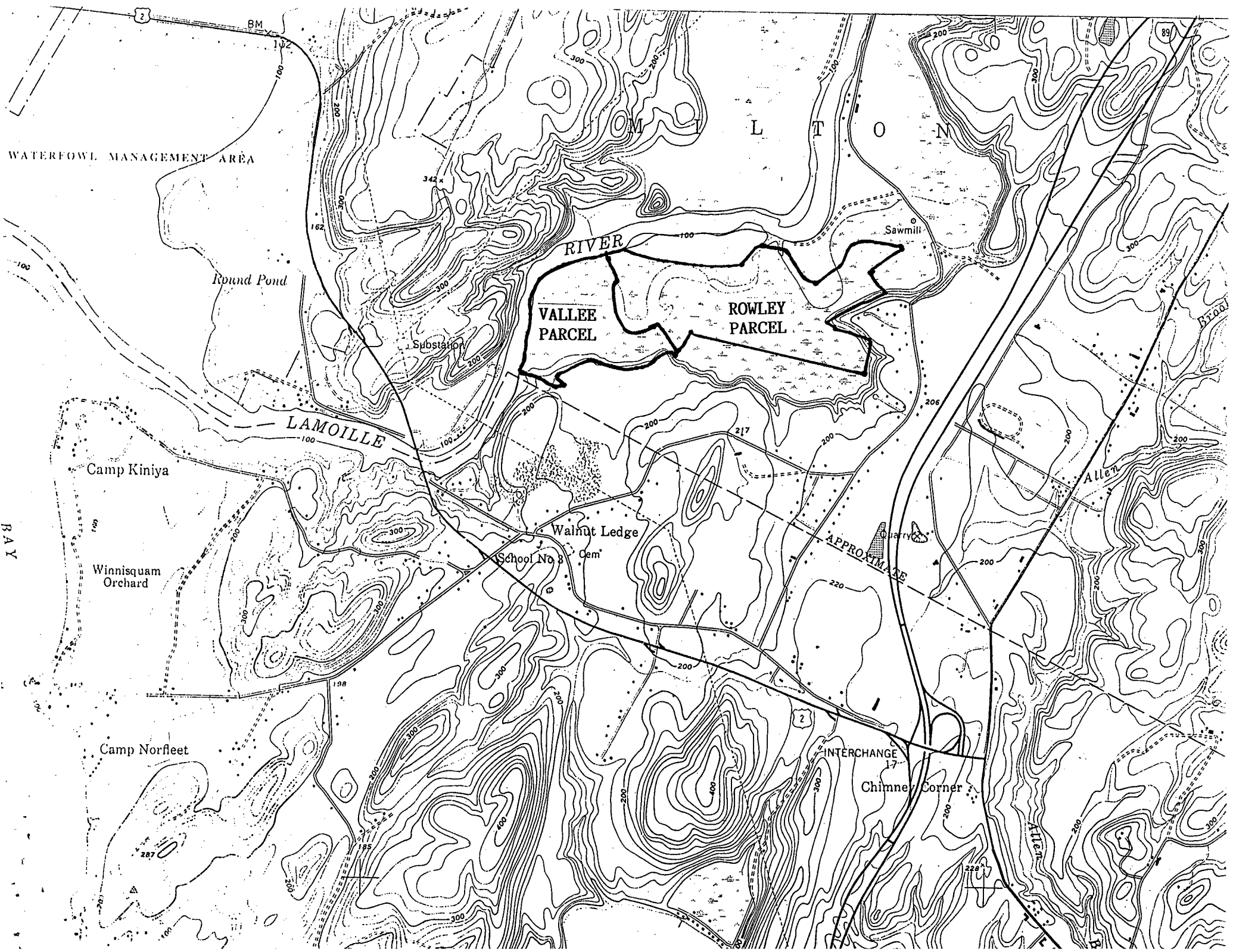
ESTIMATED INCOME

Vallee

Gift of Land by Rod Vallee (76 Acres)	\$48,000
VT Fish & Wildlife Dept. - Waterfowl Fund	<u>3,000</u>
Total	\$51,000

Rowley

Gift from The Nature Conservancy via grant from North American Wetland Conservation Fund	<u>\$61,258</u>
Total	\$61,258



WATERFOWL MANAGEMENT AREA

Round Pond

MILLIS RIVER

VALLEE PARCEL

ROWLEY PARCEL

Sawmill

Substation

LAMOYLLE

Camp Kiniya

Walnut Ledge

School No. 8

Cem

APPROXIMATE

Allen

Winnisquam Orchard

Camp Norfleet

INTERCHANGE 17

Chimney Corner

The Nature Conservancy

Vermont Field Office
27 State Street
Montpelier, Vermont 05602
PHONE # (802) 229-4425 FAX # (802) 229-1347

August 3, 1994

Bill Crenshaw
Vt. Dept. Fish & Wildlife
111 West Street
Essex Jct., VT 05452

Dear Bill:

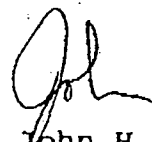
This letter is to confirm in writing that The Nature Conservancy will be making a gift of two parcels of land to the State of Vermont for management by its Dept. of Fish and Wildlife. The two parcels are adjacent to each other and lie on the south side of the Lamoille River.

The first parcel is 76 acres and was acquired by the Conservancy as a gift from Rod Vallee. The value of this gift is \$48,000, which represents the appraised fair market value of the land. The \$3,000 of direct costs that the Conservancy incurred in acquiring title to the land will be reimbursed to the Conservancy by a grant from the Waterfowl Fund.

The second parcel is 157.6 acres that the Conservancy has under option from John and Ann Rowley. The value of this gift is \$61,258, of which the land value represents \$53,000 and the remainder is the associated costs of acquiring the property. The title to this land may never actually rest with the Conservancy, since if timing is right we will structure the closing to be directly to the State of Vermont rather than through the Conservancy. If this occurs, the Conservancy will provide all of the money necessary to complete the closing. Thus, depending upon the structure of the actual closing the Conservancy will be making either a gift of land or a gift of cash (directly to the seller), but in either case the value of the gift will be \$61,258.

In conclusion, The Nature Conservancy will be making a gift to the State of Vermont through its Dept. of Fish & Wildlife that has a total value of \$112,258 and will result in the addition of approximately 234 acres to the Sand Bar Wildlife Management Area.

Sincerely,



John H. Roe
Director of Land
Protection



TOWN OF MILTON, VERMONT 05468

ZONING/PLANNING OFFICE • P.O. Box 9, MAIN STREET • 802-893-1186

March 7, 1994

Mr. William J. Crenshaw,
District Wildlife Biologist
Vermont Agency of Natural Resources
111 West Street
Essex Junction, VT 05452

Dear Mr. Crenshaw:

This letter is in reference to your attached correspondence, regarding the conveyance of two parcels of land from the Nature Conservancy to the State of Vermont.

We the Milton Select Board support this action for the use of this property indicated in your letter. If you have any questions, please feel free to contact Andrew Singelakis, Town Planner at 893-1186.

MILTON SELECT BOARD

Robert A. White

John P. Knight, Jr.

James P. Caneval

Michael R. Morgan

Anna L. Palmer

cc: Andrew Singelakis, Town Planner
Milton Planning Commission

Town of Milton
Planning and Zoning Department
PO Box 9
Milton, VT 05468
(802) 893-1186

March 8, 1994

Mr. William J. Crenshaw
District Wildlife Biologist
Vermont Agency of Natural Resources
111 West Street
Essex Junction, VT 05452

RE: Rowley/Hadley Property

Dear Mr. Crenshaw:

I am pleased to announce that during their March 7, 1994 meeting, the Milton Select Board reviewed and approved your request to have the aforementioned properties transferred from the Nature Conservancy to the State of Vermont.

If I can be of further assistance, please feel free to contact me.

Sincerely,



Andrew Singelakis
Town Planner

cc: John Roe/John Binhammer, The Nature Conservancy
Milton Planning Commission

enclosures

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

Agency: Agency of Natural Resources
 Department: Fish and Wildlife Department
 Program: Land Acquisition

Legal Title of Grant: Donations of \$10,000
 Federal Catalog No.:
 Grantor and Office Address: The Nature Conservancy
 27 State Street
 Montpelier, VT 05602

Grant Period: From: To:

Purpose of Grant: (attach additional sheets if needed)

Donations are being made for acquisition of Bessette Parcel in Fairfield, Franklin County. This parcel comprises a portion of a large wetland complex known as Cedar Swamp. This parcel contains the same type of desirable habitat characteristics and management potential which exists on previously purchased parcels. A total of 117 acres will be purchased.

Impact on Existing Programs if Grant is not Accepted:

Other funding sources will have to be found if these donations are not accepted.

0. Budget Information:	(1st State FY) FY 19 95	(2nd State FY) FY 19	(3rd State FY) FY 19
EXPENDITURES:			
Personal Services	\$	\$	\$
Operating Expenses	\$	\$	\$
Other	\$ 38,000	\$	\$
TOTAL	\$ 38,000	\$	\$
EVENUES:			
State Funds:			
Cash	\$ 28,000	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds: Nature Cons. 10,000			
(source)	\$	\$	\$
TOTAL	\$ 38,000	\$	\$

Estimated value of transaction;
no increase in appropriation needed

Grant will be allocated to these appropriation expenditure accounts:	<u>Appropriation Nos.</u>	<u>Amounts</u>
---	---------------------------	----------------

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X _____

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Allen B. Allen

(Signature)
 Commissioner
 (Title)

8/19/94
 (Date)

14. Action by Governor:

Approved
 Rejected

W. L. Dean

(Signature)

8/31/94
 (Date)

15. Secretary of Administration:

Request to JFO
 Information to JFO

 (Signature)

 (Date)

16. Action by Joint Fiscal Committee:

(Dates)

Request to be placed on JFC agenda
 Approved (not placed on agenda in 30 days)
 Approved by JFC
 Rejected by JFC
 Approved by Legislature

 (Signature)

 (Date)

PROJECT NAME: Bessette Parcel

LOCATION: Fairfield, Franklin County, Vermont

SIZE:	WETLAND	UPLAND	TOTAL
Fee Title:	117 acres	14 acres	131 acres
Conservation Easement:	<u> </u>	<u>80 acres</u>	<u>80 acres</u>
Total:	117 acres	94 acres	211 acres

DESCRIPTION: The Bessette property comprises a portion of a large large wetland complex locally known as Cedar Swamp (or Fairfield Swamp) best characterized as shrub/forested wetland along a narrow, sluggish stream. Habitat nearest the stream channel is comprised mostly of thick shrub cover consisting primarily of alder, dogwood, winterberry and ericaceous shrub species. Within this habitat type are scattered standing dead cedar trees and small hummocks supporting smaller woody shrubs. Cattail is the predominant emergent vegetation over most of this sector with a scattering of sedges and grasses. Open water comprises an estimated ten percent of the shrub swamp. Former and present beaver activity on the area has effectively created an interspersions of open areas and channels within the thicker vegetative cover to offer good waterfowl feeding and brood-rearing values.

Between the shrub swamp portion and the shoreline exists a forested wetland of varying width comprised predominantly of live northern white cedar and balsam fir, with a smaller component of red maple, green ash and elm. The understory is heavy to woody shrubs and generally very thick with little open water and low waterfowl habitat values.

The shoreline area is heavily timbered with softwood cover predominant. Northern white cedar, balsam fir, red maple, yellow birch, and elm are the principal species with some alder and other shrubs in the understory. The timbered sector has been selectively cut over in the past and borders on pastureland and hayfields uphill to the east.

Principal mammal species occupying the shrub swamp sector include beaver, muskrat, otter, mink and raccoon, with winter use by coyote, red fox and

bobcat; principal avian species using the shrub swamp sector include waterfowl (primarily wood ducks, black ducks, mallards and hooded mergansers) as breeders and migrants, owls, hawks, great blue herons and songbirds.

The forested shoreline sector is used primarily by ruffed grouse, woodcock, snowshoe hare, red fox, coyote, bobcat, and deer (evidence of winter use in 1993-94). Hunting occurs on the area, primarily for waterfowl, ruffed grouse and deer.

Viewed in its entirety, the Cedar Swamp is one of the largest wetlands in Franklin County, essentially untouched by development, and offering excellent habitat values to a variety of wildlife species, including waterfowl. A considerable portion of this wetland is already in public ownership and actively managed through water level control, limited access, and a waterfowl nest box program.

The Bessette property contains the same type of desirable habitat characteristics and management potential which exists on previously purchased parcels. A reliable water source and projected long-range continuation of significant beaver activity should ensure that the property will continue to provide good habitat values for resident and seasonal wildlife users. Unlike many forested and shrub-swamp wetlands, this parcel already contains a relatively good interspersed of open water and cover important to waterfowl feeding and brood-rearing. Although the variety of emergent food and cover species is limited, the seclusion of the property and its location adjacent to similar quality wetlands already in state ownership increase its value to wildlife considerably.

OWNERSHIP:

A total of 117 acres of wetland and 14 acres of adjacent upland buffer will be owned and managed by the State of Vermont, Department of Fish & Wildlife, as part of the Fairfield Swamp Wildlife Management Area.

The adjacent 80+ acres of woodland will remain in private ownership but will be protected by a conservation easement held by the Vermont Department of Fish & Wildlife.

MANAGEMENT: Land under Vermont Department of Fish & Wildlife will be managed as a natural area. The woodland remaining in private ownership will be a working woodland managed under a plan prepared by a certified wildlife biologist and/or forester.

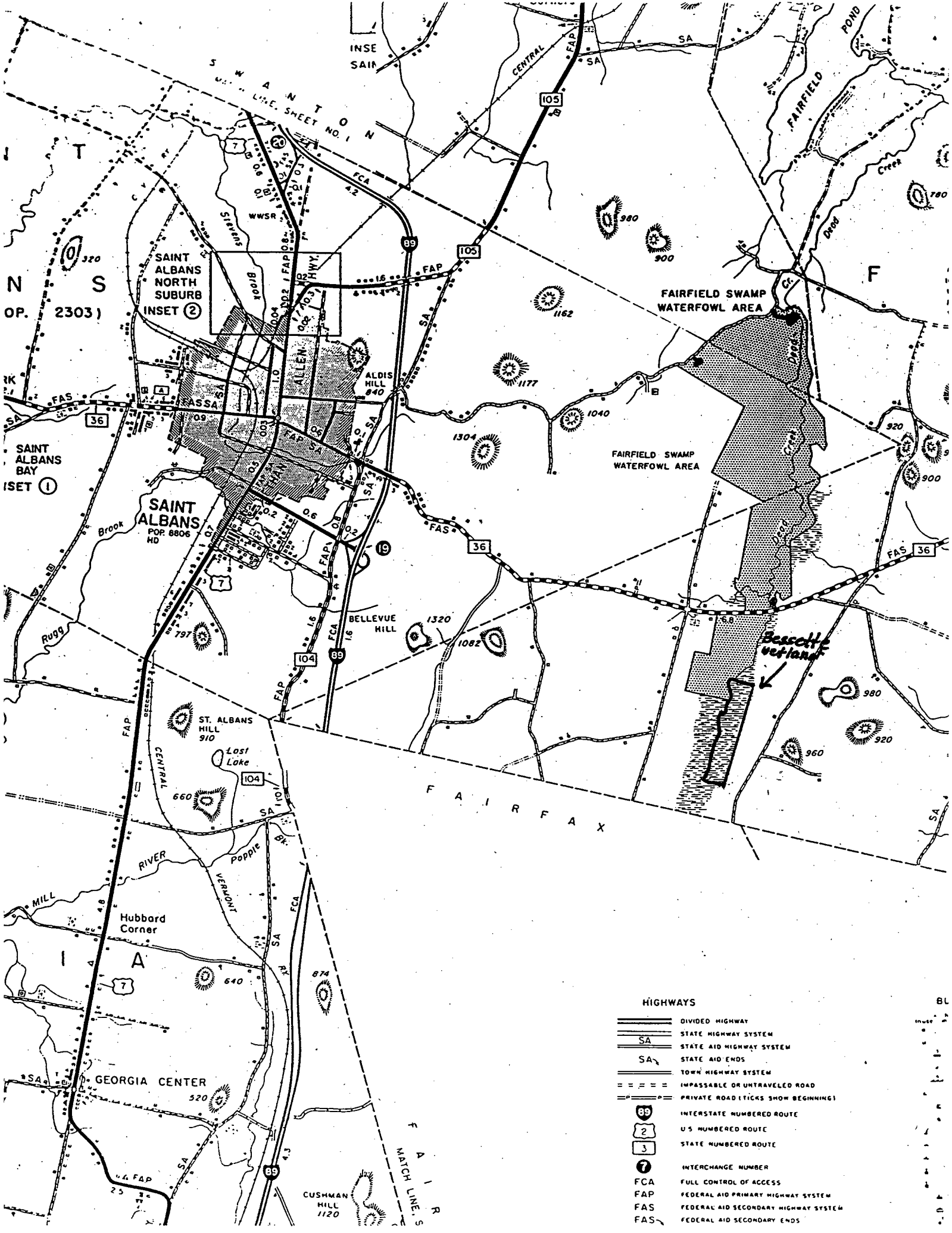
BUDGET:

ESTIMATED EXPENSES

Land Cost	\$27,500
Appraisal	1,000
Survey	7,000
Legal Fees/Closing Costs	1,400
Land Taxes	600
Easement Documentation	<u>500</u>
Total Expenses	\$38,000

INCOME

VT Dept. of Fish & Wildlife	28,000
The Nature Conservancy	<u>10,000</u>
Total Income	\$38,000



An aerial photograph of a rural landscape with a large, irregularly shaped area outlined in black. Two white text labels are superimposed on the map. The background shows a mix of fields, roads, and wooded areas. In the bottom right corner, there is a small inset map showing a grid of land parcels with numerical labels.

LAND TO BE ACQUIRED BY
VT FISH & WILDLIFE DEPT.

WOODLAND TO BE PROTECTED
BY CONSERVATION EASEMENT

30.51
5.53
11.99
4
3

The Nature Conservancy

Vermont Field Office
27 State Street
Montpelier, Vermont 05602
PHONE # (802) 229-4425 FAX # (802) 229-1347

August 3, 1994

Bill Crenshaw
Vt. Dept. Fish & Wildlife
111 West Street
Essex Jct., VT 05452

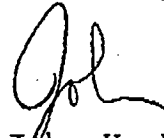
Dear Bill:

This letter is to confirm in writing that The Nature Conservancy will be making a donation of \$10,000 to help acquire a portion of Fairfield Swamp, in Fairfield Vt. This is a joint project of the Vt. Dept. of Fish & Wildlife and The Nature Conservancy.

This gift will be in the form of the Conservancy paying for some of the land and associated costs of the Fairfield Swamp project. The Conservancy holds an option on this land, but the actual closing may be structured so that the land transfers directly to the State of Vermont. Thus, depending upon the closing structure, The Nature Conservancy will either be making a gift of land value or a gift of money by paying some of the project costs, but in either case the contribution to the project via the Conservancy will total \$10,000. It should be noted, however, that a portion of that \$10,000 contribution may be in the form of a grant we seek from the Vt. Housing & Conservation Board (VHCB) to help pay for the survey. This may affect the proportion of the project that is actually a gift to the State of Vermont, but in no case would the VHCB grant total more than the actual cost of the surveying, which is currently being completed.

If you have any questions, please give me a call.

Sincerely,



John H. Roe
Director of Land
Protection



State of Vermont

AGENCY OF NATURAL RESOURCES

DEPARTMENT OF FISH AND WILDLIFE

Department Of Fish and Wildlife
Department Of Forests, Parks, And Recreation
Department of Environmental Conservation
State Geologist
Natural Resources Conservation Council

- 111 West Street
Essex Jct., VT 05452
(802) 878-1564
- 324 N. Main Street
Barre, VT 05641
(802) 479-3242
- RR #1, Box 33
N. Springfield, VT 05150
(802) 886-2215
- 184 Portland Street
St. Johnsbury, VT 05819
(802) 748-8787
- RR 2, Pittsford Academy
Pittsford, VT 05763
(802) 483-2172

VT Telecommunications Relay Service
1-800-253-0191

January 25, 1993

Mr. D. Francis Howrigan, Chairman
Fairfield Board of Selectmen
P. O. Box 5
Fairfield, VT 05455

Dear Mr. Howrigan,

The Vermont Department of Fish and Wildlife has been approached by Mr. Eugene Bessette regarding the acquisition by the Department of 100-200 acres of wetland and adjacent upland buffer along Cedar Swamp (Fairfield Swamp) in the town of Fairfield. If acquired by the Department, this parcel would be added to the Fairfield Swamp Wildlife Management Area.

Before the Department proceeds further with the state review and approval process, we would appreciate receiving Selectboard and Planning Commission review and comments regarding state acquisition of this property. Enclosed is a recent biological reconnaissance report of the Bessette parcel with a favorable recommendation for acquisition.

If you have any questions, feel free to contact me at my office (878-1564).

Sincerely,

William J. Crenshaw

William J. Crenshaw
District Wildlife Biologist

Enclosure

CC: William Kittell
Eugene Bessette

STATE OF VERMONT
 REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

FORM AA-1
 (Rev. 9-90)

Agency: Agency of Natural Resources
 Department: Fish and Wildlife Department
 Program: Land Acquisition

Legal Title of Grant: Donation
 Federal Catalog No.:
 Grantor and Office Address: The Nature Conservancy
 27 State Street
 Montpelier, VT 05602

Grant Period: From: To:

Purpose of Grant: (attach additional sheets if needed)

Purpose of donation is for the purchase of Reading Pond, a remote and undeveloped 22 acre lake in Reading and Plymouth, Windsor County.

