



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: December 11, 2013  
Subject: Grant/Position Requests

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. Two limited service positions are associated with these items.

**JFO #2656** – Request to establish **two (2) limited service positions** in the Department of Public Safety. These positions will perform accounting and audit functions associated with the monitoring of federal grants. Funding for these positions is available from existing federal grants that permit allocation of grant funds to audit functions.  
*[JFO received 12/11/13]*

**JFO #2657** – \$20,000 grant from the Permanent Fund for Vermont's Children and the Turrell Fund to the Vermont Agency of Human Services. These funds will be used to hire a contractor to develop the Early Childhood Framework Action Plan.  
*[JFO received 12/11/13]*

**JFO #2658** – \$186,000 grant from the Northern Border Regional Commission to the Vermont Department of Economic Development. These funds will support 16 ExporTech training sessions intended to help small and medium businesses and organizations obtain technical assistance related to international trade.  
*[JFO received 12/11/13]*

**JFO #2659** – \$200,000 grant from the University of Kansas Center for Research to the Vermont Agency of Education. These funds will be used to improve educational outcomes by providing technical assistance and other resources to schools as part of the Schoolwide Integrated Framework for Transformation project.  
*[JFO received 12/11/13]*

**JFO #2660** – \$53,994 donation (in the form of two Prius plug-in vehicles) from the Toyota Corporation to the Vermont Department of Buildings and General Services. These vehicles will become part of the Fleet Management Services.  
*[JFO received 12/11/13]*

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by January 3 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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 Department of Finance & Management  
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Agency of Administration

JFO 2660

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

<b>Grant Summary:</b>	The Toyota Corporation donated two Prius plug-in vehicles to the State Fleet Management program.				
<b>Date:</b>	11/26/2013				
<b>Department:</b>	BGS - Fleet Management				
<b>Legal Title of Grant:</b>	n/a				
<b>Federal Catalog #:</b>	n/a				
<b>Grant/Donor Name and Address:</b>	Toyota Corporation				
<b>Grant Period:</b>	<b>From:</b>		<b>To:</b>		
<b>Grant/Donation</b>					
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$53,994	\$	\$	\$53,994	Two vehicles book for \$26,997

<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>
	0	

**Additional Comments:** This grant does not require positions to be created. It does not commit the state to any future expenditures. Fuel, Maintenance, and Depreciation costs of the vehicles will be earned by the fleet program through yearly billings. *BK 11/26/2013*

<b>Department of Finance &amp; Management</b>	<i>[Signature]</i>	(Initial)
<b>Secretary of Administration</b>	<i>[Signature]</i>	(Initial)
<b>Sent To Joint Fiscal Office</b>		<b>Date</b> <i>11/27/13</i>



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

<b>BASIC GRANT INFORMATION</b>				
<b>1. Agency:</b>	Administration			
<b>2. Department:</b>	Buildings & General Services			
<b>3. Program:</b>	Fleet Management Services			
<b>4. Legal Title of Grant:</b>	n/a			
<b>5. Federal Catalog #:</b>	n/a			
<b>6. Grant/Donor Name and Address:</b> Toyota Corporation				
<b>7. Grant Period:</b>	<b>From:</b>		<b>To:</b>	
<b>8. Purpose of Grant:</b> The Toyota Corporation has offered to donate (as a limited donation) to the SOV two 2012 Toyota Prius Hybrid Plug-in Vehicles that were located in NJ during Tropical Storm Sandy in the fall of 2012. These vehicles were in no way damaged during the storm. The cost of a new Toyota Prius Hybrid Plug-in vehicle would be \$26,997, based on the book value of a new 2012 model. Included below is the depreciation cost and estimated fuel and maintenance costs. Estimated revenue from billings of these vehicles as daily motor pool rentals is \$9,960 annually. The Agency of Natural Resources has been supportive of and interested in the acquisition of these vehicles.				
<b>9. Impact on existing program if grant is not Accepted:</b> n/a				
<b>10. BUDGET INFORMATION</b>				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	
Personal Services	\$	\$	\$	
Operating Expenses	\$5,342	\$9,841	\$9,841	Total depreciation over 6 years = \$53,994 Estimated Fuel and Maintenance costs = \$10,495
Grants	\$	\$	\$	
<b>Total</b>	\$	\$	\$	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$53,994	\$	\$	Donation of vehicle
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	

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

Grant (source )	\$	\$	\$	
<b>Total</b>	\$	\$	\$	

<b>Appropriation No:</b>	<b>Amount:</b>	\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total</b>	\$

**Has current fiscal year budget detail been entered into Vantage?**     Yes  No

**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**     Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
<b>Total Positions</b>		

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Michael J. Planchon</i>	Date: <i>11/15/2013</i>
	Title: <i>Commissioner, Building + General Services</i>	
	Signature:	Date:
	Title:	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <i>[Signature]</i>	Date: <i>11/24/13</i>
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Accepted	(Governor's signature) <i>[Signature]</i>	Date: <i>11/27/13</i>
<input type="checkbox"/> Rejected		Date:

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

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

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

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).