



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst/Business Manager
Date: April 13, 2016
Subject: Grant Request #2814, #2815, #2816

Enclosed please find three (3) items that the Joint Fiscal Office has received; two (2) from the Administration and one (1) from the Judiciary.

JFO #2814– \$7,000 sub-grant of federal funding from the Governor’s Highway Safety Program to the Department of Liquor Control. The funds will be used by the Department to purchase new or replacement equipment for vehicles, primarily emergency lighting. Because this sub-grant is from an ongoing federal funding source and is not an “original” grant, this item does not require the approval of the Joint Fiscal Committee but is being provided for informational purposes.

[JFO received 3/5/16]

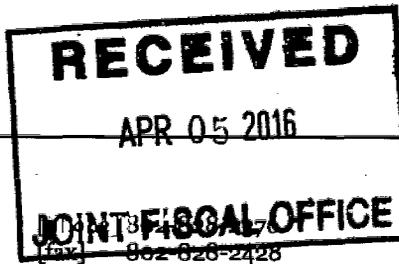
JFO #2815– One (1) limited-service position within the Vermont Judiciary to support coordination of drug/treatment court infrastructure in Chittenden, Franklin, Rutland and Washington counties. The position will be funded through an ongoing annual sub-grant from the Vermont Dept. of Health’s (VDH) Division of Alcohol and Drug Abuse program (ADAP). The titles of the position will be Treatment Court Coordinator. The Judiciary is asking for this position in anticipation of receiving the same or higher level of sub-grant funding in FY17 as in FY16.

[JFO received 3/5/16]

JFO #2816– Three (3) limited-service positions within the Department of Children and Families – Disability Determination Services to support increased workloads in making disability determinations. The positions will be 100% funded with ongoing federal funding from the Social Security Administration. The titles of the positions will be: Disability Determination Adjudicator (2) and Disability Determination Specialist (1). Each position will be funded through January 31, 2020.

[JFO received 3/8/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@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 April 27, 2016 we will assume that you agree to consider as final the Governor’s acceptance of these requests.



JFO 2814

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

Agency of Administration

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

Grant Summary:		Federal funding through the Agency of Transportation - Governor's Highway Safety Program, to purchase new or replacement equipment for DLC vehicles.			
Date:		3/28/2016			
Department:		Department of Liquor Control (DLC)			
Legal Title of Grant:		2016 Equipment incentives			
Federal Catalog #:		18X9204020VT15			
Grant/Donor Name and Address:		Vt Agency of Transportation/GHSP, Montpelier, Vt.			
Grant Period:		From: 3/1/2016		To: 9/30/2016	
Grant/Donation		\$7,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$0	\$7,000	\$	\$7,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Has Vantage budget detail been reviewed and reconciled?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	DS (Analyst Initial)	
Department of Finance & Management		BA		(Initial)	
Secretary of Administration		KC		(Initial)	
Sent To Joint Fiscal Office				Date 4/1/16	



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

1. Agency:	
2. Department:	Liquor Control
3. Program:	AOT Highway Safety Equipment Grant
4. Legal Title of Grant:	2016 Equipment Incentives
5. Federal Catalog #:	18X9204020VT15
6. Grant/Donor Name and Address: VT Agency of Transportation/GHSP One National Life Drive Montpelier, VT 05633	
7. Grant Period:	From: 3/1/2016 To: 9/30/2016
8. Purpose of Grant: The funds are to be used, per grant stipulations, for new or replacement equipment purchases that would otherwise not be made by the department. DLC plans to use the funds to update emergency lighting in vehicles.	
9. Impact on existing program if grant is not Accepted: Old, out-dated equipment will not be replaced, and may not meet current standards required for police service use.	

	SFY 1	SFY 2	SFY 3	Comments
	FY 2016	FY 2017	FY	
Expenditures:				
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$7,000	\$	
Total	\$	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source 21500)	\$	\$7,000	\$	
Total	\$	\$	\$	

Appropriation No:	2300002000	Amount:	\$7,000
			\$
			\$
			\$
			\$

MAR 22 2016

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

		\$
		\$
	Total	\$7,000

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

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)

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

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

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>Richard J. Delaney</i>	Date: <i>3/17/16</i>
	Title: <i>Commissioner</i>	
	Signature: _____	Date: _____
	Title: _____	

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <i>[Signature]</i>	Date: <i>03/30/16</i>
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<input checked="" type="checkbox"/> Accepted	(Governor's signature) <i>[Signature]</i>	Date: <i>3/31/16</i>
<input type="checkbox"/> Rejected		

Required GRANT Documentation

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

(*) 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).