Impact on Existing Programs if Grant is not Accepted:

Other funding will have to be acquired.

10. Budget Information:	(1st State FY) FY 19 95	(2nd State FY) FY 19	(3rd State FY) FY 19
EXPENDITURES:			
Personal Services	\$	\$	\$
Operating Expenses	\$	\$	\$
Other	\$ 148,786	\$	\$
TOTAL	\$ 148,786	\$	\$
REVENUES:			
State Funds:		Estimated value of transaction; no increase in appropriation needed	
Cash	\$ 137,000		
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source) <u>Nature Conserv.</u>	<u>\$ 11,786</u>	\$	\$
TOTAL	\$ 148,786	\$	\$

Grant will be allocated to these appropriation expenditure accounts:

Appropriation Nos.

Amounts

11. Will grant monies be spent by one or more personal service contracts?

[] YES [X] NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X _____

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

- [] Is presently available.
- [] Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Allen Wilson
 (Signature)
 Commissioner
 (Title)

8/19/99
(Date)

14. Action by Governor:

- Approved
- [] Rejected

W. Dean
 (Signature)

8/31/99
(Date)

15. Secretary of Administration:

- [] Request to JFO
- [] Information to JFO

(Signature)

(Date)

16. Action by Joint Fiscal Committee: (Dates)

- [] Request to be placed on JFC agenda
- [] Approved (not placed on agenda in 30 days)
- [] Approved by JFC
- [] Rejected by JFC
- [] Approved by Legislature

(Signature)

(Date)

PROJECT NAME: Reading Pond

LOCATION: Reading and Plymouth, Windsor County, Vermont

SIZE: 55 Acres

DESCRIPTION: Reading Pond, a remote and undeveloped 22-acre lake, is one of very few secluded lakes/ponds found in southern Vermont. It also represents the focal point of the 7,678-acre Davis Wildlife Management Area.

This project protects Reading Pond and the associated wetlands, fish and wildlife habitat, and recreational values through the acquisition of a 55-acre private inholding which surrounds the lake on three sides.

OWNERSHIP: State of Vermont, Department of Fish and Wildlife

BUDGET: ESTIMATED EXPENSES

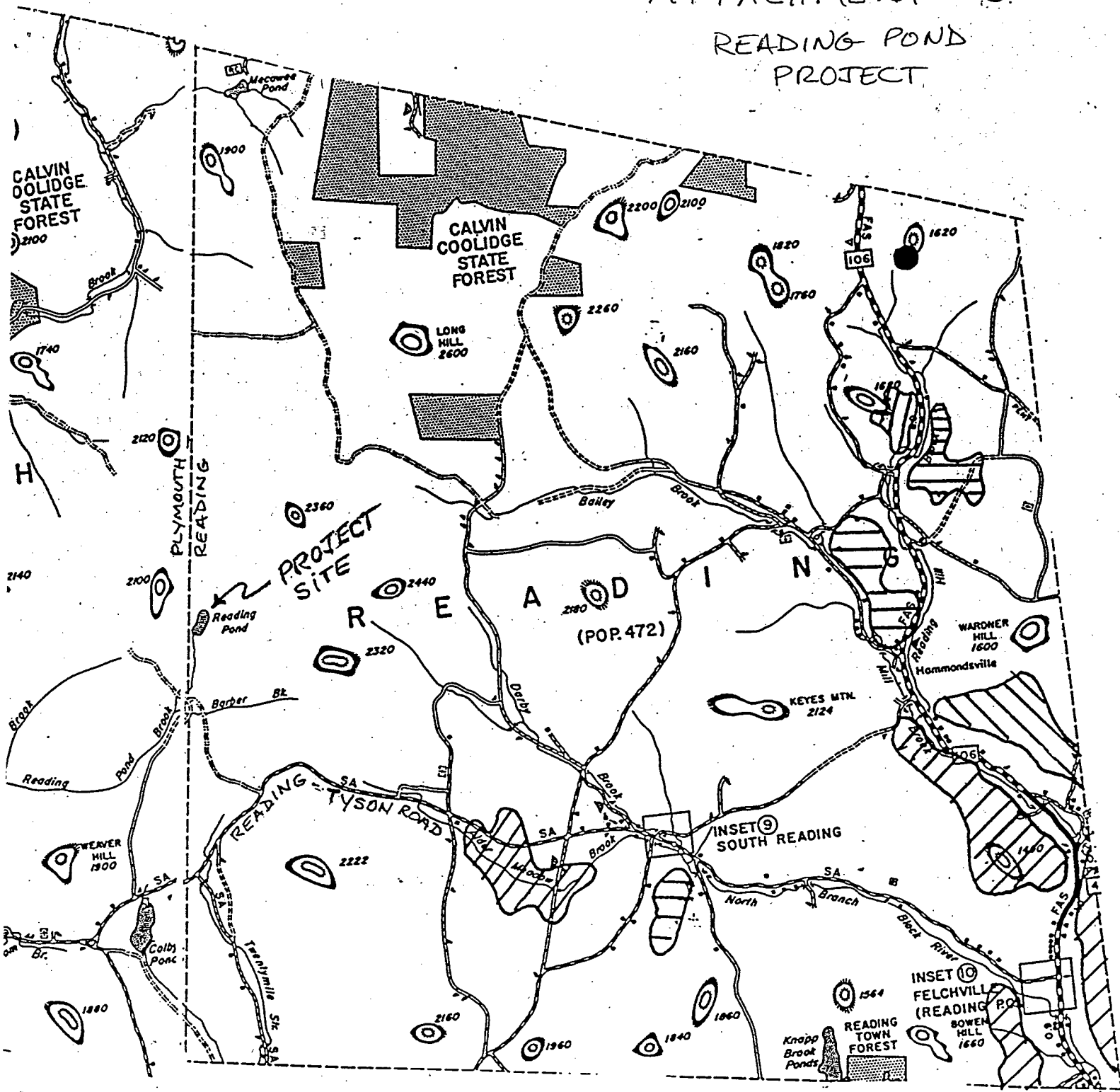
Land Costs	\$110,000
Option Extension	2,000
Closing Costs	2,858
Appraisals	3,500
Real Estate Taxes	2,129
Interest Costs thru 08/31/94	24,999
Overhead/Associated Costs	<u>3,300</u>
Total Expenses to 08/31/94	\$148,786

INCOME

VT Dept. of Fish & Wildlife	\$ 17,000
The Nature Conservancy	11,786
VT Housing & Conservation Board	<u>120,000</u>
Total	\$148,786

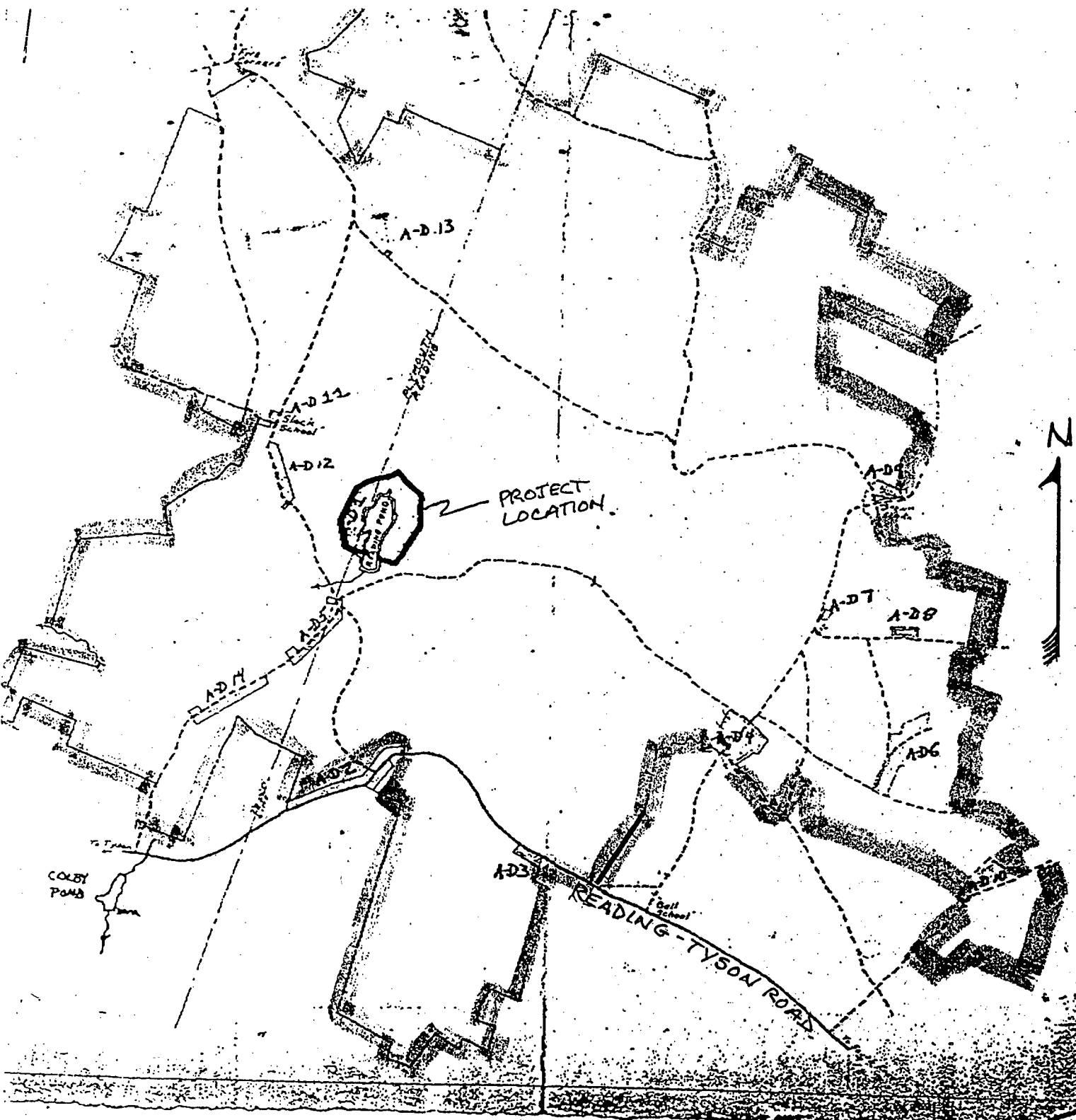
ATTACHMENT #3

READING POND PROJECT



1990 SIGNIFICANT HABITAT MAP
 1" = 1 mile
 [Hatched Box] Winter deer range
 [Circle with Dot] Rare plants, animals, or significant natural community or state natural/fragile area
 VT Dept. of Fish & Wildlife

ATTACHMENT #4
READING POND PROJECT
AND
ARTHUR DAVIS WMA
BOUNDARY



READING
POND

ATTACHMENT #5
READING
POND
FROM 1974 AND 1976 ORTHO PHOTOS
SCALE 1:5,000

The Nature Conservancy

Vermont Field Office

27 State Street

Montpelier, Vermont 05602

PHONE# (802) 229-4425 FAX# (802) 229-1347

August 3, 1994

Bill Crenshaw
Vt. Dept. Fish & Wildlife
111 West Street
Essex Jct., VT 05452

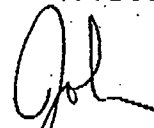
Dear Bill:

This letter is to confirm in writing that The Nature Conservancy will be making a gift of \$11,786 to the State of Vermont through its Dept. of Fish and Wildlife. This gift will help finalize the Reading Pond project.

This gift will be in the form of The Nature Conservancy absorbing a portion of the costs associated with the acquisition of the 55 acre Reading Pond tract. The Nature Conservancy will transfer this parcel of land to the State of Vermont through its Dept. of Fish and Wildlife upon the receipt of a grant of \$120,000 from the Vt. Housing and Conservation Board and \$17,000 from the Vt. Dept. of Fish & Wildlife's Waterfowl Fund. Based on the cost of the project, the remaining expense of \$11,786 will be the Conservancy's contribution to the project.

Thanks for all your help in getting this project resolved.

Sincerely,



John H. Roe
Director of Land
Protection





DEPARTMENT OF FISH AND WILDLIFE

Department of Fish and Wildlife
Department of Forests, Parks and Recreation
Department of Water Resources & Environmental Engineering
State Geologist
Natural Resources Conservation Council

111 West Street
Essex Jct., VT 05452
(802) 878-1564

324 N. Main Street
Barre, VT 05641
(802) 479-3242

RR #1, Box 33
N. Springfield, VT 05150
(802) 886-2215

184 Portland Street
St. Johnsbury, VT 05819
(802) 748-8787

RR #2, Box 2161
Piusford, VT 05763
(802) 483-2172

June 17, 1994

Donald K. Martin, Chairperson
Plymouth Board of Selectpersons
PO Box 13
Plymouth, VT 05056

Dear Mr. Martin:

Early in 1991 the Department of Fish and Wildlife initiated a project to acquire a 55-acre inholding surrounding Reading Pond on the Arthur Davis Wildlife Management Area in Reading and Plymouth. We wrote to your selectboard concerning this project in March of 1991 (see attached letter).

We had high hopes of acquiring the property long before now, however, for a variety of financial and bureaucratic reasons, we were unable to complete the transaction. We are presently in the process of resubmitting a grant application to the Vermont Housing and Conservation Board for additional funds. If we are successful in acquiring the necessary funding, we hope to purchase the parcel from the Nature Conservancy (as per our original agreement) within the next few months. Because several years have passed since our original correspondence in March of 1991, we felt we should notify you of the status of the project and re-solicit your comments.

I have enclosed a couple of maps of the property. Please call or write if you have any questions or comments.

Very truly yours,

James J. DiStefano
District Fish & Wildlife Coordinator

JJD:mmc

Encs.



DEPARTMENT OF FISH AND WILDLIFE

Department of Fish and Wildlife
Department of Forests, Parks and Recreation
Department of Water Resources & Environmental Engineering
State Geologist
Natural Resources Conservation Council

111 West Street
Essex Jct., VT 05452
(802) 878-1564

324 N. Main Street
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(802) 479-3242

RR #1, Box 33
N. Springfield, VT 05150
(802) 886-2215

184 Portland Street
St. Johnsbury, VT 05819
(802) 748-8787

RR #2, Box 2161
Pittsford, VT 05763
(802) 483-2172

June 17, 1994

Robert K. Allen, Chairperson
Reading Board of Selectpersons
PO Box 72
Reading, VT 05062

Dear Mr. Allen:

Early in 1991 the Department of Fish and Wildlife initiated a project to acquire a 55-acre inholding surrounding Reading Pond on the Arthur Davis Wildlife Management Area in Reading and Plymouth. We wrote to your selectboard concerning this project in March of 1991 (see attached letter).

We had high hopes of acquiring the property long before now, however, for a variety of financial and bureaucratic reasons, we were unable to complete the transaction. We are presently in the process of resubmitting a grant application to the Vermont Housing and Conservation Board for additional funds. If we are successful in acquiring the necessary funding, we hope to purchase the parcel from the Nature Conservancy (as per our original agreement) within the next few months. Because several years have passed since our original correspondence in March of 1991, we felt we should notify you of the status of the project and re-solicit your comments.

I have enclosed a couple of maps of the property. Please call or write if you have any questions or comments.

Very truly yours,

James J. DiStefano
District Fish & Wildlife Coordinator

JJD:mmc

Encs.




Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

To: Joint Fiscal Committee Members

From:  Stephen Klein, Joint Fiscal Officer

Subject: JFO #1629 - 1. Robert Wood Johnson grant of \$400,000 (\$100,000/yr for four years) and

2. CHP grant of \$40,000 (\$10,000/yr for four years) for the purpose of conducting a statewide anti-smoking media campaign, utilizing radio, television and print. These grants are to the Department of Health.

Date: September 8, 1994

The Department of Health received the Robert Wood Johnson grant on July 29, and the CHP grant on May 20th. The Department indicates that the CHP 5/20 commitment was contingent on receipt of the Robert Woods Johnson funds.

The Department of Health has requested approval for the expenditure of \$94,394 in fiscal year 1995 of the above grants (\$84,394 from the Robert Woods Johnson grant and \$10,000 from the CHP grant).

The funds are to contract with professional media consultants to produce an anti- smoking media campaign, to purchase radio and television airtime, to purchase print promotional material and to cover costs of an advisory committee.

The Robert Woods Johnson Grant requires that 50% of the funds granted be matched with local or state funds. The CHP grant of \$10,000 will meet part of the need for a \$50,000 match. The Department will work to achieve the remaining match through free air time on television and radio. The Department will reallocate existing personnel to meet the staffing needs of the program.

Staff Recommendation: Approve expenditure of up to \$94,394 in FY 1995.

LEG:1581



STATE OF VERMONT
AGENCY OF ADMINISTRATION



August 31, 1994

SEP 7 1994

The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Governor has approved the acceptance of two grants to the Department of Health totalling \$440,000. The principal grant is from the Robert Wood Johnson Foundation for \$400,000 (\$100,000 annually), for the purpose of conducting a statewide anti-smoking media campaign, utilizing radio, television and print.

This grant is to be supplemented by a four year, \$10,000 annual grant from the Community Health Plan (CHP).

The grants were received on July 29 and May 20, 1994, respectively.

The grants will be implemented by existing staff. Matching requirements for the Robert Wood Johnson grant will be met through receipt of the CHP grant as well as donation of additional, free air time on television and radio.

Joint Fiscal Committee approval is sought for \$94,394 in fiscal year 1995. Funding for future year efforts will be included in the department's budget requests.

Please feel free to call if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "William H. Sorrell".

William H. Sorrell
Secretary of Administration

WHS:MR
Enclosures

The Department of Health has been awarded a four-year grant of \$400,000 from The Robert Wood Johnson Foundation under their Smokeless States: Statewide Tobacco Prevention and Control Initiative. The purpose of the grant is to fund a statewide four-year anti-smoking campaign on radio and television.

The Department will use these funds to contract with a professional media consultant to produce the media campaign, to purchase the radio and television airtime and print promotional material, and to offset the costs of an advisory committee. The Department will reallocate existing personnel resources to manage this project.

In conjunction with The Robert Wood Johnson Foundation grant, the Department of Health has received a commitment from the Community Health Plan to provide \$10,000 each year for four years to fund local community projects associated with the media campaign.

The Robert Wood Johnson Foundation grant requires that 50% of the Foundation funds be matched by State or local support. The Department will meet this matching requirement by receipt of the funding from the Community Health Plan and by securing the donation of additional, free airtime from the television and radio broadcasters involved in the campaign.

We are hereby requesting acceptance of funding in the amount of \$94,394 for State Fiscal Year 1995 for this project from The Robert Wood Johnson Foundation (\$84,394) and the Community Health Plan (\$10,000). We will include continued funding for this project in our future budget requests.

REQUEST FOR GRANT ACCOUNTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

1. Agency: Human Services
2. Department: Health
3. Program: Epidemiology
4. Legal Title of Grant: Smokeless States: Statewide Tobacco Prevention and Control Initiative
5. Federal Catalog No.: not applicable
6. Grantor and Office Address: The Robert Wood Johnson Foundation
Route 1 and College Road East, PO Box 2316
Princeton, New Jersey 08543
7. Grant Period: From: 8/1/94 To: 7/31/98

RECEIVED

AUG 5 10 1994

DEPARTMENT OF
FINANCE MGMT.

8. Purpose of Grant: (attach additional sheets if needed)

To support a state-wide anti-smoking media campaign.
(see attached summary)

9. Impact on Existing Programs if Grant is not Accepted:

none

10. Budget Information:	(1st State FY) FY 19 95	(2nd State FY) FY 1996	(3rd State FY) FY 19 97
EXPENDITURES:			
Personal Services	\$ 23,000	\$ 23,000	\$ 23,000
Operating Expenses	\$ 61,394	\$ 76,033	\$ 76,033
Other	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL	\$ 94,394	\$109,033	\$109,033
REVENUES:			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source) RWJ	\$ 84,394	\$ 99,033	\$ 99,033
CHP	10,000	10,000	10,000
TOTAL	\$ 94,394	\$109,033	\$109,033

Grant will be allocated to these appropriation expenditure accounts:	<u>Appropriation Nos.</u>	<u>Amounts</u>
	010347100	\$94,394

11. Will grant monies be spent by one or more personal service contracts?

[X] YES [] NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

[Handwritten Signature]

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

- [] Is presently available.
- [] Can be obtained with available funds.

13. Signature of Appointing Authority

[Handwritten Signature]

8/24/94

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

(Signature) (Date)
Commissioner, Department of Health
(Title)

14. Action by Governor:

- [X] Approved
- [] Rejected

[Handwritten Signature]

9/15/94
(Date)

15. Secretary of Administration:

- [] Request to JFO
- [] Information to JFO

(Signature) (Date)

16. Action by Joint Fiscal Committee: (Dates)

- [] Request to be placed on JFC agenda
- [] Approved (not placed on agenda in 30 days)
- [] Approved by JFC
- [] Rejected by JFC
- [] Approved by Legislature

(Signature) (Date)

THE
ROBERT WOOD
JOHNSON
FOUNDATION

July 29, 1994

The Honorable Howard Dean, M.D.
Governor
State of Vermont
Office of the Governor
Montpelier, VT 05609

Reference: Grant No. 24462

Dear Governor Dean:

It is a pleasure to inform you that The Robert Wood Johnson Foundation has approved a grant of \$400,000 to the State of Vermont Department of Health in four-year support of its participation in the Foundation's SmokeLess States Program, under the direction of Deborah Owen Dameron, M.S.P.H.

