MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: April 19, 2019
Subject: Grant Request – JFO #2959

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

**JFO #2959** — $50,000 from the National Alcohol Beverage Association to the VT Dept. of Liquor and Lottery. The Department will utilize the funding to hire a consultant to review training content and delivery systems and recommend improvements. This is part of an ongoing effort within the Department to modernize the various business areas and operating procedures. The Department’s intent is to utilize the funds in State FY2019.

[JFO received 4/15/19]

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 May 03, 2019 we will assume that you agree to consider as final the Governor’s acceptance of these requests.
STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: This is a grant of $50,000 intended for the hiring of an outside resource to review the training materials and methods of the Department of Liquor and Lottery.

Date: 3/7/2019

Department: Department of Liquor and Lottery (L&L)

Legal Title of Grant: 2018 NABCA Grant supplemental

Federal Catalog #: N/A

Grant/Donor Name and Address: National Alcohol Beverage Control Association, 4401 Ford Ave, Suite 700, Alexandria, VA 22302-1443

Grant Period: From: 1/1/2019 To: 12/31/2019

Grant/Donation

<table>
<thead>
<tr>
<th>SFY 1</th>
<th>SFY 2</th>
<th>SFY 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$</td>
<td>$</td>
<td>$50,000</td>
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Grant Amount: $50,000

Position Information:

<table>
<thead>
<tr>
<th># Positions</th>
<th>Explanation/Comments</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>N/A</td>
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</tbody>
</table>

Additional Comments: L&L has been engaging in an ongoing effort to modernize business areas, with training representing the last business area. This effort is seeking to improve the effectiveness of the training which will improve compliance and better realize the department's objectives.

Department of Finance & Management (Initial)

Secretary of Administration (Initial)

Sent To Joint Fiscal Office 4/11/19 Date
STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

**BASIC GRANT INFORMATION**

1. **Agency:** Dept Liquor & Lottery  
2. **Department:** Compliance, Education, and Licensing  
3. **Program:** VT DLC Ed Program Review and Reset  
4. **Legal Title of Grant:** 2018 NABCA Grant supplemental  
5. **Federal Catalog #:**

**Grant/Donor Name and Address:**
National Alcohol Beverage Control Association, 4401 Ford Avenue, Suite 700, Alexandria, VA 22302-1433  

7. **Grant Period:**  
   - **From:** 1/1/2019  
   - **To:** 12/31/2019

8. **Purpose of Grant:**
   To hire an outside education/public health expert to evaluate the current DLC Educational Training content and delivery, and recommend areas of improvement to be come best in class for future trainings.

9. **Impact on existing program if grant is not Accepted:**
   Opportunities for improvement may be missed; In terms of RBA Program management, DLL may not be able to adequately determine how well we are doing and if we are doing enough to ensure the public safety of the State.

**10. BUDGET INFORMATION**

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>SFY 1 FY 2019</th>
<th>SFY 2</th>
<th>SFY 3</th>
<th>Comments</th>
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<td>Personal Services</td>
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<tr>
<td>Operating Expenses</td>
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<tr>
<td>Grants</td>
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<td><strong>Total</strong></td>
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<table>
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<tr>
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<tr>
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<tr>
<td>In-Kind</td>
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<tr>
<td>Federal Funds</td>
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<tr>
<td>(Direct Costs)</td>
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<tr>
<td>(Statewide Indirect)</td>
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<tr>
<td>(Departmental Indirect)</td>
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<tr>
<td>Other Funds</td>
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<td><strong>Total</strong></td>
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**Appropriation No:** 2300002000  
**Amount:** $50,000
STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

Total $50,000

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: Patrick Delaney Agreed by: J.D. (initial)

<table>
<thead>
<tr>
<th># Positions</th>
<th>Title</th>
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<tbody>
<tr>
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</tbody>
</table>

Total Positions 0

12a. Equipment and space for these positions:

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: [Signature]  Date: [Date]

Title: Commissioner, Dept/Liquor & Lottery

Signature: [Signature]  Date: 07/18/19

Title: [Title]

14. SECRETARY OF ADMINISTRATION

☐ Approved: [Signature]  Date: [Date]

15. ACTION BY GOVERNOR

Check One Box:  Accepted

☐ Rejected

(Governor’s signature) [Signature]  Date: 04/11/19

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

☐ Request Memo  ☐ Notice of Donation (if any)
☐ Dept. project approval (if applicable)  ☐ Grant (Project) Timeline (if applicable)
☐ Notice of Award  ☐ Request for Extension (if applicable)
☐ Grant Agreement  ☐ Form AA-1PN attached (if applicable)
☐ 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).

Department of Finance & Management
Version 1.8_6/2016  Page 2 of 2
February 4, 2019

Vermont Department of Liquor and Lottery, Division of Liquor Control
Ms. Theresa Barrows, Director of Marketing
13 Green Mountain Drive
Montpelier, VT 05620

Dear Theresa:

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your project, VT DLC Regulatory/Enforcement Educational Program Review and Reset ($50,000) and In-House Training Video ($10,000) were both deemed appropriate efforts to be supported by the National Alcohol Beverage Control Association (NABCA) Educational & Supplemental Awards Program.

Enclosed is the Education & Supplemental Award Program Report Guidelines to submit with your report for the 2018-2019 year. You may also use these guidelines as a way to track and report your progress during the course of this year.

Please feel free to contact me if you have any questions or you may contact Lisa Dixon at lisa.dixon@nabca.org.

Sincerely,

Steven L. Schmidt
Sr. Vice President, Public Policy/Communications

Enclosure: Grant Award

cc: Martin Manahan, Chair
    Lisa Dixon
### PROJECT ADMINISTRATION

**Vermont Dept of Liquor and Lottery, Division of Liquor Control**

**ABC AGENCY**

Theresa Barrows

**PROJECT COORDINATOR**

**ADDRESS**

13 Green Mtn. Drive, Montpelier, VT 05620

**TELEPHONE**

802-828-4932

**FAX NUMBER**

802-828-2803

**EMAIL ADDRESS**

Theresa.barrows@vermont.gov

### PROJECT DESCRIPTION

VT DLC Regulatory/Enforcement Educational Program Review and Reset

**PROJECT TITLE**

February 2019

August 2019

Please attach project description to application. See criteria listed

### BUDGET

**AMOUNT OF REQUEST (MAX. $50,000)**

$ 50,000.00

**INCOME FROM OTHER SOURCES**

None

**AWARD PAYMENT INSTRUCTIONS**

- Please confirm the name and mailing address of the entity to whom the award check should be made payable. If this is a third-party entity, a W-9 form is required before processing the grant. You may email the W-9 form. Once the form is received, the agency will be informed, and the grant will be released to the appropriate contact.

**MAKE CHECK PAYABLE TO:** Vermont DLL, Division of Liquor Control

**MAILING ADDRESS:** 13 Green Mtn Drive, Montpelier, VT 05620

**PHONE NO.:** 802-828-4932

### SIGNATURES

**Theresa Barrows**

**NAME OF PROJECT COORDINATOR (PRINT)**

11/30/18

**Patrick J. Delaney**

**SIGNATURE OF ABC DIRECTOR/ADMINISTRATOR**

11/30/18

**NAME OF ABC DIRECTOR/ADMINISTRATOR (PRINT)**