



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: May 12, 2025
Subject: Grant– JFO #3253

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

JFO #3253: \$20,000.00 to the Vermont Department of Public Safety, Vermont State Police. Funds will be used by the Vermont Boating Law Administrator, with the support of the Vermont Department of Health, to create a comprehensive boating injury data tracking system.
[Received May 6, 2025]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Please submit concerns by **June 1, 2025**, or we will assume that you agree to consider as final the Governor's acceptance of this request.

**State of Vermont**

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

Agency of Administration

[phone] 802-828-2376

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:	Awardee will receive up to \$20,000 as a cost-reimbursable grant from the Safe States Alliance. The funds from this Agreement are made available to the Safe States Alliance through a cooperative agreement from the Department of Homeland Security/United States Coast Guard (Using Data for Action Tier 2 Leveraging Enhanced Recreational Boating Data for Prevention, Award # 70Z02324MO0004978, CFDA 97.012). The Vermont State Police's (VSP) Boating Law Administrator (BLA), in partnership with the Vermont Department of Health (VDH), proposes a data linkage project to develop a comprehensive boating injury tracking system in Vermont that more accurately captures the incidence of boating accidents and injury. Through this process Vermont can determine the leading causes of injury on waterways. Robust data collection and analysis will enable the identification of patterns of high-risk behavior, development of targeted interventions for priority 1 Data source: Vermont Uniform Hospital Discharge Dataset, 2018-2022 populations, and continuous assessment of implemented interventions.				
Date:	4/10/2025				
Department:	DPS VSP				
Legal Title of Grant:	Recreational Boating Injury Data or Prevention Initiative Grant Program				
Federal Catalog #:	None				
Grant/Donor Name and Address:	Safe States Alliance, 5456 Peachtree Blvd. #244, Atlanta, GA 30345				
Grant Period:	From:	1/15/2025	To:	9/15/2025	
Grant/Donation	\$20,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$10,000	\$10,000	\$	\$20,000	
Position Information:	# Positions	Explanation/Comments			
	0				
Additional Comments:		Passthrough to VDH			
Department of Finance & Management			Adam Greshin <small>Digitally signed by Adam Greshin Date: 2025.04.14 08:30:05 -0400</small>		(Initial)

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		
Secretary of Administration	<div>Signed by: Sean Brown (initial) F643164EBC83432...</div>	
Sent To Joint Fiscal Office	Anna Reinold	Date
	<div>REVIEWED By Anna Reinold at 4:19 pm, May 06, 2025</div>	

Jason
Aronowitz

Digitally signed by Jason Aronowitz
Date: 2025.04.10 15:59:17 -0400'





State of Vermont
Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300
(802) 241-5000
TTY/TDD (888) 545-7598
www.dps.vermont.gov

April 10, 2025

To: Jason Aronowitz, Senior Budget & Management Analyst

From: Melissa Austin, Financial Manager

Re: Request for Grant Acceptance

Attached you will find our request for Grant Acceptance (Form AA-1) for the Safe States Alliance Recreational Boating Injury Data or Prevention Initiative Grant Program. Please note that this is a time sensitive request. The period of performance ends on 9/15/2025.

If you have any questions, please contact me at Melissa.Austin@vermont.gov.

Respectfully,

Melissa

Cc: Sherry Chase, Financial Administrator

Cc: Richard Hallenbeck, Director of Administration and Finance

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

BASIC GRANT INFORMATION				
1. Agency:				
2. Department:	Public Safety			
3. Program:	Vermont State Police			
4. Legal Title of Grant:	Recreational Boating Injury Data or Prevention Initiative Grant Program			
5. Federal Catalog #:	None			
6. Grant/Donor Name and Address:				
Safe States Alliance, 5456 Peachtree Blvd. #244, Atlanta, GA 30345				
7. Grant Period:	From:	1/15/2025	To:	9/15/2025
8. Purpose of Grant:				
<p>Awardee will receive up to \$20,000 as a cost-reimbursable grant from the Safe States Alliance. The funds from this Agreement are made available through a cooperative agreement from the Department of Homeland Security/United States Coast Guard (Using Data for Action Tier 2 Leveraging Enhanced Recreational Boating Data for Prevention, Award # 70Z02324MO0004978, CFDA 97.012).</p> <p>The Vermont State Police's (VSP) Boating Law Administrator (BLA), in partnership with the Vermont Department of Health (VDH), proposes a data linkage project to develop a comprehensive boating injury tracking system in Vermont that more accurately captures the incidence of boating accidents and injury. Through this process Vermont can determine the leading causes of injury on waterways. Robust data collection and analysis will enable the identification of patterns of high-risk behavior, development of targeted interventions for priority 1 Data source: Vermont Uniform Hospital Discharge Dataset, 2018-2022 populations, and continuous assessment of implemented interventions. Vermont will approach this work through a health equity lens ensuring that data is analyzed by subpopulations including gender identity, race and ethnicity, age group, socioeconomic status and other subpopulations available.</p>				
9. Impact on existing program if grant is not Accepted:				
This project will allow the state to better capture the incidence of boating accidents and injury and allow us to determine the leading causes of injury on waterways. This will allow us to make more informed decisions regarding boating laws and regulations to better protect Vermonters on the water.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 25	FY 26	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$10,000	\$10,000	\$	Pass-through to VDH
Total	\$10,000	\$10,000	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	