The funds are to be used in accordance with the proposal to the Foundation and the terms and conditions outlined in the Request for Project Support, dated June 7, 1994, and the materials accompanying Marge Hamrell's letter dated June 29, 1994. They are also to be used in accordance with the final budget and are to be applied over the period August 1, 1994 through July 31, 1998. Our Treasurer's Office will be in touch concerning payment of this grant and reporting requirements.

The Foundation will issue a news release on this grant award. Marc S. Kaplan of our Communications Office will coordinate the announcement with all concerned parties, and you should address any inquiries to him. Any additional announcements you plan to make to the news media are subject to approval in advance by the Foundation's Communications Office.

All of us at The Robert Wood Johnson Foundation wish you success in carrying out this important undertaking.

Sincerely,



Steven A. Schroeder, M.D.

SAS:pll

cc: Deborah Owen Dameron, M.S.P.H.
Pat Burke
Jan K. Carney, M.D.
Marge Hamrell
Thomas P. Houston, M.D.

Office of the President



May 20, 1994

Ms. Deborah Dameron
Vermont State Health Dept.
Cherry Street
Burlington, VT 05401

Dear Deborah:

Community Health Plan (CHP) is dedicated to improving the overall health status of the community we serve. Being the leading cause of preventable death and disease, tobacco is a major concern of ours.

We applaud your many efforts in tobacco control, and enthusiastically support your application for a Robert Wood Johnson "Smokeless States" grant.

In a previous letter, CHP proposed support in the way of physician, nurse, and staff time as well as use of our health promotion personnel and facilities.

At this time we will make a commitment of 10 thousand dollars per year over the next 4 years in matching funds to benefit the planned tobacco control efforts under a "Smokeless States" grant. We trust that our involvement will assist you, and the Statewide Tobacco Coalition, in successfully impacting smoking rates, and in shaping state tobacco policy.

*8
(40,000)*

Sincerely yours,

Paul E Jarris MD

Paul E. Jarris, M.D., M.B.A.
Medical Director, Vermont Region

Paul J. Reiss

Paul J. Reiss, M.D.
Associate Medical Director, Vermont Region

cc: Alan Nassif
Judith Pierce, Ph.D.



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

Memorandum

To: Members, Joint Fiscal Committee

From: Catherine Benham, Joint Fiscal Office *CB*

Date: September 9, 1994

Subject: Corporation for National Service grants to the Vermont Commission on National and Community Service

- a) JFO #1631 (\$10,000 in FY 1995)
- b) JFO #1632 (\$92,500 in FY 1995)
- c) JFO #1633 (\$432,758 in FY 1995)

The Governor has approved acceptance of three grants from the Corporation for National Service (CNS) to the Vermont Commission on National and Community Service (VT CNCS). These three grants will be used primarily to fund and coordinate local AmeriCorps programs. AmeriCorps is the new national service initiative and the centerpiece program of CNS.

VT CNCS is currently approved for 1.5 limited service positions and receives its administrative budget in the fall. Depending upon the size of this budget, VT CNCS may return to the Joint Fiscal Committee to request a change in position authorization. For these three grants the required state matching funds are discussed below. The committee should be aware that while these grants do not require general fund state matches, future grants may. VT CNCS plans to use the budget process to deal with future state matches in the event that there is a need for state matches.

a) **JFO #1631** This AmeriCorps \$10,000 start up grant will provide technical assistance to grantees and subgrantees of funds originating from CNS. These are interim funds and VT CNCS anticipates submitting an expanded application to CNS in November for up to an additional \$90,000.

There is no match requirement specified by the award agreement.

b) **JFO #1632** This three year grant (\$92,5000 in FY95) will be used to fund up to 25 projects each year that are run by community based organizations.

There is no general fund match requirement but there is a 10% state and local match requirement specified in the award agreement. The state match will be made through volunteer time and mileage.

I expect a signed transmittal letter and a signed AA-1 from the Governor's office will be available at the Joint Fiscal Committee meeting.

c) **JFO #1633** This three year AmeriCorps grant (\$432,758 in FY95) will be used to fund two programs through subgrants: the Vermont Association for the Blind and Visually Impaired in Brattleboro, and the Northeast Kingdom Initiative administered by Lyndon State College. These two programs were selected by CNS through a national competition.

There is no general fund match requirement but there is a match requirement that will be met at the local level by the two funded programs.

Recommendation:

I recommend approval of all three grants in fiscal year 1995. In subsequent fiscal years, the funds will be contained in the Department's budget.



STATE OF VERMONT
AGENCY OF ADMINISTRATION

September 6, 1994



SEP 7 1994

The Honorable Michael Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Governor has approved the acceptance of a grant from the Corporation for National Service to the Vt. Commission on National and Community Service. Joint Fiscal Committee approval is sought for the entire grant of \$10,000 in FY 1995.

The grant is to provide technical assistance to grantees and subgrantees of funds originating from the Corporation for National Service. The funds will largely be utilized as part of the national kick-off of the program, and for program recruitment and start-up activities. A more detailed description is provided in the attached documents.

There is no general fund match required.

The grant was received August 23, 1994.

Please feel free to call if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "William H. Sorrell".

William H. Sorrell
Secretary of Administration

WHS:MR
Enclosure

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

RECEIVED

SEP 02 1994

DEPARTMENT OF
FINANCE MGMT.

1. Agency: Executive
2. Department: Office of the Governor
3. Program: VT Commission on National and Community Service
4. Legal Title of Grant: Program Development & Technical Assistance Funds (PDA)
5. Federal Catalog No.:
6. Grantor and Office Address: Corporation for National Service
1100 Vermont Avenue, NW
Washington, DC 20525
7. Grant Period: From: 8/29/94 To: 8/28/95

8. Purpose of Grant: (attach additional sheets if needed)
To meet the requirements of the National and Community Service Trust Act to provide training and technical assistance to programs funded through the Corporation for National Service.

9. Impact on Existing Programs if Grant is not Accepted:
New AmeriCorps programs require support for start-up and programmatic activities. Lack of this support from the Vermont Commission will jeopardize the quality of the programs and the level of support that can be adequately provided to communities and participants by the programs.

10 Budget Information:	(1st State FY) FY 19 95	(2nd State FY) FY 19	(3rd State FY) FY 19
EXPENDITURES:			
Personal Services	\$ 2,000	\$	\$
Operating Expenses	\$ 8,000	\$	\$
Other	\$	\$	\$
TOTAL	\$ 10,000	\$	\$
REVENUES:			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$ 9,750	\$	\$
(Statewide Indirect)	\$ 250	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source)	\$	\$	\$
TOTAL	\$ 10,000	\$	\$

Grant will be allocated to these appropriation expenditure accounts:	<u>Appropriation Nos.</u>	<u>Amounts</u>
	0101100101	\$2,000.
	0101100102	\$8,000.

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

x Kathleen C. Hoyt

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Kathleen C. Hoyt 8/31/94
(Signature) (Date)
Sec. Civil & Military Affairs &
(Title) Chief of Staff

14. Action by Governor:

- Approved
- Rejected

[Signature] 9/17/94
(Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

(Signature) (Date)

16. Action by Joint Fiscal Committee:

- Request to be placed on JFC agenda _____
- Approved (not placed on agenda in 30 days) _____
- Approved by JFC _____
- Rejected by JFC _____
- Approved by Legislature _____

(Signature) (Date)

AmeriCorps Program Development and Technical Assistance Funds Application (Interim Award)

Joint Fiscal Review - 9/20/94

AmeriCorps in Vermont includes not only the two programs funded through the Vermont Commission, but also includes four other programs funded through a national-direct competition with the Corporation for National Service (CNS): Vermont Anti-Hunger Corps, Vermont Public Lands and Environment Team, Vermont Rural Fire Protection, and the Winooski River Project. Each of these programs will have training and technical assistance needs specific to the type and focus of the program and the strategy of the state. The VT CNCS is responsible for working with each of these programs to identify needs, and then to provide training and technical assistance (T/TA) to them. The Corporation for National Service funds these T/TA efforts through Program Development and Technical Assistance grants.

Originally, AmeriCorps programs were slated to begin on September 1, 1994. At the time of this writing, it is anticipated that grant awards will not be made until mid- late September. As such, CNS recognized the need to provide interim funds to State Commissions so they might assist in the recruitment and start-up activities of programs. Additionally, interim funds are designed to assist in defraying costs for the AmeriCorps launch activities scheduled for September 12. Thus, applications were accepted for \$10,000 of interim funds for the period of August 29-December 31. An expanded application will be submitted in November for up to an additional \$90,000 for the remainder of the grant period (January 1-August 28, 1995).

VT CNCS has worked consistently with the AmeriCorps programs to identify training and technical assistance needs. All T/TA activities will, to the extent possible, be provided to all CNS grantees, regardless of their direct line of funding from the Corporation. This includes AmeriCorps, Learn & Serve (formerly Serve America), and the former ACTION programs (VISTA, RSVP, Foster Grandparent, and Senior Companion).

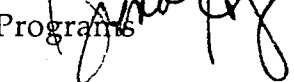
In addition to direct program support activities, VT CNCS is accountable to provide T/TA support with the goal of accomplishing the activities in our State Plan (see attached Three-Year Plan). Whenever possible, T/TA activities will be provided by existing community and program resources and staff. VT CNCS will serve as a referral and resource center to help programs and communities identify appropriate existing resources for training.

The \$10,000 of interim funds specifically address the start-up activities for the Vermont AmeriCorps programs. A more expanded T/TA role will be included in the expanded application in November.



AmeriCorps National Service

CORPORATION
FOR NATIONAL
SERVICE

FROM: Diana Algra, Director, National Service Programs 

TO: State Commissioner

RE: Interim Program Development Assistance and Training (IPDAT)

DATE: August 23, 1994

Thank you very much for your recent proposal requesting funds to support Interim Program Development Assistance and Training (PDAT) activities. We are pleased to inform you that your request has been approved after a review by program and T&TA staff. Funds will be arriving shortly from the Grants Office.

It was evident in reviewing your proposal that you are planning some interesting strategies to "start-up" your AmeriCorps effort. Having now received notification of your actual grantees, we also recognize that your activities might change a bit in response to newly identified needs. Please feel free in changing some of your proposed activities to meet those needs, but remember that your November PDAT submissions must include a report on how these interim funds were finally expended.

You will note in this letter that we have also included our staff's review of your request based on criteria cited in the May 13th letter to you regarding PDAT in general. Any concerns or questions staff noted are cited in bold. We would greatly appreciate your responding to these questions by letter to Jim Ekstrom, Director Training and Technical Assistance (Ext. 139) or Margaret McLaughlin, Program Officer, Training and Technical Assistance (Ext. 441) at the Corporation by September 30th. Your comments will become part of the PDAT monitoring process.

Again, congratulations on your planning efforts, and we look forward to hearing about your progress and helping you in any way we can.

cc: Jim Ekstrom, Director, Training and Technical Assistance

1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
Fax 202-606-4906

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps.

2. SHARED STRATEGIES

A. TRAINING AND TECHNICAL ASSISTANCE

For training and technical assistance activities for AmeriCorps and other Corporation programs, the Corporation provides two sources of funding: (a) Program Development Assistance and Training (PDAT) funds which are available only to State Commissions to support activities described in the State Application, and (b) National Training and Technical Assistance (T/TA) funds which are available through the T/TA Notice of Fund Availability. While the division of T/TA responsibility between States and the Corporation will probably evolve, changing as local and national needs and resources emerge, the following outlines the current status.

State: Many AmeriCorps programs will have training and technical assistance needs specific to the type and focus of the program and the strategy of the state. State Commissions will often be in a better position to identify needs and provide technical assistance to programs and it is the Corporation's intent to support these efforts by providing funding for them. Proposals for funding PDAT activity will be developed and submitted by State Commissions after AmeriCorps*USA funding decisions are finalized. These funds may support an additional Commission staff member to oversee T/TA to programs in the state. Information on the types of T/TA the Corporation suggests is contained in the State Application; additional information will also be available before the PDAT application is due.

Corporation: The Corporation will support a national framework of T/TA activity. It will build national infrastructure by investing in resources too costly for States to provide, especially those most effectively provided for centrally (e.g. a National Service Resource Center). It will meet the immediate start-up needs of programs by identifying and developing resources essential to program success (e.g., fundraising, evaluation assistance) and those not readily available in every state or community. The Corporation will also develop nationally applicable approaches and materials (e.g. on how to make impacts in the Priority Areas) and build a national identity for AmeriCorps through Peer Exchange Visitation Programs and a National Participant Advisory Group. In addition, the Corporation will develop a national component of participant orientation and facilitate information exchange through regional and national meetings.

B. EVALUATION

State: Evaluation should be used by states primarily as a management tool that continuously helps programs to improve. States can ensure program improvement by requiring them to have strong mission statements, clear and demonstrable objectives. By monitoring progress toward these objectives states may continuously assess the management effectiveness of programs, the quality of services provided, and the satisfaction of both participants and service recipients. State Commissions will be asked to collect basic descriptive data on programs and participants and report to the Corporation on a quarterly or semi-annual basis.

Corporation: At the national level the Corporation will perform extensive evaluations assessing the overall impact of national service. Its studies will build on individual program and state data, and will draw conclusions that are possible only from a larger sampling and larger perspective. These evaluations will focus on community and participant impacts, as well as effective practices. The results will be available to local programs and the State Commissions to support their work and inform their future planning.

C. FUNDRAISING

State: Through the development of partnerships with foundations and local businesses, State Commissions can serve as catalysts in assisting local programs expand their funding base. State Commissions can help forge relationships between the private sector and AmeriCorps programs and encourage businesses, foundations, and other public and private funders to help programs meet their match requirements, obtain management assistance, or find uniforms and equipment for their participants.

Corporation: The Corporation has four primary fundraising objectives: first, to support the capacity of local programs to form partnerships and raise funds; second, to improve the quality and innovation of service programs; third, to build a national infrastructure that supports all service programs and fosters new forms of communication, and; finally, to create a strong national identity for AmeriCorps programs that enhances the recognition of AmeriCorps in each community. The Corporation will keep State Commissions informed of any private sector assistance

given to local programs in the... may request similar information from Commissions.

D. RECRUITMENT

State: Because local programs will have primary responsibility for recruiting and selecting participants, State Commission role in assisting programs will vary widely. State Commissions that assist local programs with recruitment of AmeriCorps participants may want to shape a strategy around the requirements that programs be diverse, in rural and urban settings, and that at least 50% of those recruited be in areas of need. Statewide recruitment efforts might include a statewide toll-free number, public announcements, and targeted outreach to diverse communities.

Corporation: To assist local programs in their own recruitment and inform potential participants about AmeriCorps, the Corporation has instituted a national toll-free number, 1-800-94-ACORP. Callers will be sent an information card to be completed and returned to the Corporation. The names and basic demographic information will be entered into a national database. Information on local AmeriCorps programs will be made available to callers as soon as it is available. In addition, State Commissions, and local programs may request sorted lists (by zip code, program interest/skill, education, and age) of callers from the database. In addition to the information and recruitment system, the Corporation will conduct outreach mailings and media strategies to ensure widespread recognition of AmeriCorps and diverse participation in AmeriCorps.

Review Criteria

Proposals were evaluated according to the following abbreviated criteria/questions:

1. Do needs:
 - A. Focus on "start-up" activities prior to the award of complete PDAT grants,
 - B. Cover most, if not all, grantees in the state,
 - C. Build toward the long-term infrastructure of service throughout the state, and
 - D. Refer to the Corporation's publication "Principles for High Quality National Service Programs"?
2. Are goals and objectives both clearly stated and achievable?
3. Are the kinds of resources needed to meet goals clearly identified?
4. Are cost estimates included and appropriate?
5. Are possible or likely technical assistance providers identified?

Review Summary

Vermont

Vermont wants to support four activities: program recruitment and start-up, a kick-off event, partnership creation, and material/communication network development. For the recruitment activity, materials, mailings and joint training of applicants and their partners will be undertaken. A week long series of activities will comprise the kick-off with a special "State House Event" at the end. Partnerships will be developed by providing crucial information on partnering to local staff, by forming advisory groups on priority areas and key constituencies, by training commission members, and by developing a local needs assessment and program monitoring process. Finally, a computer-based information, evaluation and reporting system will be created by a consultant.

These detailed activities are good for the start-up of a statewide network on service. Although overall goals and objectives are not included, one can see the outcomes expected. The budget is fairly detailed and certainly conveys the sense that statewide coverage of all grantees will take place.

Interim Program Development and Technical Assistance Activities

September 1 - December 31, 1994

Priorities for PDAT funds are to provide training support and materials, begin development of systems necessary to ensure community input and collaboration, and identify processes for leveraging existing resources in federal, state, and local programs. Many of the activities listed below are interrelated and may happen concurrently. Although the list looks ambitious, we are dealing with a small state, no more than 8 AmeriCorps programs (150 participants), and travel time of less than 5 hours between the furthest geographic points.

Program Recruitment and Start-Up - AmeriCorps and Learn & Serve

- development of recruiting and public relations materials, including presentations to local and regional audiences (expect at least 4 regional meetings)
- mailing to all interested Vermont participants regarding opportunities for 1994 placement (250+)
- joint training of AmeriCorps applicants and their collaborative partners regarding national service, quality program design, effective participant experience, etc., based on "Principles of a High Quality Program" -- also opportunity to bring group together for Vermont "team" experience (anticipate 30 participants)
- provide program specific training for start-up of team leaders for various AmeriCorps programs as already defined by the programs (specific trainers/programs identified by AmeriCorps grantees)
- joint training with school-based Learn and Serve program for schools, teachers, and nonprofits regarding Learn and Serve funding, the application process, and implementation support (anticipate 75-100 participants at either a central or several regional meetings)

AmeriCorps Kick-off - projected as one week of national service kickoff activities with major AmeriCorps event on kick-off day

- Week-long activities will provide opportunity for existing Learn & Serve schools and programs to participate in their own community with Commission representation, but Commission will not support costs for local activities except for limited marketing materials.
- State House Event -- all AmeriCorps participants, program directors, etc. at one location
- materials for kickoff - posters to highlight weeks' activities

Facilitating Partnerships

- help address partnership development in local/regional program areas (programmatic, interpersonal, and community-related focuses) - printed materials, phone calls, local meetings, etc.
- facilitate information delivery and access to local/state/federal resources to support program activities (connecting programs with necessary data, training, support, etc.)
- develop advisory groups representing priority areas and key constituencies (phone, materials, mail, etc.)
- provide training for Commission members and other key partners who will play a role in local and regional community development/partnership activities (to be better defined after funded programs are known)
- development of local needs assessment plan and program monitoring process (start process, develop strategies working with programs, etc. -- mostly mileage and materials costs in addition to consultant)

Materials and Communication

- start development of computer-based information, evaluation, and reporting system compatible with existing systems being used by AmeriCorps programs (database, e-mail, etc.) -- expect to use existing software and hardware if compatible with the Corporation's information -- funds will be used to hire an individual to design the reporting and input formats needed

**Interim Program Development & Technical Assistance Funds
Projected Budget**

Kickoff Event	
Advertising	500
VT Specific Materials - 500 pieces at \$2/ea.	1000
Personnel - all short-term contracts	
Contract: computer program design/development	500
Contract: needs assessment, monitoring design & plan	1000
Trainer(s) -- will depend on funded programs	2000
Postage	
information packets, invitations to events, training materials, etc.	1000
Phone	
800# for statewide access -- hook-up charges only	250
Printing	
Recruitment and training materials, Learn & Serve RFP, posters for kickoff, invitations, etc.	1500
Travel	
Kickoff - mileage/trans. for 200 AmeriCorps program part./staff, plus other program representatives (75) -- average 150 miles round trip and expect carpooling and vans, etc.	750
Training - AmeriCorps & Learn & Serve Mileage for participants to central training	1500
TOTAL	10000



STATE OF VERMONT
AGENCY OF ADMINISTRATION



September 7, 1994

SEP 7 1994

The Honorable Michael Obuchowski
Chair, Joint Fiscal Committee
1 Baldwin Street
Montpelier, Vermont 05633

Dear Representative Obuchowski:

The Governor has approved the acceptance of a grant from the Corporation for National Service to the Vt. Commission on National and Community Service. The grant is in the amount of \$95,000 and will be used to fund up to 25 programs at the local level on a statewide basis each year. These programs will be designed to promote both volunteerism and concomitant learning and skill development through projects that are school-based and community organization partnerships. The specific projects will be selected through competition.

The grant is expected to be a three year grant; the funds will be utilized to fund a variety of projects, ranging in costs from \$1,000 to \$15,000, though most will be in the order of \$2,000. Each subsequent year will see the number of projects increase, as the amount of the commitment of funds to the organizations funded in the prior year(s) decreases.

There is a 10% match required at both the state and local levels, and the source of the match is detailed in the attached documents. No state general fund match is required.

Joint Fiscal Committee approval is sought for \$92,500 in FY 1995. Funding for subsequent years will be included in the budget.

