



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DWD*  
Date: September 13, 2018  
Subject: Position and Grant Requests – JFO #2924- #2926 and a Pre-Spending Notification

Enclosed please find four (4) items, including four (6) limited-service positions, which the Joint Fiscal Office has received from the administration. One of these items is a pre-spending notification that requires no action by the Joint Fiscal Committee and is for informational purposes only.

**JFO #2924** – Two (2) limited-service positions within the VT Dept. of Environmental Conservation (DEC). The positions would be titled and assigned as follows: one (1) Environmental Analyst III within the Watershed Division and one (1) Grants Management Specialist within the Administration & Innovation Division. The positions would be funded through ongoing U.S. EPA *Lake Champlain Basin Program (LCBP) grant dollars that were recently re-awarded through 9/30/2019*. DEC believes that this ongoing source of funds will continue into the foreseeable future but is requesting that the positions be authorized for two years from the final approval date, which would go to roughly 9/30/2020. The environmental analyst would assist with DEC's ongoing Lake Champlain clean-up efforts including project management, evaluating invoices, project milestone reviews and reporting to State and Federal agencies. The grants specialist would oversee the administration of the additional LCBP grant dollars, which are approximately \$4,000,000 greater than in prior grant awards.  
*[JFO received 9/07/18]*

**JFO #2925** – Four (4) limited-service positions within the VT Military Department. The four positions would be titled Security Guard and would contribute to the protection of military facilities throughout Vermont. The Military Department is requesting approval of the new positions prior to the official award of federal dollars for the positions but would not hire them until the additional federal dollars are guaranteed. The Army National Guard Force Protection Federal Program Manager has requested an increase in security dollars for Vermont but the final decision hinges on Congressional and Presidential approval of the military budget.  
*[JFO received 9/12/18]*

**JFO #2926** – \$20,000 from the Governor's Highway Safety Association and the Foundation for Advancing Alcohol Responsibility to the VT Agency of Transportation. The funds would be used in state FY2019 to provide training to law enforcement to help reduce drug-impaired driving.  
*[JFO received 9/13/18]*

**Pre-Spending Notice** – The Agency of Transportation sent over a letter informing the Joint Fiscal Office that approximately \$50,000 in State funds is being used towards “required planning, airspace reviews, environmental and other permitting requirements, and engineering design,” which is all needed in order to apply for grants-in-aid for airports from the Federal Aviation Administration (FAA). The Agency is preparing a grant application to fund a new terminal facility at the Morrisville-Stowe Airport. If the grant is awarded, the Joint Fiscal Committee will ultimately need to approve the acceptance of grant funds.

*[JFO received 9/01/18]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto: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 September 27, 2018 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

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

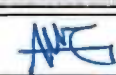
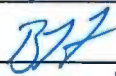
[phone] 802-828-2376  
 [fax] 802-828-2428

**RECEIVED**  
 Agency of Administration

**SEP 13 2018**

**JOINT FISCAL OFFICE**

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

<b>Grant Summary:</b>		Grant is to provide training to law enforcement to help reduce drug-impaired driving.			
<b>Date:</b>		9/4/2018			
<b>Department:</b>		AOT - Program Development 8100001100			
<b>Legal Title of Grant:</b>		2018 Driving Under the Influence of Drugs Law Enforcement Training Grant			
<b>Federal Catalog #:</b>					
<b>Grant/Donor Name and Address:</b>		Gov. Highway Safety Association, Stephanie Nguyen Programs Coordinator, 444 N. Capitol St, NW, Suite 722, Wash. DC 20001-1534			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		5/16/2018	6/30/2019		
<b>Grant/Donation</b>		\$20,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$20,000	\$	\$	\$20,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
<b>Additional Comments:</b>		This grant is from a private non-profit funded by the liquor industry.			
<b>Department of Finance &amp; Management</b>				(Initial)	
<b>Secretary of Administration</b>				(Initial)	
<b>Sent To Joint Fiscal Office</b>		9/11/18		<b>Date</b>	