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

(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source Safe States Alliance)	\$10,000	\$10,000	\$	
Total	\$10,000	\$10,000	\$	

Appropriation No:	2140010000 21908	Amount:	\$10,000
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$10,000

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: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
		N/A
Total Positions		

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: <small>Signed by:</small>	Date: 4/10/2025
	Title: 2B16FD6180DE453	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <small>Signed by:</small> Sean Brown F043164EBC83432	Date: 4/14/2025 12:30
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature)	Date: 5/6/25
<input type="checkbox"/> Rejected		

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

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



SAFE STATES

An Alliance to Strengthen the Practice of Injury and Violence Prevention

RECREATIONAL BOATING INJURY DATA OR PREVENTION INITIATIVE GRANT PROGRAM AGREEMENT WITH VERMONT DEPARTMENT OF PUBLIC SAFETY

Agreement Summary

Recreational Boating Injury Data or Prevention Initiative Grant Program

Issue Date:	January 3, 2025
Issuing Organization:	Safe States Alliance 5456 Peachtree Blvd., #244 Atlanta, GA 30345 770-690-9000 Fiscal@safestates.org
Agreement Monitor:	Amy Bailey 678-373-4310 Amy.Bailey@safestates.org
Business Agreement Monitor:	Michelle Wynn 678-389-5694 Michelle.Wynn@safestates.org
Awardee:	Vermont Department of Public Safety
Programmatic Contact Person:	Al Johnson, Boating Law Administrator Vermont Department of Public Safety 3294 St. George Road Williston, VT 05495 Alan.Johnson@vermont.gov
Fiscal Contact Person:	Sherry Chase Vermont Department of Public Safety 45 State Drive Waterbury, VT 05671-1300 Sherry.chase@vermont.gov
Award Amount:	\$20,000
Period of Performance:	January 15, 2025 – September 15, 2025



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An Alliance to Strengthen the Practice of Injury and Violence Prevention

Recreational Boating Injury Data or Prevention Initiative Grant Program

THIS Agreement (the “Agreement”) is made this 3rd day of January 2025 by and between Safe States Alliance (Safe States), and the Vermont Department of Public Safety (“Awardee”).

WHEREAS the parties hereto desire to enter into an Agreement called the *Grant Program*,

In consideration of the promises and the covenants herein contained, the parties agree as follows:

1. Definitions

In this Agreement, the following words have the meanings indicated:

- 1.1 “Safe States” means the *Safe States Alliance*.
- 1.2 “Agreement” means this agreement between Safe States and the Awardee as well as any required attachments.
- 1.3 “Agreement Monitor” means Amy Bailey at Amy.Bailey@safestates.org and 678-373-4310.
- 1.4 “Awardee” means *Vermont Department of Public Safety*.

2. Scope of Work

- 2.1 The Awardee shall carry out the activities as described below in section 2.2 (Description /Specifications/Work Statement). These services shall be provided in accordance with the terms and conditions of this Agreement. The associated funds can be used to support direct labor/fringe, consultant/contractors, materials/supplies, travel, and other relevant expenses proposed within their budget and associated with the deliverables listed below.

2.2 Description/Specifications/Work Statement:

By accepting these funds, Awardee agrees to:

- a) Complete the activities as defined in the proposal submitted to Safe States in November 2024, and included as Attachment A.
- b) Provide additional budgetary justification if requested.
- c) Submit a W-9 along with this signed agreement.
- d) Submit a copy of the Awardee’s most recent organizational audit.
- e) Submit a copy of the Awardee's indirect rate agreement (if applicable.)
- f) Submit timely invoices and reports as detailed on page 9.



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2.3 Award Amount:

Awardee will receive up to \$20,000 as a cost-reimbursable grant from the Safe States Alliance. The funds from this Agreement are made available through a cooperative agreement from the Department of Homeland Security/United States Coast Guard (*Using Data for Action – Tier 2 Leveraging Enhanced Recreational Boating Data for Prevention*, Award # 70Z02324MO0004978, CFDA 97.012).