In reviewing the documents, you will note that the grant budget enclosed is for the amount applied for, while the actual amount awarded is approximately \$14,000 less. This budget is supplied to inform you of the cost elements involved in the implementation of the project. More detailed program documents are available from the Vt. Commission on National and Community Service.

Please feel free to call if you have any questions.

Sincerely,

William H. Sorrell
Secretary of Administration

WHS:js
Enclosure

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

RECEIVED

SEP 22 1994

DEPT. OF
FINANCE & MGMT.

1. Agency: Executive
2. Department: Office of the Governor
3. Program: VT Commission on National and Community
4. Legal Title of Grant: Community-Based Learn & Serve Funds
5. Federal Catalog No.:
6. Grantor and Office Address: Corporation for National Service
1100 Vermont Avenue, NW
Washington, DC 20525
7. Grant Period: From: 9/1/94 To: 8/31/97

8. Purpose of Grant: (attach additional sheets if needed)

To enable start-up of Community-Based Service Learning programs in VT in accordance with the responsibilities of the VT Commission as defined under the National and Community Service Trust Act. To ensure coordinated service learning programming occurs at the local level by working with the Dept. of Ed. and the school-based Learn & Serve Programs

9. Impact on Existing Programs if Grant is not Accepted:

Mini-grants formerly available through school-based programming will now be available through this program. Non-acceptance eliminates access to service learning funds for small, community-based organizations and youth interested in community service activities.

10. Budget Information:

	(1st State FY) FY 19 95	(2nd State FY) FY 19 96	(3rd State FY) FY 19 97
--	----------------------------	----------------------------	----------------------------

EXPENDITURES:			
Personal Services	\$ 9417	\$ 11300	\$ 11300
Operating Expenses	\$ 3083	\$ 3700	\$ 3700
Other GRANTS	\$ 80000	\$ 80000	\$ 80000

TOTAL	\$ 92500	\$ 95,000	\$ 95,000
--------------	----------	-----------	-----------

REVENUES:

State Funds:

Cash	\$	\$	\$
In-Kind	\$	\$	\$

Federal Funds:

(Direct Costs)	\$ 90521	\$ 92625	\$ 92625
(Statewide Indirect)	\$ 1979	\$ 2375	\$ 2375
(Department Indirect)	\$	\$	\$

Other Funds:

(source)	\$	\$	\$
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TOTAL	\$ 92500	\$ 95000	\$ 95000
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Grant will be allocated to these appropriation expenditure accounts:

Appropriation Nos.	Amounts
0101100101	9417
0101100102	3083

-over-

0101100106	80000
------------	-------

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

x Hathleen C. Hoyt

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Hathleen C. Hoyt 8/31/94
 (Signature) (Date)
 Sec. of Civil & Military Affairs &
 (Title) Chief of Staff

14. Action by Governor:

- Approved
- Rejected

(Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

(Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

(Signature) (Date)

Community-Based Learn and Serve Funds Application

Joint Fiscal Review - 9/20/94

The service learning approach described in the Department of Education's Application for K-12 Learn & Serve funds (presented as part of this same meeting) is one that has been tested and implemented in Vermont's classrooms for the past two years. This application will leverage the substantial learning that took place in the schools and extend the learning process into the community.

Community-Based Learn and Serve programs are designed to provide resources to support community-based organizations (CBOs) who involve K-12 school-age children in service learning activities. The basic tenets of service learning still apply (see Dept. of Ed. app.), yet activities can more easily take place during non-school hours. Also, those individuals of school age who are not enrolled in school for a variety of reasons may participate in CBO programs.

Because the target population (school-age youth) is the same, the Dept. of Education and the VT CNCS worked jointly to develop the school-based and CBO proposals and to design programming that will enhance a community's ability to increase the academic learning of its youth while increasing the level of social responsibility. Vermont was one of eighteen states to be awarded funds, and will receive \$95,000 a year for three years to implement the CBO program.

Through a re-granting process, the Vermont Commission on National and Community Service will award up to 25 grants during the first year to community-based organizations and partnerships which have:

- identified, and can verify, unmet community needs,
- identified the means by which volunteer youth will achieve measurable outcomes in respect to the identified need, and
- developed a plan to promote life skill development of the volunteers through a quality service learning model.

These grants will include two programs funded at the same level as the School-Based grants so that a comparison may be made between the outcomes of service learning programs funded at the same level but administered under different systems (education systems vs. independent nonprofit systems). The remaining 20+ grants will range up to \$5,000, thereby continuing the "mini-grant" process used by the School-Based programs in the past. These mini-grants are critical as "seed money" catalysts for initiating change at the local level.

In year one, 25 collaborative partnerships (involving at least 75 organizations) will involve at least 750 youth in 56,000 hours of volunteer service. In years two and three the number partnerships and organizations will grow (35 and 120 respectively), and at least 900 youth will be involved in 67,000 hours of service.

The priority for this proposal will be programs in which youth learn life skills, including team work, problem solving, conflict resolution, communication, acceptance of diversity, etc. These skills have a preventive impact in reducing the incidence of problem behaviors (substance use, school failure and delinquency). Programs applying for funding will need to demonstrate the method and likely effectiveness of life skill development activities incorporated into the service learning activity.

There is a match requirement to receive these funds. It will be met in the following ways:

Participating schools and communities are required to demonstrate a 10% match for the federal funds they receive. Match can be cash or in-kind. Adult volunteer time and local community resources are expected to make up the majority of this requirement. In year one, this will raise 8,000 in matching funds. In the second and third years, the match level will increase by 10% each year.

The state will have to demonstrate a match of \$9,500. This will be done in the following ways:

use of Service Learning Volunteer Consultants providing 100 hours of service (\$3,500)

volunteer time from VT Commission members and others to grantee sites to conduct evaluation visits and provide technical assistance (up to 25 grantees x 10 hrs/grantee x \$10.41/hr.* \$2,600)

a percentage of mileage from the evaluation team members will be donated (\$812)

VTCNCS staff travel, 2.5% of the allowed 5% indirect cost, and supplies will make up the balance (\$2,588)

NOTE: A 30% staff position for training & technical assistance itemized in the budget may be a shared position with an existing Service Learning Coordinator position paid through St. Michael's College. We do not anticipate hiring a person whose primary responsibility will be to provide this assistance.

*this figure is based on the average of the value of services provided by volunteers

August 11, 1994

Ms. Carol Todd
Vermont Commission on
National and Community Service
Governor's Office
109 State Street
Montpelier, VT 05609

CORPORATION
FOR NATIONAL
SERVICE

Dear Ms. Todd :

Congratulations. The Corporation for National Service has approved your State Commission's Learn and Serve America community-based program grant application. A grant award in the amount of \$95,000 for fiscal year 1994 will be issued in the near future. We were pleased with both the quality of your application and your demonstrated commitment to providing opportunities for youth across the country to learn and develop while contributing to their communities.

These grants are an important step toward the Corporation's vision of engaging Americans of all ages and backgrounds in community-based service to address our nation's education, public safety, human and environmental needs.

The success of each of our grantees is critical to our vision. We plan to assist you in meeting your program goals to the best of our ability. The Corporation will offer technical support and opportunities for grantees to meet to share their accomplishments and challenges. Through our network, service-learning advocates will benefit from each other's experiences and the many resources available to the field. Ours will be an important partnership that will benefit young people across America.

We look forward to a productive collaboration, and wish you the best of luck with your Learn and Serve America program. If you have any questions, or need additional information, please contact the Learn and Serve America staff at (202) 606-5000 X115.

Sincerely,



Eli J. Segal
Chief Executive Officer

1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
Fax 202-606-4928

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

ABSTRACT

Vermont is the most rural state in the nation, in that a greater percentage of its population lives in communities of under 2,500 people than any other state. The sense of community, and strengthening the capacity of communities to face the challenges of an ever more complex society, is a priority for the Vermont Commission on National and Community Service (VtCNCS).

VtCNCS proposes to strengthen the service learning value of community-based volunteer programs through a three year re-grant program in which, annually, 20 to 25 grants or more will be made. Three of these grants will be in the \$10,000 to \$15,000 range, while the remainder will be in the \$1,000 to \$5,000 range (most about \$2,000). These grants will be used to:

- involve at least 750 youth in Learn and Serve volunteer programs;
- generate an average of 75 hours of service for each volunteer, for a total of 56,000 hours of service over 25 funded programs (up to 25% of service hours may be used for training, education and reflection); and
- develop collaborative partnerships centered on service learning projects.

The proposed range of grant sizes is based, in part, on past activities and future plans of the Vermont Department of Education's K-12 school-based Serve America and Learn and Serve America programs. VtCNCS will compare outcomes of its programs with the K-12 school-based service learning activities.

The priority for this proposal will be programs in which youth learn life skills which have a preventative impact in reducing the incidence of problem behaviors. Participants will also benefit from having positive adult and peer role models with whom to interact. Programs will be expected to adhere to the standards outlined in Principles for High Quality National Service Programs.

COMMUNITY-BASED PROGRAMS

The Corporation for National and Community Service announces that approximately \$4 million will be awarded on a competitive basis to States, through State Commissions, Alternative Administrative Entities (AAEs), Transitional Entities (TEs), and to grantmaking entities

for the purpose of operating, expanding or replicating high-quality community-based service-learning programs. This announcement may be requested in alternative formats for the visually-impaired by calling (202) 606-5256 (TDD).

I. BACKGROUND INFORMATION

OVERVIEW

On September 21, 1993 the President signed into law the National and Community Service Trust Act, which created the Corporation for National and Community Service (the Corporation). The Corporation's mission is to engage Americans of all ages and backgrounds in community-based service. This service will address the nation's educational, public safety, human, and environmental needs to achieve direct and demonstrable results. In doing so, the Corporation will foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service.

The Corporation is a new government corporation that encompasses the work and staff of two previously existing agencies, the Commission on National and Community Service and ACTION. The Corporation will fund a new national service initiative called AmeriCorps. AmeriCorps includes a wide variety of programs operated by grantees (including local non-profits), the National Civilian Community Corps, and Volunteers in Service to America (VISTA) program. The Corporation will also support service-learning initiatives for elementary and secondary schools and institutions of

higher education called Learn and Serve America, and operate the senior volunteers programs previously supported by ACTION.

PURPOSE OF THE LEARN AND SERVE AMERICA PROGRAM

Under the Learn and Serve America Program for school-age youth, the Corporation will fund and assist in developing high-quality service-learning programs in elementary and secondary schools and in community-based organizations (CBOs), as well as serve as a clearinghouse of information and technical expertise. Learn and Serve America supports school-based and community-based initiatives that provide youth with opportunities to learn and develop their own capabilities through service-learning. Service-learning is a method which engages young people in service to their communities as a means of enriching their academic learning, promoting personal growth, and helping them to develop the skills needed for productive citizenship. Toward these overarching goals, the Corporation will fund programs that:

- encourage community-based agencies and elementary and secondary school teachers to create, develop, and offer service-learning opportunities for all

- educate teachers about service-learning and incorporate service-learning opportunities into classrooms to enhance academic learning;

- coordinate the work of adult volunteers in schools;
- introduce young people to various careers and expose them to needed further education and training; and
- hire service-learning coordinators to assist with identifying community partners and implementing school-based service-learning programs, providing technical assistance and information to facilitate the training of teachers who want to use service-learning in their classrooms, and assisting local partnerships in the planning, development, and execution of service-learning projects. Service-learning coordinators may also be attained through the AmeriCorps program under a separate grant competition. Application materials for AmeriCorps may be obtained from the Corporation.

COMPONENTS OF THE LEARN AND SERVE AMERICA PROGRAM

Under the National and Community Service Trust Act, approximately \$30 million is available in fiscal year 1994 for Learn and Serve America programs which target school-age youth. The funding will be distributed as follows:

Community-based programs. Grants for community-based service programs may be used to implement, operate, expand, or replicate community-based service-learning programs that provide meaningful educational, public safety, human, and environmental service by participants. Some examples of these activities are mentioned in the program description section. Participants must be between the ages of 5 and 17, inclusive, and may include out-of-school youth.

- \$4.4 million will be available on a competitive basis under this application to States through State Commissions, AAAs, TEs, and 400,000 will be awarded to grantmaking entities for summer programs under a separate application.

based programs may be used for planning and capacity-building activities at the State and local levels; and for implementing, operating, or expanding service-learning programs or adult volunteer programs. Participants must be elementary or secondary students.

- \$18.3 million will be available on a formula allotment basis to State Educational Agencies (SEAs), and on a competitive basis to local educational agencies in States not participating;

- \$6.1 million will be available on a competitive basis to SEAs, U.S. Territories, and Indian tribes through the CEO's Fund for the Advancement of Service-Learning, and to Grantmaking entities; and

- \$754,800 will be available on a competitive basis to Indian tribes and U.S. Territories.

This application outlines only the submission requirements and guidelines for State Commissions, Alternative Administrative Entities, Transitional Entities, and grantmaking entities applying for community-based service-learning program grants.

The Corporation's requirements for Learn and Serve America are set forth in the regulations published in the Federal Register in March, 1994 and in this application. In addition to being thoroughly familiar with this application, you should read the regulations thoroughly because in some instances the regulations provide additional information.

Application materials and regulations for other Learn and Serve America grant programs may be obtained from the Corporation.

General information on service-learning may be obtained from the National Service-Learning Cooperative by calling 1-800-808-SERVE. The Cooperative is supported and funded by the Corporation to disseminate materials and provide technical advice on K-12 service-learning programs.



PROPOSAL TITLE: CBO - Learn & Serve Vermont

2. LEGAL APPLICANT: VT Commission on National & Community Service
Contact Person's Name: Carol Todd, Chairperson
Address: Governor's Office, 109 State Street
City, State, Zip: Montpelier, VT 05609
Phone/Fax: 802-828-3326/802-828-3339
Applicant's
Congressional District: Vermont
Congressional District of primary area served: _____
Congressional District of secondary areas served: _____

3. PROGRAM AREA/
APPLICATION TYPE: School-Based Programs
 State Education Agency (allotments)
 Local Education Agency
 Indian Tribe
 U.S. Territory
 Grantmaking Entity
 CEO's Fund for the Advancement of Service-Learning
 State Education Agency Indian Tribe U.S. Territory

 Community-Based Programs
 State Commission/Alternative Administrative Entity/Transitional Entity
 Grantmaking Entity

4. EMPLOYER ID NUMBER: # 03 6000 274

5. PROGRAM DIRECTOR: Kathie Blair, Executive Director, VTCNCS
Organization's Name: VT Commission on National & Community Service
Address: Governor's Office, 109 State Street
City, State, Zip: Montpelier, VT 05609
Phone/Fax: 802-828-3326/802-828-3339

6. BUDGET: Corporation Funds Requested: \$109,069.64
Total Budget Amount: \$127,706.64

7. DURATION OF PROGRAM: Start Date: August 1, 1994 End Date: July 31, 1997

8. ANTICIPATED NUMBER ANTICIPATED NUMBER
of Participants: 750 minimum per year of Adult Volunteers: 100 min. per year

9. CERTIFICATION: The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that the filing of the application has been duly authorized by the governing body of the applicant and that the applicant will comply with the assurances required of applicants if the assistance is approved.

Name: Carol Todd
Signature: *Carol Todd*
Title: Chairperson
Phone: 802-828-3326
Date: May 24, 1994

LEARN AND SERVE AMERICA

TITLE PAGE

Applicant Name: VT Commission on National & Community Service
 Program Name: CBO - Learn and Serve Vermont

	<u>Corporation Share</u> Funds Requested from the Corporation	+	<u>Grantee Share</u> Other Federal/ State/Local/ Private Funds	=	<u>Total</u> Total Program Funding
A. IMPLEMENTATION, EXPANSION, OPERATION AND REPLICATION OF SERVICE-LEARNING PROGRAMS: <i>(grants to local partnerships)</i>	<u>90,000.00</u>		<u>9,000.00</u>		<u>99,000.00</u>
B. TRAINING AND TECHNICAL ASSISTANCE: <i>(staff and teacher training/curriculum development/technical assistance/ evaluation; not less than 10% and not more than 15% of Corporation funds)</i>	<u>13,880.34</u>		<u>6,912.50</u>		<u>20,792.84</u>
C. ADMINISTRATION: <i>(not to exceed 5% of Corporation funds)</i>	<u>5,819.30</u>		<u>2,724.50</u>		<u>7,913.80</u>
D. OTHER: <i>(please specify in Budget Narrative)</i>					
TOTAL (in dollar amounts)	<u>109,069.64</u>	+	<u>18,637.00</u>	=	<u>127,706.64</u>
	<small><i>(not to exceed 90% of total program cost)</i></small>		<small><i>(not less than 10% of total program cost)</i></small>		

BUDGET FORM COMMUNITY BASED PROGRAMS FOR STATE COMMISSION & GRANTMAKING ENTITIES

	A	B	C	D
1	CBO Budget/VICNCS			
2				
3		Total	Requested	Match
4	<u>Implementation</u>			
5	3 grants @ \$10-15,000	44,000.00	40,000.00	4,000.00
6	20 grants @ \$1-5,000	55,000.00	50,000.00	5,000.00
7				
8	Total Implementation	99,000.00	90,000.00	9,000.00
9			80,000	
10	<u>Training & Technical Assistance</u>			
11	Staff TA for grantees	8,902.92	8,902.92	
12	29,676.40 x 30%		7000	
13	VICNCS Director Supervision	1,869.92	1,869.92	
14	37,398.40 x 10% x 6 months			
15	SL/Volunteerism Consultants	3,500.00		3,500.00
16	100 hrs @ \$35			
17	Consultant Car Travel	500.00	500.00	
18	2000 miles @ \$.25			
19	Evaluation Visits & TA	2,600.00		2,600.00
20	25 grantees x 10 hr x \$10.41			
21	Evaluation Materials	5.00	5.00	
22	100 pages @ \$.05			
23	Postage	290.00	290.00	
24	Staff Travel	1,500.00	1,500.00	
25	6000 miles @ \$.25			
26	Evaluation Team Travel	1,625.00	812.50	812.50
27	6500 miles @ \$.25			
28				
29	Training and TA Total	20,792.84	13,880.34	6,912.50
30			10,000	
31	<u>Administration</u>			
32	Support Staff	2,464.80	2,464.80	
33	24,648 x 10%			
34	Financial Administration	5,449.00	2,724.50	2,724.50
35			2375	
36	Administration Total	7,913.80	5,189.30	2,724.50
37				
38	PROGRAM TOTAL	127,706.64	109,069.64	18,637.00

BUDGET NARRATIVE--Vermont Commission for National and Community Service

Community-Based Organization Grant

4: Implementation: Based on grant totals outlined in proposal.

11: Staff Technical Assistance for Grantees: This represents 30% of an anticipated full-time program staff member who will oversee technical assistance and evaluation for Corporation grants made to the Vermont Commission for National and Community Service through this program and AmeriCorps. \$29,676.40 represents salary plus a fringe benefit rate of 29% (the state standard).

13: VtCNCS Director Supervision: The Executive Director of the Commission will provide direct supervision of training and technical assistance services. While covered under the basic administration grant until October, 1994, this budget item reflects time spent on this project from January 1995 onward.

15: The Commission expects to receive 100 hours of volunteer consultation on service learning and volunteerism from five qualified consultants including Bob McNamara of the Department of Education, Cynthia Parsons, a nationally recognized service learning consultant, and others. The consultation will be provided directly to grant recipients during technical assistance sessions before or during the grant period.

19: The Commission plans to use its own members, members of the Governor's Commission on Volunteerism, former school-based Service America grant recipients and other qualified individuals as on-site evaluators of programs. Some programs will be visited once, others twice, depending on the need for pre-evaluation consultation. It is estimated that, including time spent writing reports and on the phone arranging visits, evaluators will provide 10 hours evaluation time for each program. The cost per hour represents the Independent Sector's 1990 estimate of the value of an average volunteer's time--\$10.40. Evaluation is not part of VtCNCS members' job descriptions.

23: Postage costs represent sending out information on service learning, evaluation, pre-proposal guidance, and other technical assistance information.

17, 24, 26: Mileage is predicated on \$.25/mile. Travel for consultants will be to sessions for all grantees or cluster meetings around the state. Staff travel will be to TA sessions around the state as well as visits to individual programs when direct technical assistance is needed. Travel for evaluators is for program visits.

32: Support staff, based on \$7.50/hour, plus fringe, will assist in program operation.

34: The State of Vermont presently charges the "School to Work" grant program 5% of grant funds for financial administration of the grant program. The State has agreed to contribute half of the administration charge to this grant program.



STATE OF VERMONT
AGENCY OF ADMINISTRATION

September 6, 1994



SEP 7 1994

The Honorable Michael Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Governor has approved acceptance of a grant from the Corporation for National Service to the Vt. Commission on National and Community Service. The grant is in the amount of \$519,310, and will be used to fund the community service programs at the local level in Brattleboro and in the Northeast Kingdom. These programs were selected through national competition. The project will be implemented by the local organizations, under a subgrant by the Vt. Commission.

The first subgrant will be in the amount of \$250,00 to the Vt. Association for the Blind and Visually Impaired, Brattleboro; details of the project are included in the attached documents.

The second subgrant will be in the amount of \$269,310 to Lyndon State College, which will administer the project: Northeast Kingdom Initiative, the details of which are presented in the attached documents.

Joint Fiscal Committee approval is sought for \$432,758 in FY 1995. Funding for subsequent years will be included in the budget.

There is no general fund match required; the state match requirements will be met by resources supplied by the subgrantees.