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
VERMONT AGENCY OF TRANSPORTATION
AND
VERMONT DEPARTMENT OF LIQUOR CONTROL**

*-only for use with pass-throughs by VTrans, of federal funds received by VTrans,
to another Vermont State agency or department-*

The Vermont Agency or Department receiving funds under this MOU and the Vermont Agency of Transportation (VTrans) mutually acknowledge that each such entity is an agency of the State of Vermont, each operating under the same Federal I.D. number, 03-6000264 of the State of Vermont. This inter-agency MOU uses terms such as "grantee," "recipient," or "subrecipient," to describe the modes of interactions and roles under this MOU, and for reasons of operational consistency in accordance with Bulletin 5 and other potentially applicable standards (such as the relevant Granting Plan). The funding covered by this MOU falls under 2 CFR 200, and although sibling State agencies are not literally subrecipients under that regulation, the federal requirements and monitoring responsibilities nonetheless may remain obligations of VTrans under the primary grant from the federal government to VTrans. The Agency or Department receiving funds from VTrans agrees to fully cooperate, as set forth herein, with VTrans' standard ways of monitoring grant funds.

Parties: This is a Memorandum of Understanding (MOU) by and among the Vermont Agency of Transportation (VTrans) and the Vermont Department of Liquor Control.

Subject Matter: The subject matter of this Grant Agreement is funding for purchases of new and replacement equipment with a useful life of more than one year. Detailed services to be provided by the Subrecipient are described in Attachment A.

Award Details: Amounts, dates and other award details are as shown in the attached Grant Agreement Part 1 – Grant Award Detail.

Amendment: No changes, modifications, or amendments in the terms and conditions of this MOU shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of VTrans and the Vermont Department of Liquor Control.

Cancellation: This Agreement may be suspended or cancelled by either party by giving written notice at least 30 days in advance.

Attachments: This Agreement consists of 15 pages including the following attachments that are incorporated herein:

Attachment A – Scope of Work to be Performed

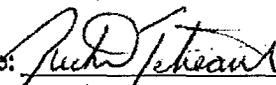
Attachment B – Payment Provisions

["Attachment C - Standard State Provisions for Contracts and Grants," which ordinarily appears here, is intentionally not included: many portions of that document applicable to obligations of non-State entities do not apply here, whereas other standards, where applicable, are already inherently in effect within and between different sub-units of Vermont State Government.]

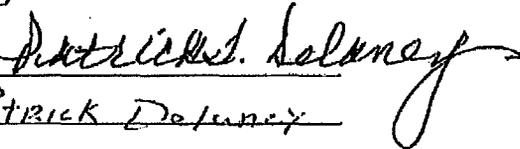
Attachment D – Other Provisions

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS MOU, ITS PROVISIONS, ATTACHMENTS AND CONDITIONS CONTAINED HEREIN.

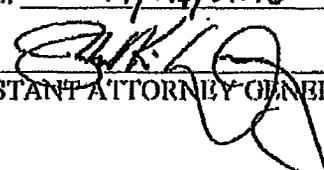
STATE OF VERMONT
AGENCY OF TRANSPORTATION

Signature: 
Name: RICHARD TREMBLAY
Title: Secretary of Transportation
Date: MARCH 9, 2016

SUBRECIPIENT:
VERMONT DEPARTMENT OF LIQUOR
CONTROL

Signature: 
Name: PATRICK DELANEY
Title: Commissioner
Date: March 4, 2016

APPROVED AS TO FORM:

DATE: 2/24/2016

ASSISTANT ATTORNEY GENERAL

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION II - GENERAL GRANT INFORMATION

¹ Grant #: MU0130 ² Original Amendment # _____

³ Grant Title: 2016 Equipment Incentives

⁴ Amount Previously Awarded: \$ 0.00 ⁵ Amount Awarded This Action: \$ 7,000 ⁶ Total Award Amount: \$ 7,000

⁷ Award Start Date: 03/01/16 ⁸ Award End Date: 9/30/2016 ⁹ Subrecipient Award: YES NO

¹⁰ Vendor #: _____ ¹¹ Grantee Name: Vermont Department of Liquor Control

¹² Grantee Address: 13 Green Mountain Drive

¹³ City: Montpelier ¹⁴ State: VT ¹⁵ Zip Code: 05602

¹⁶ State Granting Agency: Vermont Agency of Transportation ¹⁷ Business Unit: 08100

¹⁸ Performance Measures: YES NO ¹⁹ Match/In-Kind: \$ 0 Description: Local Match

²⁰ If this action is an amendment, the following is amended:
 Amount: Funding Allocation: Performance Period: Scope of Work: Other:

SECTION III - SUBRECIPIENT AWARD INFORMATION

²¹ Grantee DUNS #: 884409467. ²² Indirect Rate: _____ % ²³ FFATA: YES NO

²⁴ Grantee Fiscal Year End Month (MM format): 06 (Approved rate or default is 10%) ²⁵ R&D:

²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11):
 Vermont Department of Public Safety