2.4 Invoicing/Reporting/Payment Schedule:

- a) The *Grant Program* is a cost-reimbursable grant. Expenses must occur before requesting reimbursement. All funds must be spent by September 15, 2025, for work completed by that date.
- b) Grant funds may be used to support administrative activities, implementation, evaluation, and staff time. Grant funds cannot be used for research.
- c) Applicants may use funds for approved negotiated indirect rates¹.
- d) Implementation of all funded grant activities must be completed by September 15, 2025.
- e) Budget Revisions – submit a budget revision for any of the following occurrences: reallocation of more than 10% from one budget category to another; addition of new contractual activity; or expenses in a budget category that had \$0 funding in the budget (i.e., if \$0 were budgeted for travel, a budget revision would be required before funds can be spent on travel.) Budget revisions received after July 31st are not guaranteed to be reviewed and approved.
 - i. Grantee must notify Safe States if there is a change in key personnel or a change in any previously approved subcontractor.
- f) Invoices will be submitted at least quarterly along with required programmatic reporting. Documentation of expenses will be required. Should Awardee wish to invoice more often than quarterly, a programmatic report will be required with each invoice submission. A minimum reporting and invoicing timeline can be found on page 9.
- g) **Awardee must submit invoices and reports electronically to the Agreement Monitor and Business Agreement Monitor listed on page one of this Agreement and send an electronic copy to Fiscal@safestates.org to receive payment. The invoice should reference: “Vermont– BoatingGrantQtr#Year” and shall describe in detail the task(s) completed.** Safe States will review the invoice and pay the Awardee for work that has been judged acceptable. Safe States maintains the right to withhold payment, as a result of work determined at its sole discretion to be incomplete, late, or that does not meet the content expectations that Safe States has shared with Awardee either verbally or in writing.

¹ Copies of indirect rates should be submitted with the signed agreement.



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- h) **Awardee must submit final invoice within 30 days of Agreement end date, no later than October 15, 2025, to receive payment.** Payment of the final invoice will not be made until all work has been completed and has been judged acceptable by Safe States. Failure to provide a timely invoice(s) may result in non-payment of expenses for completed work or deliverables. Invoice(s) will be paid within 30 days of receipt at Safe States.

3. Period of Performance.

The Agreement shall be for the period beginning January 15, 2025 and ending September 15, 2025. The Awardee shall begin provision of activities and deliverables upon receipt of the signed notification of award or on the date specified in this Agreement.

4. Rights to Records

The Awardee agrees that all documents and materials including but not limited to reports, studies, designs, graphics and data prepared by the Awardee, for purposes of this Agreement shall be made available to the Safe States Alliance and DHS/USCG at any time on request.

5. Indemnification

- 5.1 Safe States has no obligation to provide legal counsel or defense to the Awardee or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Agreement against the Awardee or its subcontractors as a result of or relating to the Awardee's or subcontractors' performance or non-performance under this Agreement.
- 5.2 Safe States has no obligation for the payment of any judgments or the settlement of any claims against the Awardee or its subcontractors as a result of or relating to the Awardee's or subcontractors' performance or non-performance under this Agreement.
- 5.3 The Awardee shall immediately notify the Agreement Monitor of any claim or suit made or filed against the Awardee or its subcontractors regarding any matter resulting from, or relating to, the Awardee's or subcontractors' performance or non-performance under the Agreement, and will cooperate, assist and consult with Safe States in the defense or investigation of any claim, suit, or action made or filed against Safe States as a result of, or relating to, the Awardee's or subcontractors' performance or non-performance under this Agreement.

6. Nondiscrimination in Employment

The Awardee agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, sexual preference, marital status, national origin, ancestry, or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract except a purchase subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.



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7. Delays and Extensions of Time

The Awardee agrees to perform the work continuously and diligently and no charges or claims for damages shall be made by it for any delays or hindrances from any cause whatsoever during the progress of any portion of the work specified in this Agreement.

Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Awardee, including but not restricted to, acts of God, acts of the public enemy, acts of another Awardee in the performance of an Agreement with Safe States, fires, floods, epidemics, quarantine restrictions, strikes (other than strikes involving the Awardee or its subcontractors or suppliers), freight embargoes, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of either the Awardee or the subcontractors or suppliers.

8. Subcontracting

The Awardee may not subcontract any portion of the services provided under this Agreement without obtaining the prior written approval of Safe States' Agreement Monitor, nor may the Awardee assign this Agreement or any of its rights or obligations hereunder, without the prior written approval of Safe States' Agreement Monitor. Any subcontracts shall include such language as may be required in various clauses contained within this solicitation and attachments. Safe States shall not be responsible for fulfillment of the Awardee's obligations to its subcontractors.

9. Equipment and Materials, Expenses and Insurance.

Awardee shall furnish all equipment, materials and labor used to perform the Awardee Services, except as otherwise expressly provided in this Agreement. Awardee shall pay all ordinary and necessary expenses arising from its performance of the Awardee Services, except as otherwise expressly provided by this Agreement.