Advance notice of the grant award was received August 11, 1994.

Please feel free to call if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "William H. Sorrell".

William H. Sorrell
Secretary of Administration

WHS:MR
Enclosure

STATE OF VERMONT
 REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

JFO # 1633
 FORM AA-1
 (Rev. 9-90)

RECEIVED
 SEP 02 1994

1. Agency: Executive
2. Department: Office of the Governor
3. Program: VT Commission on National & Community Service
4. Legal Title of Grant: Vermont AmeriCorps Program Grant
5. Federal Catalog No.:
6. Grantor and Office Address: Corporation for National Service
 1100 Vermont Avenue, NW
 Washington, DC 20525
7. Grant Period: From: 9/1/94 To: 8/31/97

DEPARTMENT OF
 FINANCE MGMT.

8. Purpose of Grant: (attach additional sheets if needed)
 To fund the operation of two AmeriCorps programs in Vermont as identified through a state and national selection process, and to enable the VT Commission to meet the requirements of the National and Community Service Trust Act of 1993.

9. Impact on Existing Programs if Grant is not Accepted:
 Failure to meet the federal requirements of serving as a grantmaking entity for AmeriCorps programs in VT would result in the loss of formula allocation funds to the state (\$115,000) for the purposes of implementing national service programs. Additional funding opportunities would also be jeopardized.

10. Budget Information:	(1st State FY) FY 19 95	(2nd State FY) FY 19 96	(3rd State FY) FY 19 97
EXPENDITURES:			
Personal Services	\$	\$	\$
Operating Expenses	\$	\$	\$
Other GRANTS	\$ 432.758	\$ 519.310	\$ 519.310
TOTAL	\$ 432.758	\$ 519.310	\$ 519.310
REVENUES:			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$ 432.758	\$ 519.310	\$ 519.310
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source)	\$	\$	\$
TOTAL	\$ 432.758	\$ 519.310	\$ 519.310

Grant will be allocated to these appropriation expenditure accounts: Appropriation Nos. Amounts

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

Harleen C. Hoyt

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Harleen C. Hoyt 8/31/94
 (Signature) (Date)
 Sec. of Civil & Military Affairs &
 (Title) Chief of Staff

14. Action by Governor:

- Approved
- Rejected

M. Dean 9/7/94
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

 (Signature) (Date)

16. Action by Joint Fiscal Committee: (Dates)

- Request to be placed on JFC agenda _____
- Approved (not placed on agenda in 30 days) _____
- Approved by JFC _____
- Rejected by JFC _____
- Approved by Legislature _____

 (Signature) (Date)

AmeriCorps Program Operating Grant Application

Joint Fiscal Review - 9/20/94

In 1990, the success of rapidly expanding grassroots service movements addressing community needs generated bipartisan support for the passage of the National and Community Service Act of 1990, the legislation that resulted in a new independent federal agency with a bipartisan board of directors -- the Corporation for National and Community Service. Through grants and national coordination, the Commission supported four streams of service programming: service learning for school-age youth (for which VT was chosen as a leader state), higher education-based service programs, youth corps (such as the Vermont Youth Conservation Corps), and national service demonstration models.

On September 21, 1993, President Clinton signed the National and Community Service Trust Act, which created the Corporation for National Service whose centerpiece program is the new national service initiative, AmeriCorps.

In the context of a small state with many small communities, it does not follow that a small place only has small problems. Targeting the priority areas of education, public safety, environment, and human needs, AmeriCorps members will engage in direct service activities working with nonprofit organizations throughout Vermont. Programs will meet the AmeriCorps mission, which is to achieve direct and demonstrable results. In doing so, AmeriCorps programs will foster civic responsibility, strengthen our community ties, and provide educational opportunity for those who make a substantial commitment to service.

The Vermont Commission on National and Community Service (VT CNCS) is responsible for selecting AmeriCorps proposals that would be funded through the State Commission. Vermont was eligible to submit four AmeriCorps proposals to the Corporation for National and Community Service to be considered for funding. A competitive selection process was held statewide, and 14 organizations vied for selection. Competing at the national level, two of Vermont's four submissions were selected for three-year funding: the Northeast Kingdom Initiative (\$269,310) and the Vermont Association for the Blind and Visually Impaired (\$250,000). These programs will engage 61 individuals in part- or full-time service targeting unmet needs in the Northeast Kingdom and statewide. Program descriptions for each are attached.

A full 100% of the \$519,310 of approved funding will be subgranted to these programs. As such, no indirect rate is indicated. There is a match requirement to receive these funds, and the two funded programs will provide the match at the local level.

It is the responsibility of the VT CNCS to provide training, technical support, monitoring and evaluation for the programs. Program quality is of the utmost concern to VT CNCS. These new initiatives will be held accountable for meeting the criteria outlined in Principles for High Quality National Service Programs, a resource document provided by the Corporation for National and Community Service. This resource guide was developed based on three years of experience with demonstration projects nationwide. The six core principles found in effective programs include:

- a strong organization,
- excellent national service projects,
- evaluation: learning lessons and showing results,
- a high quality participant experience: preparation and support,
- community partnerships and collaboration, and
- diversity.

VT CNCS will work with the programs and the Corporation for National and Community Service to ensure these principles are upheld.

In addition, programs are required to ensure that all service activities are identified, implemented, and evaluated with local community input from organizations and individuals. VT CNCS will help facilitate this process by providing assistance with community development, needs assessment, coalition-building, and evaluation activities.



August 11, 1994

AmeriCorps National Service

CORPORATION

FOR NATIONAL

★ SERVICE

Ms. Kathleen R. Blair
VT Commission on National and Community Service
Governor's Office
109 State St.
Montpelier, VT 05609

Dear Ms. Blair,

The Corporation for National Service hereby authorizes the State Commission, Alternative Administrative Entity, or Transitional Entity to incur costs when necessary for any of its AmeriCorps programs listed on the attached. Awards are contingent on resolution of any programmatic and budget issues.

Costs will be allowable from August 1, 1994 to the extent that they would be allowable and allocable under the subsequent grant award incorporating AmeriCorps requirements and OMB circulars governing costs. The AmeriCorps application outlined the types of acceptable costs and matching requirements.

Please note that programs must have the cash match for participant stipends and benefits in hand before they begin. Programs may not use corporation funding in advance of the program's cash match.

Also enclosed are child care and health care information releases and a draft of the Model Subgrant Provisions for State Commission AmeriCorps Subgrants. Comments on the later may be forwarded to Michael Arthur in Grants and Contracts.

We anticipate awards to the State Commissions beginning in late August through September. We intend to begin negotiations on a sequential basis with State Commissions on Monday, August 22 immediately after our AmeriCorps State workshop.

Sincerely,

Michael Kenefick
Director of Grants and Contracts

1100 Vermont Avenue, NW
Washington, DC 20525
Telephone 202-606-5000
Fax 202-606-4906

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

IV. PRINCIPLES FOR HIGH QUALITY NATIONAL SERVICE PROGRAMS

INTRODUCTION

"National service recognizes a simple but powerful truth, that we make progress not by governmental action alone, but we do best when the people and their government work at the grassroots in genuine partnership."

— President Bill Clinton

This abridged version of the "Principles For High Quality National Service Programs" is part of an ongoing collaboration among the Corporation for National Service, State Commissions on National and Community Service, and community problem-solvers across the country to attempt to define what "high quality" national service means. Together we are breaking new ground, while building on long traditions of community involvement.

Section I, the *Core Elements of Successful National Service Programs*, describes common components of excellent national service programs, regardless of what need a program addresses.

Section II lists the National Priority areas and in Section III we have included examples of AmeriCorps programs.

State Commission members interested in learning more about performing quality service work in the National Priority areas are strongly encouraged to read the unabridged version of "Principles for High Quality National Service Programs."

I. THE CORE ELEMENTS OF SUCCESSFUL NATIONAL SERVICE PROGRAMS

People have been successfully meeting community needs for many years. Effective existing programs report from their experience that the following characteristics make them stronger and more successful. We have called these characteristics the "Core Elements of Successful National Service Programs."

The six Core Elements are:

- A. A Strong Organization
- B. Excellent National Service Projects
- C. Evaluation: Learning Lessons and Showing Results
- D. A High Quality Participant Experience: Preparation and Support
- E. Community Partnerships and Collaboration
- F. Diversity



A. A Strong Organization

National Service programs thrive with the support and resources of a healthy organization behind them. A strong organization establishes a clear mission and goals which provides a compelling declaration of what it will accomplish and how. The mission helps to form a set of values and a culture that lead to effective, dedicated service by staff and participants. Among other things, it helps link the program to the "big picture" of national service across America. Effective programs have a staff that works as a team, composed of skilled people who understand and believe in the promise of national service to meet critical needs. On a more basic level, the organization is prepared for the responsibility of managing federal funds and meeting the high expectations of taxpayers and the Corporation. Its systems and operations are smooth and professional.

B. Excellent Service Projects

Each program's success will be judged foremost by the results it produces for the community it serves. Therefore, effective

design and implementation of service projects are fundamental to a successful national service program. Projects are a place where national service happens where participants spend the major part of their time.

Projects must do more than just keep participants busy, offer temporary solutions, or provide free labor to nonprofit organizations. Whether projects are team-based or place participants individually with sponsors, carefully planned, well-managed projects that engage participants in important tasks form a solid foundation for a program.

C. Evaluation: Learning Lessons and Showing Results

Effective evaluation is essential to program success. In this context, evaluation should be viewed as a dynamic process in which goals and annual objectives are set, lessons learned are reported. Programs look at themselves critically in order to improve program quality continually. This process should never stop.

D. A High Quality Participant Experience: Preparation and Support

Getting things done in the community and a great participant experience go hand in hand. Individuals participate in national service because they want to help meet critical needs. As they do important and valued work, they learn. When the job is done well they have the deep satisfaction of knowing they have contributed.

At the same time participants do better work if they are sufficiently prepared and supported. Participants whose most pressing support needs are met are more capable of serving others with conviction and compassion. They are capable of endurance, of staying with a project for the long-term. In addition, programs are greatly strengthened by including participants in designing service projects and giving them a voice in program governance.

Providing the training, learning, guidance, and support that goes into a great participant experience requires serious commitment of staff and sponsor time, energy, and resources. The results — both those that are immediate, and the ultimate value in shaping a participant who will contribute to the community for the rest of his or her life — are worth the investment.

E. Community Partnerships and Collaboration

Because we are seeking community-wide solutions to problems, service programs by their very nature must collaborate and form community partnerships. In many cases, service programs operate as independent organizations placing participants

individually or in crews, in other organizations — “project sponsors” — that need their services. In these cases, the program and sponsor form a partnership, with each accepting responsibility for specific aspects of participants’ experience and service projects.

Each successful partnership needs to have a structure and a style that reflect the diversity of needs, populations, and organizations in its community. Building successful partnerships requires high trust and cooperation, creativity, and — above all — time. Partnerships increase the impact of individual organizations, develop new leaders, build an ongoing power base, and broaden the scope of programs.

Experts describe collaboration as a linkage exemplified by mutual problem-solving, decision-making and mutual respect. Vital elements include: mutual needs and interests; a commitment of time by all participants; energy outlay and generation; sharing of resources with expected outcomes worth each participant’s investment; communication; broad-based representation; clearly-defined, mutual goals; group process; shared ownership and commitment; rewards for cooperation; and openness of partners.

F. Valuing Diversity at All Levels

In response to divisive forces affecting our society, the Corporation has established the requirement that each program seek “to strengthen communities and encourage mutual respect and cooperation among citizens of different races, ethnicity, socioeconomic backgrounds, and educational levels, among men and women and individuals with disabilities.”

One way to accomplish this important objective is to involve diverse participants in projects. The Corporation recognizes and respects, however, that some programs, as part of their mission, have valid reasons for recruiting participants who share similar characteristics. For example, a professional corps of lawyers would recruit only participants who have completed law school rather than people of all educational backgrounds.

Although such groups lack diversity in one or more of the required areas, they must strive for other forms of diversity in their programs. Programs should seek to build a diverse group of staff, participants, and partners. The interaction between the talents, experience, and wealth of resources provided by all these people will fuel the program to deliver service of exceptional depth.

II. THE NATIONAL PRIORITIES

EDUCATION

A. School Readiness: Furthering childhood development; and

B. School Success: Improving the educational achievement of school-age and adults who lack basic academic skills.

PUBLIC SAFETY

A. Crime Control: Improving criminal justice services, law enforcement, and victim services; and

B. Crime Prevention: Reducing the incidence of violence.

HUMAN NEEDS

A. Health: Providing independent assistance and home- and community-based health care; and

B. Home: Rebuilding neighborhoods and helping people who are homeless and hungry.

ENVIRONMENT

A. Neighborhood Environment: Reducing community environmental hazards;

B. Natural Environment: Conserving, restoring, and sustaining natural resources.



ermont

BRATTLEBORO :

Up To Funding Amount: \$250,000

Program: VT Association for the Blind and Visually Impaired
Independent Living Project

AmeriCorps Members: 42

Description: AmeriCorps Members will serve as rehabilitation aides for visually-impaired persons by practicing daily living skills with them like sewing, cooking, using closed circuit TV, and accompanying them to public places and meetings. Members will also perform routine maintenance duties for the low-income elderly.

Contact: Ms. Carol Poole
802-254-8761; n/a (fax)

LYNDONVILLE :

Up To Funding Amount: \$269,310

Program: Lyndon State College
Northeast Kingdom Initiative

AmeriCorps Members: 23

Description: AmeriCorps Members will mentor youth who are runaways, homeless, or involved in Court Diversion programs; develop and train an independent living skills project for youth who are newly on their own; and teach first-time parents reading and positive parenting skills.

Contact: Ms. Paula Gagnon
802-626-9371; 802-626-9770 (fax)

Maximum State Award Amount: \$519,310
(exclusive of any state formula adjustments)*

Vermont's AmeriCorps Programs

The Independent Living Project

Members: 38 part-time members, 1 full-time member

Lead Agency: VT Association for the Blind and Visually Impaired, Inc.
8 Park Place
Brattleboro, VT 05301-2826

Contact: Carol Poole, Program Director
(802) 254-8761

Program Summary

This project will assist the independent living needs of elderly and disabled Vermonters. Two teams will serve throughout the state.

The *Home Maintenance Team* will be trained and work side-by-side with Retired Senior Volunteers, AARP chapter members, and other community volunteers providing routine home maintenance for those chores that are often impossible for elderly and disabled persons to accomplish on their own, particularly if they lack the financial resources to pay for the services (e.g., cleaning, window washing, snow removal, etc.).

Home Maintenance Coordinators (HMCs) will receive requests from referring agencies, verify the requests through an on-site visit, and develop a maintenance plan. The HMC will serve as team leader for the volunteers and will work with the team to complete the tasks. The HMCs will also train the senior volunteers to serve as HMCs. Once trained, the volunteers will work to get local community organizations and individuals, particularly young people, to make an ongoing commitment to provide this type of service.

The *Vision Rehabilitation Team* will serve as Rehabilitation Aides focusing on the rehabilitation needs of visually impaired persons to help them not only remain in their homes, but also to be integrated into their communities. They will spend time with clients doing such things as practicing daily living skills like sewing and cooking, making modifications like high-marking dials or large print address books, training in the use of closed circuit television, and demonstrating vision aids such as magnifiers and light shields. Additionally, they will work at reintegrating the person into the community by doing things like practicing mobility skills, orienting them to public transportation, searching out appropriate activities, and accompanying them to public places and meetings. These members, trained as paraprofessionals, will be models for future AmeriCorps members or volunteers trained as rehabilitation aides for persons with other disabilities.

Member Information

One-half of the members will begin working in the southern half of Vermont in September. The other half and the full-time member will begin in the northern part of the state in January. Candidates must be able to work 18-20 hours per week, achieving 900 hours of service in one year. Candidates should also be able to work on their own, interact well with people, have experience in community involvement, be organized, and have knowledge of the community area they're serving and be considering a career in human services or community development. Preference will be given to persons who are vision impaired or otherwise disabled, and to individuals who have been out of the workforce for three years or more.

Reimbursement for transportation costs and phone charges for related service will be provided.

Vermont's AmeriCorps Programs

Northeast Kingdom Initiative

Members: 17 full-time, 6 part-time

Lead Agency: Lyndon State College
Lyndonville, VT 05851

Contact: Paula Gagnon, Dean of Student Affairs
(802) 626-9371 x118

Program Summary

Lyndon State College is the lead agency of a consortium of Northeast Kingdom agencies including Northeast Kingdom Youth Services, Canaan Schools, Brighton Schools, St. Johnsbury Health and Rehabilitation Center, University of Vermont Extension System/University of Vermont Center for Rural Studies, Microbusiness Development Center, and Northeast Kingdom Community Action Youth Services.

AmeriCorps members will provide the following services:

- *Brighton School and the Island Pond Community:*
 - Brighton Elementary: tutor and provide daytime and after-school academic support for students; begin a program modeled after a youth corps for youth aged 12-15 enrolled at Brighton School in an effort to improve self-esteem, school participation, academic performance, and reduce the likelihood that these youth will leave school before graduation
 - Community Learning Center: teach computer technology skills to adult community members; network educational programs for Brighton school and the community; assist teachers to enhance learning in the classroom; develop means of communicating with staff and parents to plan needed programs
 - Town Library: foster increased use of school and town library to enhance language and literacy learning in birth-kindergarten children; work with Head Start and Early Essential Education to identify appropriate families and plan reading incentive activities; offer support to young parents
 - Vermont Leadership Center: inventory and assess local natural resources to create more opportunities for educational and recreational use; work with community members and students to create a partnership between community, school, and the Vermont Leadership Center; supervise construction of cross-country/nature trail from Brighton School to VC and connector trails to Charleston and Morgan Schools
 - Elderly Housing: develop a relationship with Island Pond's senior citizens to promote more active involvement in the community and schools; recruit seniors to volunteer in the schools; work with Brighton students to create an oral history which celebrates the experience and knowledge of seniors; involve students in service learning projects which help the senior community
- *UVM Extension System:*
 - develop a 4-H recruitment plan focusing on communities in the NEK that don't have an active 4-H club; support regional and local 4-H volunteer leadership efforts; promote and offer leadership and citizenship education programs to local service clubs, organizations, and volunteer groups interested in community issues; work with key agricultural organizations and individuals to assess the need for a leadership skills series for "women involved with agriculture" in the NEK, then develop and implement a pilot demonstration project
 - serve as a "youth-at-risk" program assistant working with Enhancing Community Awareness teams in 7 communities to support community prevention efforts; deliver programs focusing on improving science literacy, interpersonal development, employment/career awareness, and personal safety skills for youth; identify and train community volunteers (15 years & older) to provide after-school and summer learning opportunities to early adolescents (6-14 years) using Extension/4-H programming and Northeastern Vermont Regional Hospital Therapeutic Recreation program models

- ***Canaan Schools:***
 - ***Middle School:*** support students in one-to-one or small groups situations with computer skills and research projects; work with 7th-8th graders on study and organization skills, etc.
 - ***Elementary School:*** work with individuals and small groups to provide reading remediation; organize and oversee intramural activities; tutor students falling behind due to illness and other excused absences; design a community service program for implementation in '95-96
- ***Microbusiness Development Program:***
 - assist high school graduates and at-risk individuals in gaining business and employment skills, particularly those individuals interested in operating their own businesses; provide reading/writing support for individuals submitting business plans for funding
- ***St. Johnsbury Health and Rehabilitation Center:***
 - work to improve the quality of life for Alzheimer and Dementia clients by implementing activities addressing task maintenance (lifetime leisure interest and skills), maintenance activities promoting cognitive reminiscing and leisure programming, and sensory stimulation activities for individuals with late stage severe cognitive impairment
- ***Northeast Kingdom Youth Services:***
 - serve as mentors for youth currently receiving services from the juvenile court diversion programs in two counties; serve as a diversion caseworkers; assist in recruitment of community volunteers to serve as additional mentors
- ***UVM Extension System/UVM Center for Rural Studies/VT League of Cities and Towns:***
 - work with communities looking create or add to existing community infrastructures to address unemployment, youth at risk, substance abuse, underfunding of public education, and other community-based issues; promote sustainable community development; foster linkages with existing VT resources; facilitate community access to electronic communications and information infrastructure to overcome rural barriers of time, distance, and limited resources
 - work in conjunction with the McConnell grant to assess the state of computer technology applications for community bulletin boards in both rural and urban areas; conduct leadership education projects; assess progress of urban and rural strategies for community collaboration in use of technology; assist with the coordination and presentation of town government programs

AmeriCorps members may receive a stipend, health benefits, and may be eligible for child care. At the conclusion of their term of service, members will receive an educational award (\$4,725 for full-time, \$2,363 for part-time) that can be applied to tuition, to pay back college loans, or for other continuing education expenses.

Member Information

Criteria for member positions varies by placement site. For more specific details, please refer to the member job descriptions.



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

M E M O R A N D U M

TO: Joint Fiscal Committee Members

FROM: Virginia F. Catone
Legislative Fiscal Office *V. Catone*

DATE: September 8, 1994

SUBJECT: JFO #1628 - Fish & Wildlife Department - Donations
valued at \$3,445 to support Hunter Safety program

The Governor has approved the acceptance of several donations made to the Fish and Wildlife Department, as follows:

- (1) \$800 from the National Broadcasting Company, which the Department proposes to use for purchase of a video camera.
- (2) \$365 in cash contributed by several individuals in memory of Earle Whitney, with which books will be purchased for distribution to Hunter Education students.