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund	\$0.00	\$0.00	\$0.00	
Special Fund	\$0.00	\$0.00	\$0.00	
Global Commitment (non-subrecipient funds)	\$0.00	\$0.00	\$0.00	
Other State Funds	\$0.00	\$0.00	\$0.00	

FEDERAL FUNDS
 (Includes subrecipient Global Commitment funds)

³¹ CFDA #	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	Required Federal Award Information		
					³⁶ FAIN #	³⁷ Federal Award Date	³⁸ Total Federal Award
20.600	State and Community Highway Safety	\$0.00	\$7,000	\$7,000	16X9204020 VT15	Various	Various
³⁹ Federal Awarding Agency: NHISA		⁴⁰ Federal Award Project Description: 2016 Equipment Grant					
		\$0.00	\$0.00	\$0.00			\$0.00
Total Awarded - All Funds		\$0.00	\$7,000	\$7,000			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: Evelyn McFarlane	NAME: William Goggins
TITLE: Program Coordinator	TITLE:
PHONE: 595-4661	PHONE: 828-2339
EMAIL: Evelyn.McFarlane@vermont.gov	EMAIL: bill.goggins@vermont.gov

**ATTACHMENT A
SCOPE OF WORK TO BE PERFORMED**

Objective: The Subrecipient agrees to purchase only items that are listed below that have been approved by the Governor's Highway Safety Program (GHSP) and the National Highway Traffic Safety Administration (NHTSA).

Items Approved for Purchase Using Incentive Funds

Grant Eligible Equipment

Checkpoint Lighting Systems
Checkpoint Sign Packages
Cruiser Idling Conservation Systems
Emergency lighting equipment for law enforcement vehicles and activities
Fatal Vision Goggle kits
Handheld digital camera kits
Handheld personal breath testing devices (PBT's)
High Visibility Rechargeable flashlights
In-car camera video systems
Laptop Computers Dedicated to Storage of data from High Visibility Enforcement (HVE)
On-Officer video cameras
PBT Calibration Kits and Replacement Sample Tubes
Reflective traffic vests
Replacement Microphones and Associated Recording Device Parts
Speed monitoring devices - Lidar
Speed monitoring devices - Radar
Stationary and pole mounted speed detection and traffic systems / Speed Carts
Tire deflation devices
Traffic cones
Traffic warning systems - flares, chemical and/or electronic battery-powered.
Other specific highway safety equipment may be considered with prior approval of the GHSP Coordinator or the GHSP Chief.

If indirect rates or overhead is going to be charged, a current indirect rate approval must be on file with the VTrans Audit Section.

Equipment with a cost per unit of \$5,000.00 or more must have prior approval of both GHSP and NHTSA.

The Subrecipient is responsible for the maintenance and repair of the equipment purchased and must make it available for inspection during a GHSP site visit or a VTrans audit.

The Subrecipient must follow the purchasing policies of the State of Vermont when making purchases under this grant.

PERFORMANCE MEASURES

Areas in which performance under this grant will be measured are:

- Equipment is used for Highway Safety and DUI activities;
- Equipment is available for site visits and/or audits;
- Equipment serial numbers, if applicable, must be handwritten/provided on invoice
- Equipment must be made operational within 30 days of receipt.

**ATTACHMENT B
PAYMENT PROVISIONS**

The State agrees to compensate the Subrecipient for eligible grant activities, up to the Federal share amount stated below, provided such activities are within the scope of the Subgrant and are authorized as provided for under the terms and conditions of this Subgrant.

Budget Detail:

Total Federal Share	\$7,000
Total Non-Federal Share (Match)	\$0
Total Program	\$7,000

During the performance of this Subgrant, any of the cost categories may be increased or decreased by up to 10% of the total award without the need for an official amendment but with the prior approval of the grant- approving official(s):

1. The change is within the Total Award Amount in effect at the time of the adjustment
2. The change does not change the Scope of Work in Attachment A

PROGRAMMATIC REPORTING REQUIREMENTS

Subrecipient will report activity to the Governor's Highway Safety Program on a monthly basis. Reports must be submitted within the month following the month of activity unless the Subrecipient specifically requests and receives approval from a Governor's Highway Safety Program member in writing, e-mail or other documentable means.

Subrecipient will complete and submit a narrative quarterly report to Governor's Highway Safety Program. The report will include significant program events or activities, problems encountered in the performance of approved activities and any other issues deemed appropriate by the Subrecipient project manager. The Subrecipient must submit programmatic reports using the Subgrant Progress Report Form.

When GHSP/NHTSA approved equipment is purchased then a copy of the invoice and proof of payment from the agency must accompany the Financial Report Form. Cost of purchases for new and replacement equipment with a useful life of more than one year and an acquisition cost per unit (including accessory items essential to its operation) of \$5,000 or more must be pre-approved by the appropriate grant- approving official(s). The approval may be part of the approval of the Performance Plan or part of a separate written request describing how the equipment would support the State's highway safety program.