Safe States shall not provide insurance coverage of any kind for Awardee or name Awardee as an additional insured on any of its insurance policies.

The Awardee shall produce to Safe States, on request, copies of all insurance policies referred to in this condition or other evidence confirming the existence and extent of the coverage given by those policies, together with receipts or other evidence of payment of the latest premiums due under those policies. Notwithstanding the foregoing, in the event the Awardee is prohibited by law from contractually obligating itself to obtain insurance coverage as required above, this Section shall be void.

10. Publicity and Media

Conference/Meeting/Seminar Materials Disclaimer: If a conference/meeting/seminar is funded under this Agreement, the Awardee must include the following statement on conference materials, including promotional materials, agenda, and internet sites:

Funding for this conference was made possible (in part) by the Safe States Alliance and the US Department of Homeland Security, United States Coast Guard). The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of Safe States or DHS/USCG, nor does the mention of trade names,



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commercial practices, or organizations imply endorsement by Safe States or the U.S. Government.

Logo Use for Conference and Other Materials: Neither the Safe States Alliance nor the *Department of Homeland Security (DHS)* or *United States Coast Guard (USCG)* logo may be displayed if such display would cause confusion as to the funding source or give false appearance of endorsement. Accordingly, neither the Safe States Alliance nor the DHS or USCG logo can be used by the Awardee without the express, written consent of Safe States and the Concerned Funding Agency (DHS/USCG). Safe States can assist with facilitating such a request. It is the responsibility of the Awardee to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the Safe States and Government logos. In all cases for utilization of Government and Safe States logos, the Awardee must ensure written consent is received.

Products, Resources, and Publications: Any products, resources or publications created as a part of this award should include the following statement acknowledging funding:

This resource was developed using funds made available from Safe States through a cooperative agreement with the Department of Homeland Security/United States Coast Guard (Using Data for Action – Tier 2 Leveraging Enhanced Recreational Boating Data for Prevention), Award # 5 70Z02324MO0004978, CFDA 97.012). The views expressed in written materials or publications do not necessarily reflect the official policies of Safe States or DHS/USCG, nor does the mention of trade names, commercial practices, or organizations imply endorsement by Safe States or the U.S. Government.

11. Financial Record Keeping and Inspection

The Awardee warrants that it shall, during the term of the Agreement and for a period of seven (7) years following the date of submission of the final expenditure report, maintain accurate and complete financial records, including accounts, books, and other records related to charges, costs, disbursements, and expenses, in accordance with generally accepted accounting principles and practices, consistently applied. Safe States, directly or through its authorized agents, auditors or other independent accounting firm, at its own expense, and the Concerned Funding Agency (DHS/USCG) directly or through its duly authorized representatives, shall have the right, from time to time, upon at least ten (10) days' notice, to audit, inspect, and copy the Awardee's records. The Awardee shall fully cooperate, including by making available such of its personnel, records and facilities as are reasonably requested by Safe States or the Concerned Funding Agency. This Section shall remain in force during the term of the Agreement and for the seven (7) years following the termination or expiration of the Agreement. If an audit, litigation, or other action involving the records is started before the end of the seven (7) year period, Awardee agrees to maintain the records until the end of the seven (7) year period or until the audit, litigation, or other action is completed, whichever is later.

The Awardee further acknowledges and agrees that in the event the Awardee has expenditures of \$750,000 or more (through 9/30/2024) and \$1 million or more (starting 10/1/2024) in total federal awards, including this Agreement, Awardee shall be subject to audit by the federal government as provided for under OMB Uniform Guidance Requirements, Cost Principles and Audit Requirements for Federal Awards (Omni Circular). Awardee further agrees to cooperate and to promptly furnish any



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requested information in the course of any audit of Safe States by the federal government under the Omni Circular.

12. Limitation of Liability

Notwithstanding any other provision of the Agreement, under no circumstances shall the liability of Safe States to the Awardee exceed the total amount of compensation to be paid to the Awardee.

13. Agreement Monitor

The work to be accomplished under this Agreement shall be performed under the direction of the Agreement Monitor. All matters relating to the interpretation of this Agreement shall be referred to the Agreement Monitor for determination.

14. Notices

All official notices hereunder shall be in writing and either delivered personally or sent by electronic, certified or registered mail (postage prepaid) as follows:

If to Safe States: Michelle Wynn, Director of Finance and Operations
Safe States Alliance
5456 Peachtree Blvd., #244
Atlanta, GA 30341

If to the Awardee: Al Johnson, Boating Law Administrator
Vermont Department of Public Safety
3294 St. George Road
Williston, VT 05495
Alan.Johnson@vermont.gov

15. Modification

The Agreement may not be modified except by further written agreement signed by the parties. The parties may enter into a change letter that modifies any aspect of the Agreement or any Addendum or Attachment, including the Scope or Services, rather than issuing a new version of the affected document.