Action is not requested on these items because of the JFC policy accepting the Governor's approval as final on small gifts and donations whose value does not exceed \$1,000, as long as acceptance does not entail any additional state expense or a continuing requirement for funds, services, or facilities.

- (3) Donations of equipment and a preserved mounted otter.

The estimated value of the equipment totals \$3,295, comprised of:

\$ 687 - three (3) CVA Muzzleloaders valued at \$229.00 each
358 - ten (10) Daisy BB guns @ \$35.80
2,250 - fifty (50) 20-gauge single-shot shotguns, youth
model @ \$45.00

The otter is valued at \$150. The Department plans to use these items for its Hunter Education Program.

Recommendation: Authorize acceptance of the gifts described in (3).

PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05609-0201



JFO #1628
OFFICE OF THE SECRETARY
(802) 828-3322

STATE OF VERMONT
AGENCY OF ADMINISTRATION



August 31, 1994

SEP 7 1994

The Honorable Michael J. Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

The Governor has approved acceptance of three (3) donations to the Department of Fish & Wildlife. The first is an \$800 donation from the National Broadcasting Company (NBC) which will be used for the purchase of a video camera. This camera will be used in department-wide marketing, publication and training efforts. The second donation consists of cash contributed in the memory of Earle Whitney, an avid Vermont sportsperson. The \$365 contributed will be used in support of the Hunter Education program. The last donation consists of equipment (shotguns, muzzleloader rifles and BB guns) and a preserved and mounted otter contributed in support of the Hunter Safety program. The estimated total value of this last donation is \$3,445.

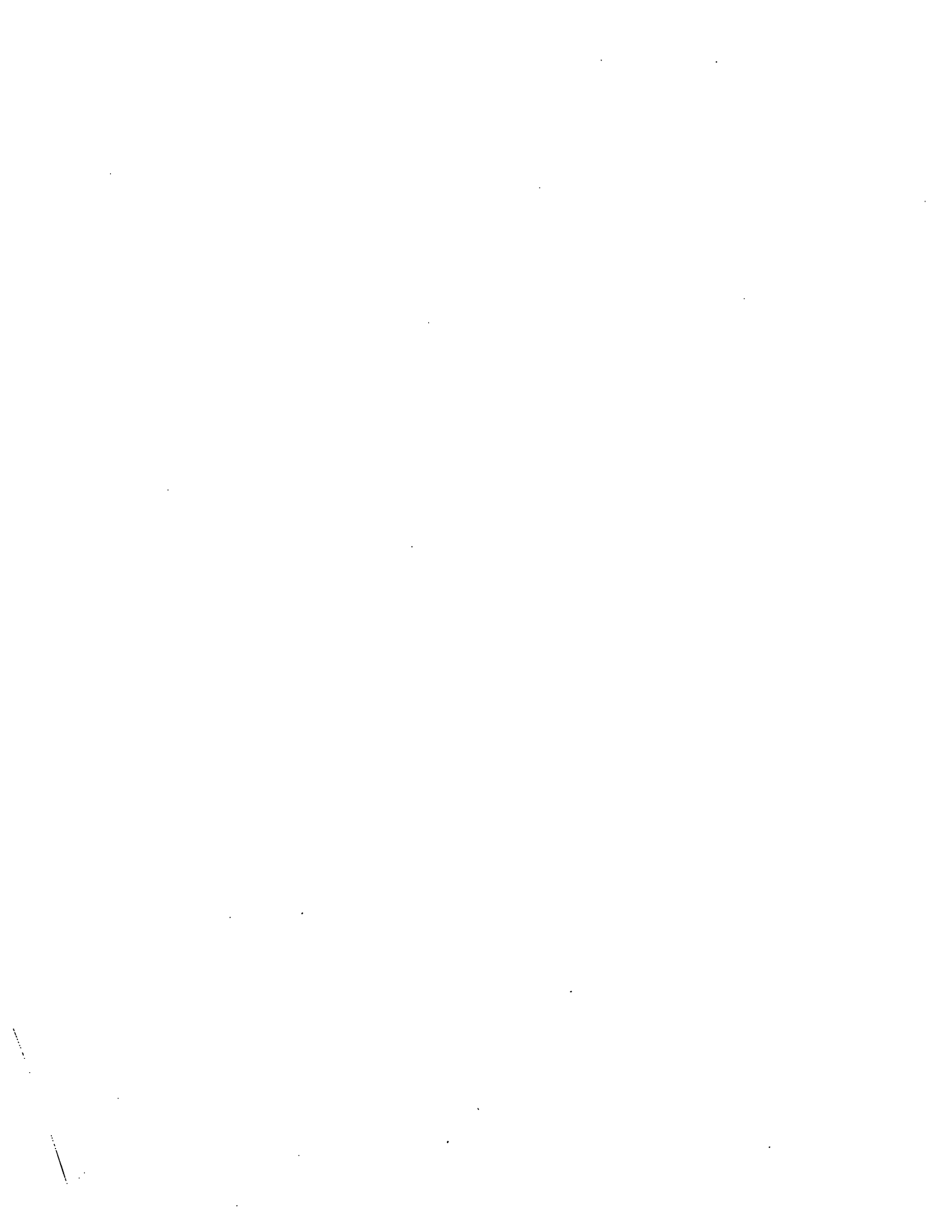
If you have any questions regarding these donations, please feel free to give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "William H. Sorrell".

William H. Sorrell
Secretary of Administration

WHS/aj
Attachments



STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

FORM AA-1
(Rev. 9-90)

Agency: Agency of Natural Resources
Department: Fish and Wildlife Department
Program: Hunter Education

4. Legal Title of Grant: Donations
5. Federal Catalog No.:
6. Grantor and Office Address: See attached.

7. Grant Period: From: To:

8. Purpose of Grant: (attach additional sheets if needed)

The Hunter Education Program has received the following donations of equipment:

- 3 - CVA Muzzleloaders (\$229.00 each) valued at \$687
- 10 - Daisy BB Guns (\$35.80 each) valued at \$358
- 1 Taxidermied Otter valued at \$150
- 50 - 20 gauge single-shot shotguns, youth model valued at \$2,250

9. Impact on Existing Programs if Grant is not Accepted:

If donations are not accepted, equipment would have to be purchased thus reducing other program purchases.

10. Budget Information:	(1st State FY) <u>FY 19</u>	(2nd State FY) <u>FY 19</u>	(3rd State FY) <u>FY 19</u>
EXPENDITURES:			
Personal Services	\$	\$	\$
Operating Expenses	\$	\$	\$
Other	\$	\$	\$
TOTAL	\$	\$	\$
REVENUES:			
<i>(No revision to appropriated amounts required.)</i>			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source) _____	\$	\$	\$
TOTAL	\$	\$	\$

Grant will be allocated to these appropriation expenditure accounts:	<u>Appropriation Nos.</u>	<u>Amounts</u>
--	---------------------------	----------------

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X _____

12a. Please list any requested Limited Service positions:


Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.




 (Signature) 7/12/94
 Commissioner (Date)

 (Title)

14. Action by Governor:

- Approved
- Rejected



 (Signature) 9/15/94
(Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

 (Signature) (Date)

16. Action by Joint Fiscal Committee: (Dates)

- Request to be placed on JFC agenda _____
- Approved (not placed on agenda in 30 days) _____
- Approved by JFC _____
- Rejected by JFC _____
- Approved by Legislature _____

 (Signature) (Date)



State of Vermont

Department of Fish and Wildlife
Department of Forests, Parks and Recreation
Department of Environmental Conservation
State Geologist
Natural Resources Conservation Council

AGENCY OF NATURAL RESOURCES
103 South Main Street, 10 South
Waterbury, Vermont 05676
~~802-244-7333~~ (802)241-3700
DEPARTMENT OF FISH AND WILDLIFE

MEMORANDUM

To: Sandy Barton, Business Manager
From: Lt. John W. Kapusta, Hunter Education Program Chief
Date: December 6, 1993
Subject: List of Donated Items

The following is a list of donated items that have already been received.

1. Three (3) CVA Muzzleloaders: valued at \$229.00 each = \$687.00. From Willey's True Value Hardware, Main Street, Greensboro, VT 05841 Phone # (802)533-2554
2. Ten (10) Daisy BB Guns: valued at \$35.80 each = \$358.00. From Robert Ronner, HCR 34 Box 26 B, Killington, VT 05751 Phone # (802)773-4496
3. One (1) Taxidermied Otter: valued at \$150.00. From Douglas Jones, P.O. Box 718, Upper Terrace Street, Montpelier, VT 05602 Phone # (802)223-3612

#1195

Equal Opportunity Employer

Regional Offices - Barre/Essex Jct./Pittsford/N. Springfield/St. Johnsbury

VERMONT FISH AND WILDLIFE DEPARTMENT
103 South Main Street, 10 South
Waterbury, Vermont 05676

MEMORANDUM

OK
Wendell
1/24/94

TO: Commissioner - Allen A. Elser
THRU: Angelo Incerpi, Director of Operations
FROM: Lt. John W. Kapusta *JK*
DATE: January 20, 1994
RE: Gift/Donation: Request to Accept

I request that the Department accept the following donation:
Up to 50 20 gauge single-shot shotguns, Youth model.

Estimated monetary value of this donation:
\$2,250.00

It is being offered by: Robin Sharpless, U.P.
Address: New England Firearms Co.
60 Industrial Row
Gardner, MA 01440
Phone #-- (508)632-9393

Project/Program will be benefitted by:
Vermont Fish & Wildlife Department Hunter Education Program

(Explain) How much additional expense will this donation or gift cost the Department?

Some increase in ammunition cost because we would offer more
opportunity to live fire. Estimated cost = \$500.00

Additional information on donation is attached: Yes No

A requisition was prepared to purchase these firearms. When the vendor
received the purchase requisition he contacted this department and advised that th
that the firearms would be donated.

EDWARD S. FLANAGAN
STATE AUDITOR

STATE OF



VERMONT

OFFICE OF THE STATE AUDITOR
133 STATE STREET
MONTPELIER, VERMONT 05633-5101



SEP 9 1994

TO: Debt Affordability Committee Members
FROM: Edward Flanagan, Vermont State Auditor
DATE: September 6, 1994
RE: FY '96 Capital Funding Recommendation

The Secretary of Administration has requested certain information regarding this year's deliberations and recommendation by the Committee.

Last year, I observed that the legislative mandate for our Committee includes two factors for our consideration -- the State's need for capital improvements and the State's capacity to pay for these improvements. My concern is that our decision last year, unlike the previous year, was based solely upon information and discussion relating to the capacity to pay for capital debt, and little or no attention was given to the need for capital improvements.

This issue was raised very late in the process last year. Therefore, I request that the Committee hold a preliminary discussion meeting prior to giving Mr. Johnson his charge. I would like to discuss my understanding of the relevant legislation and the task it assigns our Committee -- with time for a full exchange of ideas in a positive and unrushed forum. The input of all members is important. The results of this preliminary meeting would be to give clear direction to Mr. Johnson as he prepares his report.

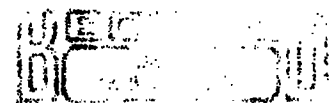
Please contact me if you have any questions concerning this suggestion. I appreciate your cooperation and look forward to supporting this Committee as we provide the Legislature with our best advice and guidance regarding capital funding.

I have enclosed the portion of Mr. Johnson's 1992 analysis which addresses the state's capital funding needs.

Thank you.

cc: Governor Howard Dean, M.D.

2E6 8 J83:



Government Finance Associates, Inc.

71 Broadway, Suite 1301
New York, New York 10006
(212) 800-8700

MEMORANDUM

TO: Paul W. Ruse, Jr., Chair
Vermont Debt Affordability Committee

FROM: J. Chester Johnson

SUBJECT: Preliminary Review of Vermont Debt Affordability Plan

DATE: November 24, 1992

We have evaluated various materials provided to us by your office related to the activities and conclusions of the Vermont Debt Affordability Committee. This material covered a period beginning in 1989 and ending in late 1991. As a result, we believe that we have sufficient information on which to base the preliminary comments included in this memorandum, recognizing that our conclusions do not incorporate the most recent updated information, including further quantifications, tables and graphs, which we expect to receive over the next several days.

- *Capital Infrastructure Enhancements*

As a consequence of the sizable increases in Vermont's debt burden over the period from the late 1960's through the 1970's, the State made a determination that it was prudent to moderate its debt issuances. To accomplish this goal, the State was allowed to authorize during any fiscal year general obligation bonds in an amount not to exceed 90% of such bonds to be redeemed during the same fiscal year. The "90% rule" was seen during the 1980's as an increasing restraint on meeting the prospective needs for State infrastructure enhancements. This rule was replaced in 1990, with the Vermont Debt Affordability Committee empowered to provide recommendations each year to the State for the issuance of general obligation indebtedness.

We have attached an analysis presented in the magazine, GOVERNING, published in October, 1992. You will note that, based upon its evaluation, Vermont led all states in disinvestment in State infrastructure on an average annual basis, for the period, 1975-88. Vermont was followed in its disinvestment by California, New Hampshire, Nevada and Maine. While we do not necessarily endorse the conclusions reached in this study, it does appear that the State should consider, as a result of the declining amounts that have been assigned to physical infrastructure, a more definitive analysis of the impact of these reductions on economic activity and educational facilities, among other effects. While a reduction in debt burden can be an effective tool for managing rating agency concerns, if deteriorating infrastructure begins to harm the ability of the State to secure and maintain businesses and high-skill labor, these unfortunate trends can damage credit quality over the long term.

- *Adjustment of Indices*

It is our understanding that the criteria for determining State debt capacity consist of the following factors: Debt service not to exceed eight percent of State revenues; outstanding debt not to exceed five percent of personal income; and per capita debt not to

Government Finance Associates, Inc.

exceed \$650 in 1992 dollars. We also understand that these indices have been established, in part, for the purpose for establishing clearly discernible guidelines on which the rating agencies may view debt trends in Vermont. In this connection, we propose that the State review the effectiveness of these percentages with the rating agencies in light of the rating agencies' own calculations in these areas for the State. For example, Moody's computes the State debt as a percent of personal income at 5.1 percent, per capita debt at nearly \$900 and debt service as a percent of general fund receipts at 7.5 percent and 6 percent for the transportation fund. At the same time, S&P has determined the per capita GO debt as \$641 in 1992, debt service as a percent of general fund revenue at 7.8 percent, but it has yet to compute the comparable personal income figure. The purpose of presenting this material to you is to underscore the fact that the rating agencies' computations depart from the State's guidelines in meaningful and measurable ways, and it is important, in our opinion, for the Committee to take into account the rating agencies' continuing adjustments in order to justify the guidelines, as followed by the Committee.

- ***Alternative Funding Sources***

The above guidelines for debt affordability are based on the amount of net, tax-supported debt that will be issued and outstanding by the State. To the extent that various purposes can be financed through alternative sources of funding, the amount of such net, tax-supported debt will be lessened. For example, a number of states have actively pursued an aggressive use of revenue bond structures and special tax-supported arrangements in order to contain the growth in its debt burden supported by general taxing powers. While we are not prepared to make specific recommendations as to the prospective projects that could possibly be funded on a revenue or special tax basis, we do suggest that the Committee may wish to periodically, as a supplement to its recommendations, submit an analysis that evaluates the extent to which certain of the projects could be funded through alternative sources of capital to enlarge debt capacity for other State infrastructure purposes.

- ***Economic/Fiscal Projections***

Certain of the data employed for the purpose of determining the State's compliance with the guidelines identified above rest on projections of economic activity and general fund and transportation fund receipts. We offer, for your consideration, two approaches to enhance the credibility of the projections as they are used in the discussions with outside parties, including, in particular, the rating agencies. First, in order to establish the reliability of previous projections, the Committee would analyze actual results experienced with respect to personal income growth and general fund/transportation revenue projections as anticipated in previous analyses over recent years. Second, as further refinement of the value of future projections, it may be appropriate for the Committee to consider the use of independent, outside economists and other experts to review, even if on an informal basis, the economic and fiscal projections that accompany the Committee's recommendations.

We hope that the above comments are helpful. We would be pleased to discuss any aspect of this memorandum with you and your associates at your convenience.

cc: Ronald L. Boucher
Deputy State Treasurer

THE PUBLIC'S CAPITAL

The States and Capital Stock: How Does Their Infrastructure Grow?

States vary in the value of their infrastructure and in the rate at which they have been adding to the value of that stock. States with the most public capital per capita tend to be in the West and most of these have had positive investment growth rates in recent years. In 19 states, depreciation exceeded the level of new investment per capita, resulting in a decline in the value of their infrastructure stock between 1975 and 1988.

This new data has been compiled by researchers so they can test the hypothesis suggested in several recent but highly controversial studies: that infrastructure investment is an important determinant of economic growth.

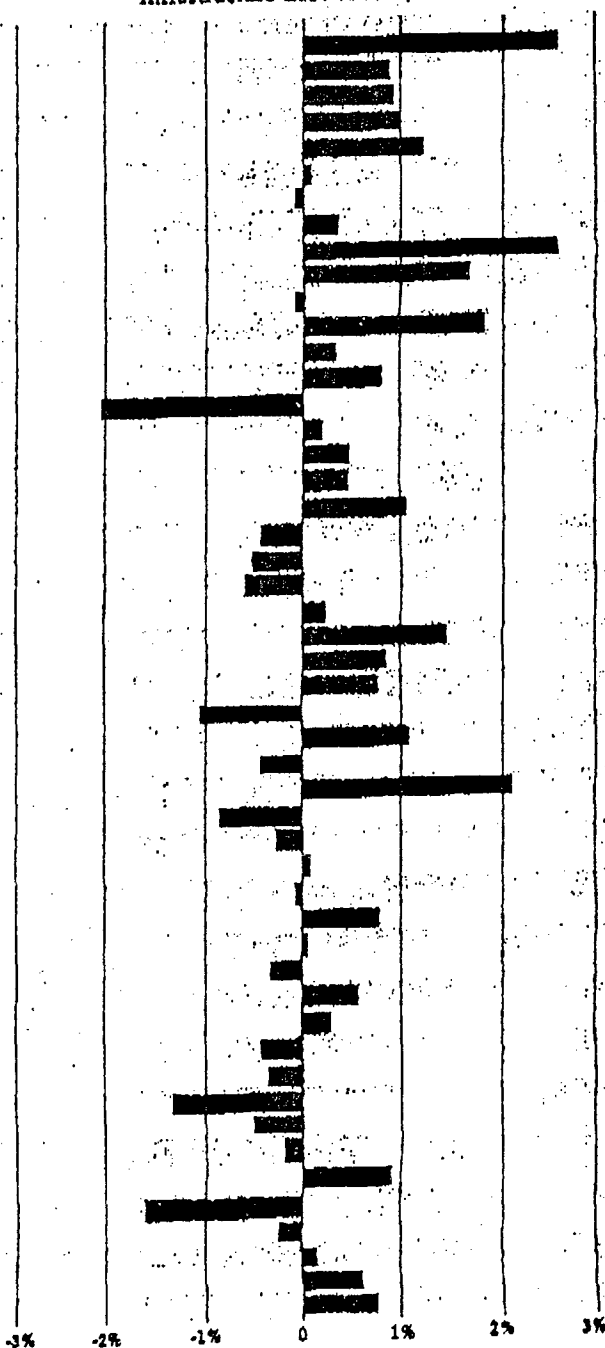
Value of Infrastructure Stock
 Per Capita, 1988

State

Average Annual
 Infrastructure Growth Rate, 1975-88

\$12,967
 8,868
 8,608
 7,002
 6,830
 6,003
 5,972
 5,436
 5,179
 4,869
 4,859
 4,800
 4,774
 4,755
 4,620
 4,541
 4,192
 4,187
 4,131
 4,098
 4,075
 4,051
 3,975
 3,931
 3,908
 3,787
 3,758
 3,746
 3,741
 3,630
 3,573
 3,556
 3,527
 3,523
 3,518
 3,444
 3,386
 3,355
 3,341
 3,286
 3,153
 3,122
 3,114
 3,104
 3,061
 3,041
 3,000
 2,831
 2,808
 2,702

Alaska
 Wyoming
 Nebraska
 South Dakota
 Washington
 North Dakota
 Montana
 Iowa
 Utah
 New York
 Kansas
 Arizona
 Minnesota
 West Virginia
 Vermont
 Wisconsin
 Louisiana
 Kentucky
 Colorado
 Oregon
 Tennessee
 Delaware
 New Mexico
 Maryland
 Texas
 Illinois
 Nevada
 Massachusetts
 Idaho
 Georgia
 Maine
 Connecticut
 Oklahoma
 Ohio
 Hawaii
 Virginia
 Mississippi
 New Jersey
 Missouri
 Michigan
 Pennsylvania
 New Hampshire
 Indiana
 Alabama
 Florida
 California
 Rhode Island
 Arkansas
 North Carolina
 South Carolina



Note: Infrastructure stock includes streets and highways, sewer facilities and local utilities
 Source: Douglas Holtz-Eakin, *State-Specific Estimates of State and Local Government Capital*, Department of Economics and the Metropolitan Studies Program, Syracuse University, and National Bureau of Economic Research, January 1992.