9/4/18



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JOINT MILITARY OFFICE

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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>	Transportation			
<b>2. Department:</b>	Program Development			
<b>3. Program:</b>	Governor's Highway Safety Program			
<b>4. Legal Title of Grant:</b>	2018 Driving Under the Influence of Drugs Law Enforcement Training Grant			
<b>5. Federal Catalog #:</b>				
<b>6. Grant/Donor Name and Address:</b>	Governor's Highway Safety Association Stephanie Nguyen Programs Coordinator 444 N. Capitol Street, NW, Suite 722 Washington, DC 20001-1534			
<b>7. Grant Period:</b>	<b>From:</b>	5/16/2018	<b>To:</b>	6/30/2019
<b>8. Purpose of Grant:</b>	The GHSA/FAAR Grant is to provide training to law enforcement to enhance efforts to combat drug-impaired driving.			
<b>9. Impact on existing program if grant is not Accepted:</b>	Project will not proceed.			
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 19</b>	<b>FY</b>	<b>FY</b>	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$20,000	\$	\$	
<b>Total</b>	<b>\$20,000</b>	<b>\$</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source 20190)	\$20,000	\$	\$	Other - dedicated
<b>Total</b>	<b>\$20,000</b>	<b>\$</b>	<b>\$</b>	
<b>Appropriation No:</b>	8100001100	<b>Amount:</b>	\$20,000	
			\$	
			\$	
			\$	
			\$	

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

			\$
			\$
		<b>Total</b>	<b>\$20,000</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)


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

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

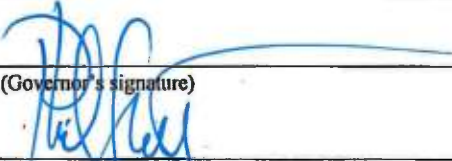
**13. AUTHORIZATION AGENCY/DEPARTMENT**

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: _____	Date: _____
	e-Signed by Joe Flynn on 2018-08-07 19:47:36 GMT	
	Signature: _____	Date: _____
	Title: _____	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 9/15/18
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted	(Governor's signature) 	Date: 9/10/18
<input type="checkbox"/> Rejected		

**16. DOCUMENTATION REQUIRED**

**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 checked="" 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).



FOUNDATION FOR  
ADVANCING ALCOHOL  
RESPONSIBILITY



May 16, 2018

Allison Laflamme  
Deputy Chief, GHSP  
1 National Life Drive  
Montpelier, VT 05604

Dear Allison,

The Foundation for Advancing Alcohol Responsibility (Responsibility.org) and the Governors Highway Safety Association (GHSA) are excited to inform you that your State Highway Safety Office was selected to receive a \$20,000 grant to provide training to law enforcement to enhance their efforts to combat drug-impaired driving.

GHSA staff will be in contact with you to schedule a kick-off call and provide a Memorandum of Understanding (MOU) outlining the grant requirements and schedule. We ask you refrain from sharing information about your receipt of this grant publicly at this time. An official announcement of the winners is planned for the week of June 11<sup>th</sup>.

If you have questions about the grant, please feel free to reach out to Stephanie Nguyen at [snguyen@ghsa.org](mailto:snguyen@ghsa.org).

We look forward to working with you to expand drug-impaired driving training for law enforcement officers in Vermont.

Sincerely,

Ralph Blackman  
President & CEO  
Responsibility.org

Jonathan Adkins  
Executive Director  
Governors Highway Safety Association

Cc: Keith Flynn, GHSP Chief, Vermont Governor's Highway Safety Program



FOUNDATION FOR  
ADVANCING ALCOHOL  
RESPONSIBILITY



### MEMORANDUM OF UNDERSTANDING

Congratulations on being awarded a 2018 Driving Under the Influence of Drugs Law Enforcement Training grant for \$20,000, presented by The Foundation for Advancing Alcohol Responsibility (Responsibility.org) and the Governors Highway Safety Association (GHSA). Responsibility.org and GHSA have partnered to enhance state law enforcement training efforts by providing grants that will supplement state efforts and activities.

To get your grant process started we will need an invoice from you for 50 percent of your grant amount (\$10,000). These funds can be used to start your program. You will receive the balance upon successful execution of your grant. ***Please make the invoice out to GHSA, include a short description of your program, where the checks should be sent, the amounts for each check, and to whom they should be made payable.*** If you would like an electronic transfer, include banking information.

As your training program meets key milestones, please send us updates so we can track your progress and provide assistance as needed. Specifically, we request the following:

- **By June 15<sup>th</sup>**, please provide:
  - A detailed timeline of the execution of your program;
  - Measurable objectives for each program component, including methodology;
  - The likely source and amount of any additional funds that will be needed to complete your grant activities;
  - Your first invoice for \$10,000.
- Once your program is underway, provide a **monthly update email** indicating how your program is progressing, any obstacles you have faced and any successes you would like to share. All grant activities must be completed by June 30, 2019.
- **Within 30 days of the conclusion** of your program, provide a summary document that includes a program overview, goals, measurable objectives with results, a summary of successes, and suggestions for program improvements. You can also indicate if you would be interested in future grant opportunities. Send your remaining invoice for the balance of funds at that time.
- Be sure to **share documentation** of your program and events, including media clippings, photos and materials. We want to be able to share your story and best practices with others.