16. Severability

If for any reason any part of the Agreement is held to be unenforceable, illegal or invalid, that unenforceability, illegality or invalidity will not affect any other provisions, which will continue in full force and effect.

17. Entire Agreement

The Agreement constitutes the entire agreement between the parties relating to the subject matter of the Agreement. The Agreement supersedes all prior negotiations, representations and undertakings, whether written or oral.



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18. Compliance with the Law

The Awardee shall at all times act in accordance with all applicable governmental laws and regulations.

This instrument shall be given effect and construed by application of the law of the state of Vermont. If the parties are unable to settle a dispute relating to this Agreement, either party, on written notice to the other party, shall submit the dispute to arbitration. Judgment on the arbitration award may be entered in any court having jurisdiction. The construction and interpretation of this Agreement shall be governed in accordance with the laws of the State of Vermont, without giving effect to its conflict of laws rules. Notwithstanding any provision of this Agreement to the contrary, Safe States may seek a preliminary and/or temporary injunction in a court of competent jurisdiction to stop or prevent a breach of this agreement, but the arbitrator shall decide all final relief.



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Signature Page

IN WITNESS THEREOF, the parties have executed this Agreement as of the date hereinabove set forth.

Vermont Department of Public Safety

Safe States

Signed by:

 2B16FD6180DE453...
 Signature


 Signature

Daniel Batsie
 Name, Title

Sharon Gilmartin, Executive Director
 Name, Title

3/5/2025
 Date

3/13/2025
 Date

DUNS (if applicable)

LALMDNWSYKT1

UEI (if applicable)

036000264

Federal Tax ID

Minimum Reporting and Invoicing Timeline

Submit Quarterly Report and Invoice (January 15, 2025 – March 30, 2025)	4/15/2025
Submit Quarterly Report and Invoice (April 1, 2025 – June 30, 2025)	7/15/2025
Submit Quarterly Report and Invoice (July 1, 2025 – September 15, 2025)	9/15/2025



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An Alliance to Strengthen the Practice of Injury and Violence Prevention

ATTACHMENT A: Proposal and Budget

(802)878-7111

STATE OF VERMONT

FAX (802)878-2742



DEPARTMENT OF PUBLIC SAFETY
VERMONT STATE POLICE
3294 St. George Rd, Williston, VT 05495

November 21, 2024

Amy Bailey, MPH
Program Manger
Safe States Alliance
5456 Peachtree Blvd. # 244
Atlanta, GA 30341

Dear Ms. Bailey:

The Vermont State Police (VSP) are pleased to provide this letter to the Safe States Alliance in full support of our proposal to conduct an expanded recreational boating safety injury data initiative in Vermont. VSP enjoys a strong collaborative relationship with the Vermont Department of Health (VDH) through our Boating Law Administrator, Al Johnson, and we're committed to supporting this important data linkage project through this partnership.

VSP's Marine Division already works collectively with other state and local law enforcement partners, as well as the U.S. Coast Guard, to ensure a safe boating environment for all users of Vermont's waterways through our State Recreational Boating Safety Grant Program. In addition, we enjoy strong, ongoing support through our relationship with the National Association of Boating Law Administrators (NASBLA) and their use of the "public health approach" to recreational boating safety and injury prevention. Through their recent strategic plan, NASBLA states:

"The goal is to influence and cause real boat operator and passenger behavioral change utilizing an evidence-based model, such as the Public Health Approach, through awareness, education, and other interventions that will result in increased situational awareness and safer recreational boating practices while underway."

VSP is in full agreement with this statement, and we believe that this important data initiative will help expand the evidence base around recreational boating injuries in Vermont. By collecting and analyzing a wider range of data about recreational boaters, we can more effectively pinpoint patterns of risky behavior, design targeted interventions aimed at the most at-risk boaters, and continuously assess how well these interventions are working to improve boating safety practices and public health outcomes. We also look forward to leveraging this new information to advocate for improvements in boating safety law in Vermont, and to enact policies that address the root cause of injury and death on the water, thus making Vermont's waterways safer into the future.

Sincerely,

D. Munson

Captain Debra Munson

Special Operations Commander
Vermont State Police

"Your Safety Is Our Business"

Expanding & Refining Recreational Boating Safety Data in Vermont

The mission of the National Recreational Boating Safety (RBS) Program is to ensure the public has a safe, secure, and enjoyable recreational boating experience by implementing programs designed to minimize the loss of life, personal injury, and property damage.