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

M E M O R A N D U M

To: Members, Joint Fiscal Committee
From: Stephen Klein, Legislative Fiscal Officer
Date: September 20, 1994
Subj: Payment in Lieu of Taxes (PILOT)

Because of the recurring interest demonstrated by the general assembly in PILOT legislation, we requested our summer intern to research the subject. Attached for your information is the result of John Radigan's research.

We believe that this research will help legislators understand how Vermont's existing property tax compensation system compares to similar efforts across the nation.



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**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295

Memorandum

To: Interested Parties
From: John Radigan, Joint Fiscal Office
Date: August 22, 1994
Subject: State Reimbursement to Municipalities

34 states currently reimburse municipalities for the burdens imposed by tax exempt state owned lands. Vermont is now using a payment for services program for the city of Montpelier, and uses a form of direct taxation on ANR land. In its last session, the Vermont legislature debated a more comprehensive payment in lieu of taxes program, but no legislation was passed. In preparation for the 1994-95 legislative session, this memo reviews current and proposed reimbursement methods in the state of Vermont, and examines the methods used in other states.

Methods of Reimbursement

There are three basic types of reimbursement methods used by the 34 states:

- **Direct Taxation (DT)**- Consent by the state to pay various property taxes, either whole or in part, to the municipality in which the property is located. Ten states currently use direct taxation to reimburse for state owned land. No state allows direct taxation of all state owned property. Generally, this method is only used for undeveloped property. Vermont uses this method of reimbursement for its Agency of Natural Resources lands.
- **Payment for services (PFS)**- The state takes into account all services the municipality performs that are used by the state property. The municipality is then directly reimbursed for the costs of these services. Nine states use a PFS system. Three states use this system to cover all types of property, while six use it to cover developed property only. While the most common service covered is fire protection, two of these states

use the PFS system to cover all municipal services. Vermont falls in this category, making an annual payment to Montpelier for certain services. There are many different ways that this amount can be calculated, and one example is given in Appendix A (This is not the method Vermont is currently using, but the formula used in Wisconsin. It has been rated by a UMASS study as the most fair, comprehensive PFS system used).

- **Payments in lieu of taxes (PILOT)**- There are two kinds of PILOT programs:

Full PILOT- the full market valuation of the property is calculated and a payment is made based on this. The payment can be equal to the amount of taxes that would be paid on the land if it were not tax exempt, or a fraction of this amount.

Partial PILOT- payments are made based on less than a full market valuation. Typically, the amount paid reflects only the value of land, not the buildings or facilities on the property.

There are thirty-two states that use one or both of these PILOT programs. Twenty-one states use PILOT to cover undeveloped property, ten use PILOT to cover developed property, and only four use a PILOT program for all land.

Table 1.

34 States with Reimbursement Policies

<i>Property Type</i>	Direct Taxation	Payment for Services	Payment in lieu of taxes
All Property		MI VA WA WI	CT IL NJ NY
Undeveloped	MI MN NY SD VT WI WY		AZ CO FL IA MA ME MI MN MT ND NH NJ NV OH OK PA SC TN UT WI
Developed	IL KY NH WI	CT IA KY NH VA WA VT	CO DE KY MA MD NE NH NY RI SD

Table 1 of this report shows the methods (or combinations of methods) of reimbursement that the 34 states are engaging in. To see the cost to each state of these programs, see Table 2. There are only 26 states depicted in this chart because they were the only ones with cost information that was attainable.

Most of these policies affect only a certain type of land or are applicable in only one municipality (usually the state capital). Some of these states have reimbursement policies that encompass all state properties, but the majority of states use separate policies to reimburse for different types of property to reflect the burdens that each type presents. For example, a prison may present a different burden than an office building.

Table 2. Types of Programs and Their Costs for 26 States

State	Reimbursement Method	Annual Cost	Annual Cost Per Capita		Percentage of State Budget		Percentage of Property Taxes Collected	
			Cost	Rank	Percentage	Rank	Percentage	Rank
Connecticut	PILOT, PFS	\$20,001,400	\$6.198	1	0.26%	2	0.53%	3
Wisconsin*	PILOT, PFS, DT	\$17,150,000	\$3.404	2	0.23%	3	0.43%	4
Michigan*	PILOT, PFS, DT	\$28,775,000	\$3.036	3	0.36%	1	0.90%	2
Rhode Island	PILOT	\$2,800,000	\$2.800	4	0.18%	4	0.32%	5
Minnesota	PILOT, DT	\$12,285,722	\$2.720	5	0.15%	6	1.38%	1
New York*	PILOT, DT	\$48,399,228	\$2.660	6	0.16%	5	0.24%	7
New Jersey	PILOT	\$14,295,459	\$1.814	7	0.10%	8	0.15%	9
Vermont	PILOT, DT	\$925,000	\$1.606	8	0.14%	7	0.18%	8
Massachusetts*	PILOT, DT	\$7,257,570	\$1.207	9	0.05%	11	0.15%	9
Utah*	PILOT, DT	\$2,000,000	\$1.075	10	0.09%	9	0.27%	6
New Hampshire*	PILOT, PFS	\$787,487	\$0.700	11	0.07%	10	0.05%	13
Montana	PILOT	\$465,000	\$0.554	12	0.09%	9	0.11%	10
North Dakota	PILOT	\$294,093	\$0.463	13	0.05%	11	0.09%	12
South Carolina	PILOT	\$1,501,224	\$0.412	14	0.04%	12	0.10%	11
Wyoming	DT	\$135,978	\$0.289	15	0.03%	13	0.03%	14
Virginia	PFS	\$1,314,448	\$0.203	16	0.02%	14	0.03%	14
Pennsylvania*	PILOT	\$1,980,000	\$0.164	17	0.01%	15	0.03%	14
Delaware	PILOT	\$60,000	\$0.086	18	0.00%	17	0.03%	14
Maine	PILOT	\$80,000	\$0.065	19	0.01%	16	0.01%	16
Kentucky	PILOT, PFS	\$203,500	\$0.054	20	0.00%	17	0.02%	15
Iowa*	PILOT, PFS	\$127,886	\$0.045	21	0.00%	17	0.01%	16
Colorado*	PILOT	\$107,500	\$0.030	22	0.00%	17	0.00%	17
Oregon	PILOT	\$80,000	\$0.026	23	0.00%	17	0.00%	17
Nevada	PILOT	\$26,260	\$0.019	24	0.00%	17	0.00%	17
Ohio	PILOT	\$147,515	\$0.013	25	0.00%	17	0.00%	17
Oklahoma	PILOT	\$25,500	\$0.008	26	0.00%	17	0.00%	17
Averages		\$6,200,991	\$1.140		0.08%		0.20%	
Vermont (w/ S. 242)	PILOT	\$2,800,000	\$5.000	2	0.43%	1	0.53%	3

* Does not include complete costs to the program. In some cases, the program was new and no costs are available. In most cases, portions of the program were not funded and no expenditures were made.

Sources: 1994 FFIS Federal Funds Information for States
 Reimbursing Municipalities for State Owned Properties
 State Budget Actions for FY 1994, NCSL
 RTS 1991 State Revenue Capacity and Effort

UMASS Office of Institutional Research and Planning, 1994
 Advisory Commission on Intergovernmental Relations, 1993

Vermont's Current Practices

Vermont is now using a PFS program to reimburse Montpelier at an annual cost of \$125,000 (Act 210 of the 1994 session, sec 47). This amount is set annually through the budget process, and reflects the cost of water and sewer, fire calls, and police protection. Also, Agency of Natural Resources lands are directly taxed. According to Chapter 123, Title 32, Section 3659, ANR lands are taxed in this manner:

"All estates held by the agency of natural resources, but not the buildings or other improvements thereon...shall be subject to a property tax payable to the town in which it is located in an amount which is lesser than one percent of its assessed value, or of one percent of its use value if the land qualifies for and is subject to a use value appraisal...However, no municipality shall receive from the state for property taxes in any taxable year an amount less than it received in the year 1980."

The cost to Vermont of direct taxation on ANR lands is approximately \$800,000 annually.

S. 242 and its Implications for Vermont

S. 242, which was introduced in 1993, was a PILOT program designed to be phased in over a period of years. Under this bill, grants would have been made to all municipalities of an amount:

"..equal to the total assessed value of any state owned property located in the municipality, multiplied by the common level of appraisal for the municipality as determined by the division of property valuation and review, multiplied by one percent, multiplied by the applicable funding percentage, and multiplied by the adjusted municipal tax rate for the municipality in which the property is located."

This would have applied to all state property, except highways and bridges, and, when fully implemented, would have cost Vermont \$2,800,000 annually. Vermont's costs, assuming passage of S. 242, are included at the bottom of table 2, along with its potential ranking among other states in the categories examined.

Burdens Imposed by State Owned Property

In developing the best reimbursement policy for Vermont, it is important to understand the problems state owned property creates. State owned property presents a burden to the municipality it is located in. The burden can be separated into two categories:

- **Impact burden-** Every state institution places a strain on certain municipal services. These services include fire and police protection, water and sewage, road

maintenance and parking facilities, and traffic control.

o **Tax base burden**- Most state property is tax exempt. If this property were privately owned, the town could tax it to help cover municipal expenses. Exempting state property forces the rest of the town to pay more to cover the same municipal budget.

If all state property were tax exempt, the burden of supporting this property falls solely on the municipal taxpayer, who would be paying more than other state residents for the operation of state government. On the other hand, for the state to pay full taxes on this land would overcompensate the municipality by charging some state residents for services that the state doesn't use. For example, a Hinesburg resident would be contributing to the upkeep of Hubbard Park, a municipal park in Montpelier.

Before a policy is decided on, Vermont should attempt to determine the best way to compensate municipalities for these burdens.

Conclusion

As you can see in table 2, Vermont is among the top ten states in reimbursement payments in the categories of percentage of state budget, percentage of all property taxes paid, and annual cost per capita. If S. 242 had been enacted, Vermont would have been first, third, and second in these categories, respectively. Although the total cost of the program would still be below the national average, these other three indicators (which better depict the impact to the state) place Vermont well above the average of the states that currently use reimbursement policies.



Appendix A

How The Cost of Reimbursing Montpelier is Calculated Using A Wisconsin Style PFS System

Net Cost to the municipality of Providing Services Used By State Buildings*	\$2,097,196	A
Net Municipal Property Tax Levy	\$3,579,897	B
Total General Revenue	\$4,253,860	C
Net Cost Supported By Local Property Tax (B/C)	84.16%	D
Net Cost Supported By Local Property Tax (A X D)	\$1,764,925	E
Value of State Owned Improved Property	\$76,561,439	F
Value of Locally Owned Improved Property	\$408,737,788	G
Total Value of Improved Property (F+G)	\$485,299,227	H
Portion of Total Value Which is State Owned (F/H)	15.78%	I
PFS payment (E X I)**	\$278,437	J

* This includes fire and police protection, emergency management, street division administration, sanitation, traffic control, and street lighting

**This does not include the \$125,000 already being paid for water and sewer services

This number only covers the cost of covering state owned lands in Montpelier, not the entire state. It does not include the cost of water and sewer, which is included in the \$125,000 that is currently being paid. However, even when these two numbers are added together and there is some double compensation for fire and police services, the result is still less than the estimated \$630,000 proposed in S. 242.



M E M O R A N D U M

TO: Joint Fiscal Committee Members

FROM: Rebecca Buck, Administrative Assistant

DATE: September 8, 1994

SUBJECT: Administrative Actions Authorized by the Legislature or
Joint Fiscal Committee Policy

1. JFO #1625 - Gift of 15 video tapes from the Northwestern Vermont Council of the Blind to the Department of Libraries. The video tapes, valued at \$375.00, would be made available to visually impaired people through the Special Services program. Authorized by Joint Fiscal Committee policy as approved at the July 30, 1986 meeting.
2. JFO #1630 - Gift of 41 books and magazines from the Covenant Orthodox Presbyterian Church of Barre to the Department of Corrections. The reading material, valued at less than \$20.00, will be housed in the correctional facilities for use by prisoners. Authorized by Joint Fiscal Committee policy as approved at the July 30, 1986 meeting.



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MEMORANDUM

To: Members, Joint Fiscal Committee

From: Douglas J. Williams, Deputy Fiscal Officer

Date: September 15, 1994

Subj: JFO # 1641; Agency of Transportation

Pursuant to the provisions of Act #211, Section 3, the Agency of Transportation (A.O.T.) is requesting approval to transfer \$333,333.33 from the Transportation Fund Stabilization Reserve to the Transportation Fund (undesignated fund balance). The purpose of the transfer is to make state funds available to match \$3,000,000.00 of re-distributed federal highway funds. Notice of the availability of these federal funds was received by the A.O.T. on August 25, 1994.

This combination of federal and state funds will be used for system preservation (paving) on Interstate 89 from Montpelier to Bolton, as described on page 166 of the Capital Program and Project Development Plan.

The status of the Transportation Fund is as follows:

As of July 1, 1994, the Transportation Fund had an undesignated fund balance of \$0.00. After transferring \$21,409,195.09 to the General Fund, the Transportation Fund Stabilization Reserve had a balance of \$16,616,540.02.

Recommendation: That the Joint Fiscal Committee approve the transfer of \$333,333.33 from the Transportation Stabilization Reserve to the Transportation Fund undesignated fund balance and increase the Agency of Transportation's appropriation in the same amount.

PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05602



OFFICE OF THE SECRETARY
(802) 828-3322

STATE OF VERMONT

AGENCY OF ADMINISTRATION

September 14, 1994

JFO # 1641



SEP 15 1994

The Honorable Michael Obuchowski
Chair, Joint Fiscal Committee
One Baldwin Street
Montpelier, VT 05602

Dear Representative Obuchowski:

Pursuant to Section 3 of No. 211 of the Acts of 1994, the Secretary of the Agency of Transportation has requested that \$333,333.33 of the transportation fund budget stabilization reserve be allocated to the Agency for the purpose of matching \$3,000,000 in federal funds which were recently redistributed to Vermont by the Federal Highway Administration.

These funds will be used to begin work on resurfacing Interstate 89, between Montpelier and Bolton; the contract for this project has been awarded, and work could begin if the Joint Fiscal Committee approves this request.

Attached for your review is a copy of the request from Secretary Garahan, as well as the pertinent section of Act No. 211, the notice of the federal award, and a copy of the relevant project page from the Transportation Capital program.

The administration's proposed FY 1995 budget adjustment will include an increase in the appropriation for the paving program, to accommodate this allocation.

Please feel free to call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "William H. Sorrell".

William H. Sorrell
Secretary of Administration

WHS:MR:njk
Enclosure

AGENCY OF TRANSPORTATION

OFFICE MEMORANDUM

TO: Secretary Sorrell

SEP 06 1994

FROM: Secretary Garahan 

DEPARTMENT OF
FINANCE MGMT

DATE: September 6, 1994

SUBJ: Added Federal Funds/Transportation Fund Budget Stabilization Reserve

Around the end of July, each state must turn back any unused federal obligational authority. These funds can then be requested by other states and are redistributed by FHWA. During 1993, although we had paving projects that were ready to go, this Agency did not request any additional federal funds for these projects because we did not have the state funds that would be required to match. We did however receive approximately \$2.7 million for public transit that were matched by the providers. The fact that we did not request funds, and we did have paving projects that were "ready", caused a great deal of concern during the last legislative session.

Because of this, the Legislature added language in Act 211, Section 3 to provide an avenue for the Agency to receive a state match should any additional federal funds become available.

In August this agency requested \$3,000,000 of additional obligation authority for the Montpelier-Bolton paving project. These additional funds were approved by FHWA on August 25, 1994. Attached is a copy of that approval and a copy of Section 3 of Act 211. This project is included in our Capital Program and Project Development Plan on page 166, with minimal funding for FY 1995. Due to the condition of the pavement, it was felt that this project should be advanced and we were able to take advantage of the available federal funds.

The total cost of the Montpelier Bolton project is approximately \$4.8 million. This project is 90% federal and 10% state. We anticipate that the majority of this project will be completed, and paid for, during FY 1995. The state funds required to match the \$3,000,000 are \$333,333.33.

Request that this information be submitted to the Joint Fiscal Committee to be included on the agenda for the September 20th. These matching funds would be added to the paving appropriation, #0408818800. If you have any questions, please give me a call.

cc: Raylene Jacobs, Chief of Budget & Legislative Relations
Marcel Rocheleau, Budget & Management Analyst

* * * Advancement and Substitution of Projects * * *

Sec. 2. ACCELERATION OF APPROVED PROJECTS

Should capital projects in the program for fiscal year 1995 be delayed for any reason, the secretary of transportation is authorized to advance or substitute, or both, other projects in the same year or subsequent years.

* * * State Matching Funds to Secure Additional Federal Aid * * *

Sec. 3. TRANSPORTATION FUND BUDGET STABILIZATION RESERVE

The secretary of transportation, with the approval of the joint fiscal committee if the general assembly is not in session, may allocate up to \$1,000,000.00 from the transportation fund budget stabilization reserve established pursuant to 32 V.S.A. § 308a for the purpose of matching additional federal-aid funds which may become available. These combined funds shall be used to increase the scope of the fiscal year 1995 transportation capital program.

* * * State Highway System—Additions and Deletions * * *

Sec. 4. ADDITIONS AND DELETIONS TO STATE HIGHWAY SYSTEM

(a) The secretary of transportation, as agent for the state of Vermont, is authorized to execute a warranty deed conveying to the United States of America that portion of the limited access facility known as Interstate 89 necessary for construction of a new border station at Highgate Springs. The deed shall require the United States to maintain the relinquished segment of Interstate 89 as part of the Dwight D. Eisenhower National System of Interstate and Defense Highways, to maintain the relinquished segment of Interstate 89 to the same standards as other portions of the Dwight D. Eisenhower National System of Interstate and Defense Highways in the state of Vermont and to continue limiting access from adjacent properties (other than those owned by the United States). Further, the deed shall provide for the property to revert to the state of Vermont in the event that it is no longer needed by the United States for a border station.

(b) Notwithstanding 32 V.S.A. § 5, the agency of transportation, on behalf of the state of Vermont, is authorized to accept a gift from Clarence A. Prevo and Eleanor H. Prevo of approximately 6.5



U.S. Department of
Transportation

Copy = Exec STAFF + RS

News:

Office of the Assistant Secretary for Public Affairs
Washington, D.C. 20590

FOR IMMEDIATE RELEASE

Thursday, August 25, 1994

FHWA 38-94

Contact: Karen Whitney

Tel.: (202) 366-0660

**FHWA ANNOUNCES ANNUAL REDISTRIBUTION
OF UNUSED SPENDING AUTHORITY**

The Federal Highway Administration today announced the annual redistribution to the states of \$459 million in unobligated Fiscal Year (FY) 1994 spending authority and additional bonus authority.

"The administration is committed to investing in vital transportation infrastructure as we work in partnership with the states to rebuild America," Federal Highway Administrator Rodney Slater said. "This additional spending authority will not only allow more transportation projects to move forward, but will also create thousands of jobs and invest in our economic future, a top priority of Transportation Secretary Peña."

The states had requested a total of \$2.8 billion in additional obligation authority. This demonstrates the need for full funding of the Intermodal Surface Transportation Efficiency Act (ISTEA), as called for in the President's budget proposal, Slater said.

"This funding provides the opportunity for states to make strategic investments in surface transportation projects, such as those along the proposed National Highway System, thereby enhancing our overall transportation system," he said.

The spending authority was provided as part of the 1994 DOT Appropriations Act approved by Congress and provides states with the additional obligation authority to allow transportation-related projects to move forward in almost every state.

Those states with the largest unobligated balances of funds receive priority for the redistribution of spending authority. The additional or bonus authority is made available to states that have obligated all FY 1994 funds and expressed a need for additional obligation authority.

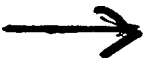
[Editor's note: A state-by-state distribution list is attached.]