In Vermont from 2017-2021, unintentional drowning of children and adults resulted in twenty-seven hospitalizations and emergency department visits annually. Of the reported twenty-seven unintentional drownings resulting in hospitalizations and emergency department visits, most were children under the age of 14.¹

While Vermont has a high level of confidence in the quality and accuracy of injury data available in the US Coast Guard (USCG) Boating Accident Reporting Database (BARD) system, there is less confidence that all Vermont recreational boating incidents resulting in injury, death, and property damage are entered into BARD. Evidence suggests that non-fatal recreational boating incidents are underreported nationwide for reasons that include lack of awareness, deliberate choice, non-fatal incidents only resulting in property damage, and an absence of information due to a lack of incident observation.

The Vermont State Police's (VSP) Boating Law Administrator (BLA), in partnership with the Vermont Department of Health (VDH), proposes a data linkage project to develop a comprehensive boating injury tracking system in Vermont that more accurately captures the incidence of boating accidents and injury. Through this process Vermont can determine the leading causes of injury on waterways. Robust data collection and analysis will enable the identification of patterns of high-risk behavior, development of targeted interventions for priority

¹ Data source: Vermont Uniform Hospital Discharge Dataset, 2018-2022

populations, and continuous assessment of implemented interventions. Vermont will approach this work through a health equity lens ensuring that data is analyzed by subpopulations including gender identity, race and ethnicity, age group, socioeconomic status and other subpopulations available.

1. Organizational Context

The Vermont State Boating Program is located in the VSP Marine Division, as part of the Vermont Department of Public Safety (DPS) and is funded through the USCG State RBS Grant, managed by VSP's BLA, Al Johnson. Prior to joining the VSP, the BLA spent the previous 15 years working for VDH, including work in public health prevention, grant and contract management and state/federal budgeting principles. The BLA's strong linkage with VDH has allowed for a smooth connection to the VDH Injury & Violence Prevention Team.

As a member of the Vermont Agency of Human Services (AHS), VDH enjoys robust working relationships with all of its' AHS partner departments. VDH's strong health system and community linkages, along with a history of successful partnerships and initiatives position VDH to successfully co-implement a comprehensive RBS project as outlined in this application.

VDH has a centralized data collection and analysis structure through its Division of Health Statistics and Informatics (HSI). HSI houses Vital Statistics, and an Informatics Section as well as two Research and Statistics Units, that utilize data from multiple sources to complete their work. HSI has extensive experience collecting and analyzing data, and includes approximately 50 public health analysts and epidemiologists responsible for surveillance and evaluation for most public health programs and divisions within VDH. A Public Health Data Analyst will be funded by this grant to lead the implementation of data sharing agreements and data analysis.

The Injury and Violence Prevention Program, including the Child Fatality Review Team (CFRT) at VDH sits within the Division of Family and Child Health (FCH). Julia Sarrasin, MPH the FCH

Injury Prevention Specialist, will provide coordination and technical assistance to internal and external partners on injury prevention best practices related to water safety. Emily Fredette, the Injury and Violence Program Manager and the Injury Prevention Specialist will provide in-kind time to support the coordination of the RBS data linkage project.

Beginning in May of 2024, VSP began partnering with the FCH Injury and Violence Prevention Program by participating in the ***Using Data for Action – Leveraging Enhanced Recreational Boating Data for Prevention*** meeting series in partnership with the Safe States Alliance, US Coast Guard and the National Association of State Boating Law Administrators (NASBLA). This project brought together a small group of boating law administrators and public health professionals, including Child Death Review (CDR) teams from other states to create recommendations to improve the actionability of boating injury-related data that are critically important for informing real-time prevention efforts.

Overview of Data Linkage Project

The Vermont data linkage project seeks to both expand the amount of recreational boating morbidity and fatality data and refine the totality and accuracy of that data. The following types of data sets and systems are proposed for this project:

- Electronic Surveillance System for “**Essence**”
- **EMS Data**-Vermont Statewide Incident Reporting Network (SIREN)
- **State Health Information Exchange**-Vermont Information Technology Leaders (VITL)
- **Vermont Medicaid**-Vermont Medicaid Data Aggregation & Access Program (MDAAP)
- **National Fatality Review Case Reporting System** (NFR-CRS)
- **Vermont Vital Statistics**

Vermont proposes implementing a three-phased approach across the grant period of performance.

Phase 1, January 1, 2025-March 31, 2025

- **Determine the analysis period** for the data that will be gathered, evaluated and analyzed
- **Determine MOU or Data Use Agreement (DUA)** needs for the project
- **Develop an aquatic injury data dictionary of key terms** to capture boating injury data

Phase 2, April 1, 2025-June 30, 2025

- **Execute MOU or DUA** needed to access additional data sets
- **Review BARD data from the identified analysis period** as it relates to Vermont
- **Compile all boating related data** from identified sources

Phase 3, July 1, 2025-September 15, 2025

- **Complete analysis of collected data** and conduct subpopulation analyses to prioritize health equity initiatives
- **Convene multidisciplinary team** to review data analysis and identify future priorities

Performance Measures

- Determine the total number of recreational boating incidents during the analysis period from BARD as compared to the expanded data
- Determine the number of duplicate incidents from all expanded data
- Test expanded data versus BARD data for Vermont to determine if datasets align in relation to vessel details, operator data, accident details, casualty data or contributing factors.