* * *

U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

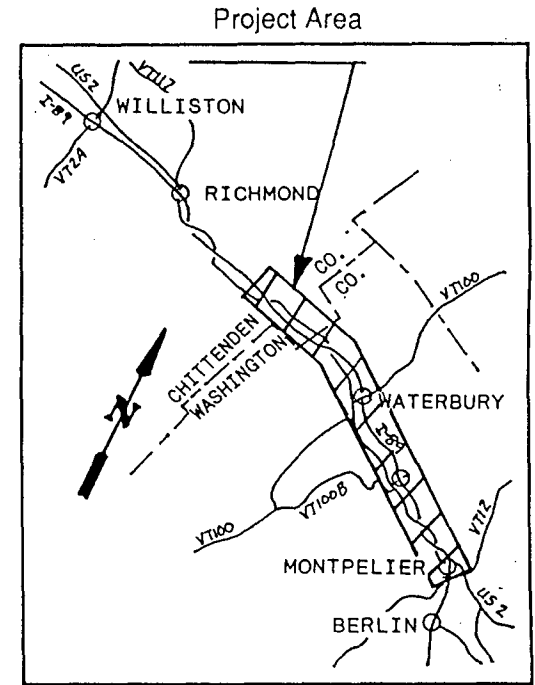
REDISTRIBUTION OF FY 1994 OBLIGATION AUTHORITY UNDER
SECTION 310(c)(2) AND ADDITIONAL AUTHORITY AVAILABLE
UNDER SECTION 310(e) OF PUBLIC LAW 102-388

STATES	REDISTRIBUTION PER SECTION 310(c)(2)	BONUS PER SECTION 310(e)	TOTAL
ALABAMA	3,700,841	2,768,912	6,469,753
ALASKA	2,721,090	2,059,343	4,780,433
ARIZONA	4,925,408	3,368,592	8,294,000
ARKANSAS	1,957,441	1,446,680	3,403,680
CALIFORNIA	21,952,992	15,931,354	37,884,346
COLORADO	3,227,428	2,397,437	5,624,865
CONNECTICUT	5,290,639	4,338,568	9,629,207
DELAWARE	1,838,298	1,249,070	3,087,368
DIST. OF COL.	1,579,041	820,959	2,400,000
FLORIDA	7,302,669	5,491,350	12,794,019
GEORGIA	6,823,647	4,954,417	11,778,064
HAWAII	0	0	0
IDAHO	1,336,037	1,027,237	2,363,274
ILLINOIS	6,327,084	5,008,190	11,335,274
INDIANA	5,176,233	1,743,806	6,920,039
IOWA	3,545,128	2,566,408	6,111,887
KANSAS	4,343,642	2,003,242	6,346,884
KENTUCKY	3,748,963	2,760,635	6,509,618
LOUISIANA	8,073,077	5,377,358	13,451,035
MAINE	1,250,922	919,313	2,170,235
MARYLAND	4,642,608	3,310,317	7,952,925
MASSACHUSETTS	32,378,754	21,642,682	54,021,436
MICHIGAN	6,037,103	4,415,502	10,452,605
MINNESOTA	6,259,812	4,216,088	10,475,900
MISSISSIPPI	2,672,241	1,893,303	4,565,544
MISSOURI	4,491,947	3,349,721	7,841,668
MONTANA	2,928,757	127,220	3,055,977
NEBRASKA	2,567,121	1,818,170	4,385,291
NEVADA	1,495,384	1,104,436	2,599,820
NEW HAMPSHIRE	2,187,358	1,483,643	3,671,001
NEW JERSEY	8,448,545	6,048,928	14,497,471
NEW MEXICO	1,667,663	833,955	2,501,618
NEW YORK	13,565,059	9,980,715	23,545,774
NORTH CAROLINA	6,590,469	4,739,720	11,330,189
NORTH DAKOTA	1,418,774	1,059,654	2,478,428
OHIO	10,435,329	7,489,585	17,924,914
OKLAHOMA	4,156,353	2,278,254	6,434,607
OREGON	2,448,590	226,104	2,674,694
PENNSYLVANIA	13,351,894	9,425,500	22,777,394
RHODE ISLAND	2,287,379	1,381,294	3,668,673
SOUTH CAROLINA	6,453,494	4,330,980	10,784,474
SOUTH DAKOTA	1,971,075	1,424,018	3,395,093
TENNESSEE	0	0	0
TEXAS	16,513,605	6,330,528	22,844,133
UTAH	2,286,172	1,213,828	3,500,000
VERMONT	2,693,324	308,676	3,000,000
VIRGINIA	0	0	0
WASHINGTON	7,162,878	4,871,202	12,034,080
WEST VIRGINIA	3,948,101	2,692,055	6,640,156
WISCONSIN	4,358,343	3,206,181	7,564,524
WYOMING	1,690,903	1,236,371	2,927,274
PUERTO RICO	2,196,924	1,487,580	3,684,504
TOTAL	274,468,016	184,627,669	459,095,685



One-Year Capital Program and Four-Year Project Development Plan

Category: SYSTEM PRESERVATION
Project Name: MONTPELIER-BOLTON
Project No.: IM 089-2(20) **Route Name or No.:** I 89
Program: TRANSPORTATION - ENGINEERING AND CONSTRUCTION
Roadway Sufficiency Rating: 79.69 **Milemarker:** 52.300 - 71.449
Bridge Sufficiency Rating: N/A **Bridge No.:** N/A
Description: PROJECT IS FOR RESURFACING I-89 NORTHBOUND AND SOUTHBOUND, BEGINNING AT MM 52.3 AND EXTENDING NORTHERLY 19.15 MILES IN THE NORTHBOUND LANE AND 11.37 MILES IN THE SOUTHBOUND LANE.
Comments: ADDED BY LEGISLATURE.



PHASE	TOTAL COST	EXPENDED THRU FY93	CURRENT YEAR FY94	BUDGET YEAR FY95	PROJECTED CASH REQUIREMENTS (FOR PLANNING PURPOSES ONLY)				ESTIMATED COST TO COMPLETE
					FY96	FY97	FY98	FY99	
PE	\$ 175,709	\$ 209	\$ 144,000	\$ 31,500	\$ —	\$ —	\$ —	\$ —	\$ —
ROW	—	—	—	—	—	—	—	—	—
CONST	5,200,000	—	—	—	2,000,000	3,200,000	—	—	—
TOTAL	\$ 5,375,709	\$ 209	\$ 144,000	\$ 31,500	\$ 2,000,000	\$ 3,200,000	\$ —	\$ —	\$ —
STATE	\$ 537,571	\$ 21	\$ 14,400	\$ 3,150	\$ 200,000	\$ 320,000	\$ —	\$ —	\$ —
FEDERAL	4,838,138	188	129,600	28,350	1,800,000	2,880,000	—	—	—
LOCAL	—	—	—	—	—	—	—	—	—



Mailing Address:
 c/o State Administration Building
 133 State Street
 Montpelier, Vermont 05602

**STATE OF VERMONT
 JOINT FISCAL COMMITTEE**

1 Baldwin Street
 Montpelier, Vermont 05602
 (802) 828-2295

To: Joint Fiscal Committee
From: Stephen Klein, Joint Fiscal Officer
Date: September 8, 1994
Subject: Fiscal office update

Since the July meeting, the Joint Fiscal staff has been involved in a number of activities varying from summer studies, to conferences and preparations for next year. This memorandum summarizes some of these activities:

NCSL TRAINING AND ANNUAL MEETING

Doug Williams attended the NCSL annual meeting and I attended the Senior Fiscal Analysts seminar. Several themes were evident in both conferences.

Legislative Fiscal Committees and staff are placing more emphasis on educating the rank and file and the public as to fiscal matters. In part this is due to a national trend of greater turnover within legislatures. It is also due to a sense that the increasing complexity of budgeting requires greater efforts to inform membership.

Among the specific activities which are occurring in other states are:

1. Fiscal Fact books which are distributed to all legislators. Doug Williams is in the processing of developing such a factbook for your review.
2. Occasional newsletters distributed to members updating them on fiscal issues.
3. Legislator orientation sessions which focus on the budget as well as other legislative matters. With the office of Legislative Council and the Snelling Institute we are developing a new legislator orientation session which is scheduled to take place in November. We are considering other possible orientations for the beginning of the session.

4. Summary materials and books on budgetary actions and short manuals on performance budgeting.

We will be looking into expanding our capacity in these areas as time permits.

THE INFORMATION TECHNOLOGY COMMITTEE

The Information Technology Oversight Committee has had its first meeting and is taking its role of reviewing state activity in data processing seriously. That Committee will be reviewing administration proposals and developing fiscal recommendations for the coming session.

GOVERNMENT RESTRUCTURING

The Departments of Labor and Industry, Corrections and Travel and Tourism have begun meeting to implement the government restructuring language in section 281A of the budget. Maria and I are working with them from a staff level. Senator Ide is part of the steering group.

The Joint Fiscal Committee might want to have Tom Pelham, Commissioner of Finance and Management, come talk about implementation of the budget language in section 281 which requires the use of performance measures by all Departments.

JOINT FISCAL OFFICE SESSION STAFFING

We will be advertising for a session employee to assist with next session. At this point we do not know the extend of demand that will be placed on the staff for Health Care and education initiatives. We hope to have a proposal to the Committee for session staffing at the November meeting.

STATE HOUSE COMPUTERS

As you know, we are in the process of changing over our computer system to a state house wide system. All staff are in training programs and we are already using the new machines. Once we understand them, the new system should provide an increased capacity for us all. Legislators will have access to the new system and training will be arranged for you closer to the session.

See you at the meeting!

LEG:1611



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**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
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Tel.: (802) 828-2295

September 20, 1994

Robin Sharpless, U.P.
New England Firearms Co.
60 Industrial Row
Gardner, MA 01440

Dear M. Sharpless:

Vermont's Legislative Joint Fiscal Committee met today and among other agenda items approved the acceptance of New England Firearms Co.'s donation of single-shot shotguns, youth model.

We know the state's Department of Fish and Wildlife is appreciative of this contribution to our hunter safety program. As Chair of the Joint Fiscal Committee, I wanted to add my thanks for your company's donation of these firearms.

Thank you.

Regards,

Michael J. Obuchowski

Rep. Michael J. Obuchowski
Chair
Joint Fiscal Committee

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110 STATE STREET
DRAWER 20
MONTPELIER, VT 05620-3001

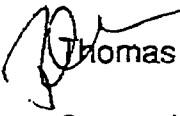


STATE OF VERMONT
AGENCY OF ADMINISTRATION
(802) 828-3409 - FAX NUMBER

DEPARTMENT OF PERSONNEL

MEMORANDUM

TO: Joint Fiscal Committee

FROM:  Thomas W. Torti, Commissioner

DATE: September 20, 1994

SUBJECT: Position Reduction

The Administration will be cutting 11 positions as a result of the Personal Services Reduction in the FY '95 Appropriations. These are as follows:

SRS	Accountant B
Health	Senior Policy Analyst
Mental Health	Administrative Assistant

Aging & Disabilities	Director of Public Guardian Office
	Administrative Assistant

Corrections	(2) Clerical
	(1) Social Worker
	(3) Casework Supervisors

Please let me know if you have any questions.

TWT/cd



STATE OF VERMONT
DEPARTMENT OF LIQUOR CONTROL

September 14, 1994

SEP 13 1994

Hon. William H. Sorrell
Secretary of Administration
Agency of Administration
Pavilion Office Building
Montpelier, Vermont 05602

Sunday Sales of Liquor
by the Bottle

Dear Bill,

I understand that a number of questions have been posed concerning this subject.

The questions and this Department's answers follow:

1. WHAT WAS DLC'S ESTIMATE OF THE TAX REVENUES WHICH MIGHT BE DERIVED FROM SUNDAY SALES (made before the General Assembly authorized Sunday Sales)?

\$784,000. [Estimate of 3/29/94: This was the midpoint of an estimated possible range of \$645,750 - \$922,500.]

2. WHAT IS DLC'S CURRENT ESTIMATE OF THE TAX REVENUES WHICH MIGHT BE DERIVED FROM SUNDAY SALES DURING FISCAL YEAR 1994?

Based on extrapolated actual experience so far in FY94:
\$323,000.

However, Vermont liquor brokers in the private sector universally believe that the real financial benefits of Sunday sales will not happen until the ski season. These brokers believe that out-of-state skiers are the customers who will most take advantage of the opportunity to buy on Sunday.

If this belief proves to be correct, then the taxes collected from Sunday sales will be higher, and perhaps considerably higher, than the \$323,000 estimate based on year-to-date experience.

DLC



3. WHAT IS THE DEPARTMENT OF LIQUOR CONTROL DOING TO PROMOTE SUNDAY SALES?

The mission of DLC as set out in Title 7 V.S.A. is to make liquor available and to control its distribution and consumption, not to promote increased liquor sales.

Governor Dean, as was the case with his recent predecessors, does not want State money spent to advertise liquor within Vermont, although the Governor has said that out-of-state advertising with State money is acceptable.

DLC has done extensive advertising in New York State. Our liquor prices are very competitive in relation to New York's. All of our N.Y. advertising prominently features statements that most Vermont liquor outlets are now open on Sundays.

The same statement is prominently featured on the cover of DLC's monthly price list.

DLC has also encouraged Vermont liquor brokers and agents to see that private-sector liquor advertising in Vermont notes that Vermont outlets are now open on Sunday. This suggestion has been followed by them.

I hope that this letter answers the inquiries that you have received.

If I can be of further help with this, please let me know.

Sincerely,



NORRIS HOYT
Commissioner of Liquor Control

cc: Liquor Control Board



Vermont Department of Liquor Control
Revenue from Sunday Sales

The Department of Liquor Control has provided the following data relating to the revenue derived from the Sunday sale of liquor:

Sunday sales - July 3 thru Sept 4 253,000

Saturday Sales:

Fy 1995 to date	1,403,305
Fy 1994 Comparable	1,696,035
Percent Decline	-17.3%

Monday Sales:

Fy 1995 to date	672,362
Fy 1994 Comparable	773,501
Percent Decline	-13.1%

Summary:

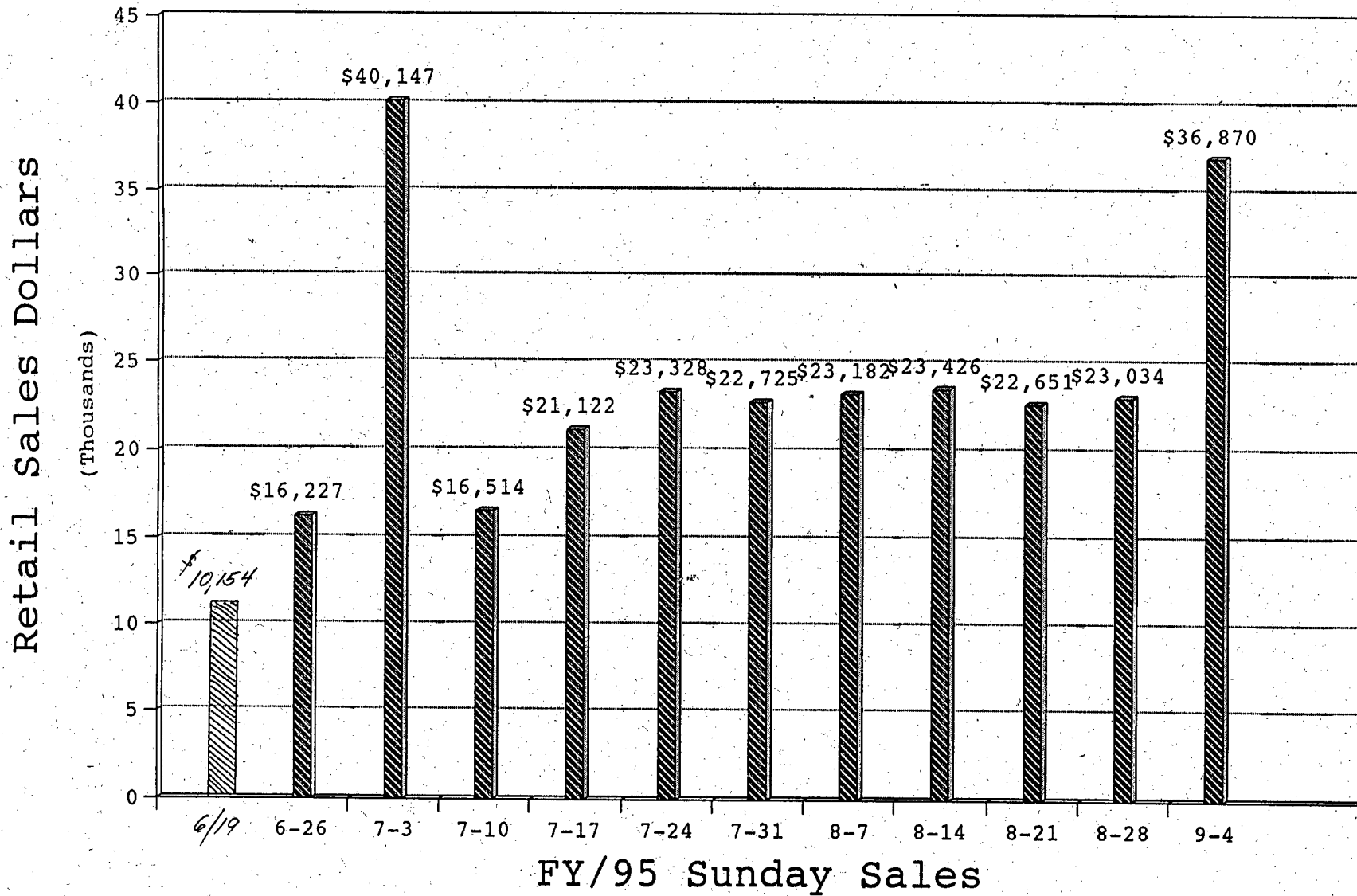
Fiscal 1995 Sat/Sun/Monday to date	2,328,667
Fiscal 1994 Sat/Monday	2,469,536
Percent Decline	-5.7%

It should be noted however that although sales for the Saturday thru Monday have declined by 5.7% total sales for the period have declined by only 0.7%.

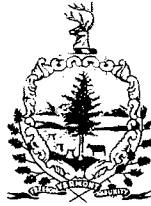
Note: The above sales figures represent gross sales. Revenue to the General Fund is derived from a tax rate of 25% applied to gross sales



Vermont Department of Liquor Control Sunday Liquor Sales







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JOINT FISCAL COMMITTEE**
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October 20, 1994

Senator Stephen Webster
Box 267
Randolph, Vermont 05060-0267

Dear Steve:

Here is a transcript of Pat Garahan's explanation of transportation reserve fund reallocations in the context of his request to the JFC regarding the Montpelier-Bolton I-89 project at its October 20 meeting.

You may recall asking me for this after the meeting. If at some future time you need another copy of the transcript, just let me know.

Sincerely,


Virginia Catone

Enclosure

LEG:10169

PARTIAL TRANSCRIPT

**Joint Fiscal Committee
Meeting of September 20, 1994**

Subject: Transportation Reserve Fund Reallocation

SECRETARY GARAHAN: This action this morning is a result of the language in the AOT appropriations bill, Act Number 211 of 1994, Section 3. Let me just give you a little brief background of what prompted this.

The way federal transportation funds are distributed to the states is that after the Congress passes its appropriation bill, a certain amount of funds are distributed to each state on a formula basis. They aren't really funds, they are authority to spend money, because the way the federal program works, it's a reimbursement program. You pay the bills, submit them, and they reimburse you at some rate depending upon the nature of the project. So in effect they open up a bank account for you that you can spend down to.

And what happens is, the federal government doesn't distribute all the funds at the beginning of the year. It distributes most of them and holds a little back, and then towards the end of the federal fiscal year they interrogate all the states and ask them if they are going to spend all the funds which have been allocated. They get some funds back and then they redistribute what hasn't been distributed initially, usually in August of every year. In the past several years, because of what they hold back, and it's a fairly complicated formula as to how much is distributed, Vermont has received anywhere from two to three, four or five million dollars.

Our problem has been that in the past when these funds became available, typically we did not have matching funds because our budget process could only anticipate what we knew was there. In response to that situation this language was added to the bill this year, which in very simple terms said, if these funds become available there was a stand-by amount of one million dollars which would be available to match federal funds. So what happens in the course of the year is that we have what we call an obligation plan for the agency to utilize all available federal funds. We have a list of all the projects.

The action which triggers the commitment of funds is essentially have the project ready to go to contract. There's a package of information that goes to the federal government and they go through it and they commit the funds, and we have to anticipate all of these actions for each of these projects to take place: permits granted, lands acquired, final designs completed, and all of those things. It's a fairly complicated process. We may eighty or a hundred projects involved in this. So there is some flexibility built into the language that many of you I think are aware of in



the appropriations bill and in the AOT construction bill, which authorizes me as circumstances dictate to move projects ahead or back, depending upon the situation.

So what happened this year is in June and July two things occurred that are of importance to what we are talking about now. One is, there was an Interstate paving project called Montpelier-Bolton on Interstate-89 which had been planned to be done next year and the year after that upon most recent inspection of the road it became clear it was in worse shape than we had anticipated and it needed to be paved this year irrespective of whether or not there were federal funds. What happens is there are some dangerous situations which can occur principally on the Interstates, that the ruts in the lane, particularly the so-called driving lane, not the passing lane, get deep enough so that when it rains the water sits there and you can have problems, what's called hydroplaning. We were concerned that the condition of the road was in a bad way.

So what we did was to move up that project in the plan and put it out to bid. We did that in July. I'll hand out a document here which was the submission which I made to federal highway people which justified my request for an additional three million dollars. If you look at page two you'll see a list of ten or fifteen projects. The top one is Montpelier-Bolton. The reason that it's low bid underrun is that we actually had bid that project in July and it came in about a million dollars less than we estimated. We estimated about five and a half million and came in about four and a half. So adding in that and then all of these other projects we demonstrated that we had. . .**[changed tapes at this point]**. . .one of these projects totalling to three million dollars because they all would have met that test, but it's really the Montpelier-Bolton project which pushed us over the top. I did choose the project which was a high enough amount which had the lowest matching ratio.

What we're asking for is three hundred and thirty-three thousand dollars out of the million of the stand-by appropriation which was anticipated in section 3 of Act 211. What that will allow us to do is to go ahead with the Montpelier-Bolton project, which we already have, but also to in a sense replace the matching funds which are required for that project so we can do all the other projects which were planned in FY 95.

One of the difficulties we have here in terms of tying out numbers is that the federal fiscal year is a different fiscal year and when we deal with the federal government we deal with commitments of funds, as compared with the state budget which is a different fiscal year out of phase by a quarter and deals with the expenditure of funds.

I have attempted to make things more clear, but just in a nutshell we determined this Interstate paving project had to be done and that project plus all the other projects would lead to a requirement of three million dollars more than the federal government had originally allocated to us. We made that case to the Feds, they gave us the three million more, now we're here asking for the matching funds for those three million dollars.