2. Organizational Readiness

In addition to VSP and VDH participating in 2024 Data to Action project with Safe States, NASBLA and the USCG, the VSP and VDH participate in the Vermont Water Safety Action Committee. This group is a multidisciplinary team working to understand and address gaps, barriers, and weaknesses in Vermont related to water safety including access and availability of education and resources for professionals and the community at large.


Other Vermont partners will be leveraged to assist with education and messaging around safe boating initiatives. Public and private partnerships include RBS subrecipients, summer camps, sailing organizations, marinas, boat clubs, State Parks, and the VT Boat & Marine Association.

The FCH Injury Prevention Specialist coordinates water safety partnerships with the Vermont Chapter of the American Academy of Pediatrics, Agency of Education, and all Vermont early childhood care and education programs to ensure policies and procedures are consistent with drowning prevention best practices.

3. Overall Benefit & Sustainability

By using expanded, local recreational boating safety data, Vermont will be able to provide a more comprehensive understanding of risk factors contributing to recreational boating injury trends. An established evidence base of boating-related injuries and fatalities will lead to increased data-driven decision making and allow partners to better leverage prevention resources to the groups with the highest needs, as well as identify target audiences for specific behavior change communications around boating safety. Investing in the creation of a data tracking system will allow Vermont to identify trends over time and evaluate chosen prevention strategies. This data will facilitate a higher level of collaboration between VDH, VSP, other State agencies, community partners, and the broader boating public.

Vermont will utilize this funding for data driven prevention strategies and will seek additional grant opportunities to continue and enhance this project in the future. Supplementary funding sources exist within the federal government, other Vermont state agencies, and various state non-profit organizations. Vermont will also use existing resources and infrastructure to continue to collect and review the data sources identified in this project and enhance that data with any new data sources that are identified over time. This capacity building opportunity will assist in the automation of future analyses.



BUDGET TEMPLATE INSTRUCTIONS

I. SEED GRANT INFORMATION

Applicant Organization Name

Vermont State Police Marine Division

Project Name

Expanding & Refining Recreational Boating Safety Data in Vermont

Safe States Project Code

Seed Grant Program

Date Submitted

11/22/2024

Safe States Lead Staff

Amy Bailey

Period of Performance

12/15/2024 - 9/15/2025

Payment Method

Cost Reimbursement

Total Budget Amount

\$20,000

II. DIRECT LABOR

Project Task/Deliverable/Objective	Personnel	Duration (Months)	% FTE	Salary (\$)	Total Cost
Data Sharing Agreements, Data Gathering/Analysis	Public Health Analyst II-TBD	9	12%	\$ 66,744.00	\$ 6,006.96
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
SUBTOTAL DIRECT LABOR					\$ 6,006.96
FRINGE BENEFITS (%)				62.70%	\$ 3,766.36
SUBTOTAL DIRECT LABOR + FRINGE					\$ 9,773.32

III. CONSULTANTS/CONTRACTORS (e.g. a temp agency, subcontract, etc.)

Consultant/Contractor Name	Rate	# of Hours	Total Cost
N/A			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
SUBTOTAL CONSULTANTS/CONTRACTORS			\$ -

IV. MATERIALS/SUPPLIES

Item	Cost/Unit	# of Units	Total Cost
N/A			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
SUBTOTAL DIRECT MATERIALS			\$ -

V. TRAVEL


Travel Expense	Total Cost
Registration - 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA	\$ 800.00
Airfare (roundtrip BTV to ATL)- 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA	\$ 1,200.00
Lodging (\$173 +/night x 4) - 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA	\$ 1,646.00
Meals & Incidentals @ GSA Rate - 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA	\$ 860.00
Parking & Ground Transfers - 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA	\$ 314.41
SUBTOTAL TRAVEL	\$ 4,820.41

VI. OTHER EXPENSES

Item	Total Cost
N/A	
SUBTOTAL OTHER EXPENSES	\$ -

VII. INDIRECT COSTS

G&A/Indirect Costs	Percentage %	% of Total Direct Salary	Total Cost
Indirect Cost Rate/G&A (Federally Approved Cost Allocation Plan charged as a % of Direct Salary)	90%	\$ 6,006.96	\$ 5,406.26
SUBTOTAL INDIRECT COSTS			\$ 5,406.26
TOTAL REQUESTED BUDGET AMOUNT			\$ 20,000.00

 BUDGET NARRATIVE		
Instructions: Please use this section to provide details and explain the line items requested within the budget and why each is needed to accomplish the scope of work. Relevant experience and skills should be described for all personnel listed. Costs must prove to be reasonable, allowable, and allocable. If using a fixed price payment method, please identify payment schedule as it relates to the completion of each task within the justification section.		
II. DIRECT LABOR		
Project Task/Deliverable/Objective	Personnel	Justification
Data Sharing Agreements, Data Gathering/Analysis	Public Health Analyst II-TBD	The Public Health Data Analyst will lead the implementation of MOU's and Data Sharing Agreements of this project, collect data and conduct data analysis from the proposed new data sources as well as USCG BARD for the identified analysis period.
0	0	
0	0	
0	0	
0	0	
0	0	
0	0	
0	0	
0	0	
0	0	
FRINGE BENEFITS (%)		Justification
62.7%		
III. CONSULTANTS/CONTRACTORS (e.g. a temp agency, subcontract, etc.)		
Consultant/Contractor Name	Justification	
N/A		
0		
0		
0		
0		
IV. MATERIALS/SUPPLIES		
Item	Justification	
N/A		
0		
0		
0		
0		
V. TRAVEL		
Travel Expense	Justification	
Registration - 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA	The VSP Boating Law Administrator (Al Johnson) and VDH Injury Prevention Specialist (Julia Sarrasin) will travel to attend the Safe States 2025 Annual Injury & Violence Prevention Conference in Atlanta, GA September 9-11, 2025 to share best practices and innovative solutions, discuss emerging new issues and research, and build their competencies in Injury and Violence Prevention.	
Airfare (roundtrip BTV to ATL)- 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA		
Lodging (\$173 +/night x 4) - 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA		
Meals & Incidentals @ GSA Rate - 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA		
Parking & Ground Transfers - 2 Attendees: Safe States 2025, September 9-11, Atlanta, GA		
VI. OTHER EXPENSES		
Item	Justification	
N/A		
0		
0		
0		
0		
VII. INDIRECT COSTS		
G&A/Indirect Costs	Percentage/Cost	Justification

Indirect Cost Rate/G&A (Federally Approved Cost Allocation Plan charged as a % of Direct Salary)	90%	As a member department of the VT Agency of Human Services (AHS) , the Vermont Department of Health (VDH) uses a Cost Allocation Plan in lieu of an indirect rate as authorized by OMB Circular A-87, Attachment D. This Cost Allocation Plan was initially approved by the US Dept. of Health and Human Services (HHS) effective October 1, 1987 and remains in effect. The Cost Allocation Plan summarizes actual, allowable costs incurred in the operation of each program. These costs include items which are often shown as direct costs, such as telephone and general office supply expenses, as well as items which are often included in an indirect rate, such as the cost of office space and administrative salaries. These costs are allocated to the program based on the salaries and wages paid in the program. Because these are actual costs, unlike an Indirect Cost Rate, these costs will vary from quarter to quarter and cannot be fixed as a rate.
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DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Portfolio
Cost Allocation Services

26 Federal Plaza, Room 3412
New York, NY 10278
PHONE: (212) 264-2069
FAX: (212) 264-5478
EMAIL: CAS-NY@psc.hhs.gov

December 23, 2019

Mr. Mike Smith
Secretary
State of Vermont
Agency of Human Services
280 State Drive
Waterbury, VT 05671

Dear Mr. Smith:

This letter provides approval of the Vermont Agency of Human Services (AHS) Cost Allocation Plan (Plan) amendment, which was transmitted by letter dated June 30, 2018 and later revised via email dated September 12, 2018. The amendment includes changes within the Agency of Human Services to the Central Office, Department of Children & Families, Department of Disabilities, Aging and Independent Living, Department of Vermont Health Access, Vermont Department of Health, and the Department of Mental Health. This amendment, which was submitted in accordance with 45 CFR 95, Subpart E, is effective April 1, 2018.

Acceptance of the actual costs in accordance with the approved Plan is subject to the following conditions:

1. The information contained in the Plan and provided by the State in connection with our review of the Plan is complete and accurate in all material respects.
2. The actual costs claimed by the State are allowable under prevailing cost principles, program regulations and law.
3. The claims conform with the administrative and statutory limitations against which they are made.
4. The Administration of Children & Families (ACF) has stated that they will address with the State directly their concerns with the claiming of costs related to child care subsidy for children receiving Title IV-E Adoption Assistance. ACF still holds that this is unallowable cost under the Federal Title IV-E program.
5. ACF requires that we remind the State that the approval of this amendment is an approval of a methodology only, and that all expenditures claimed under the Plan are subject to

Mr. Mike Smith

-2-

December 23, 2019

audit by the HHS Office of Inspector General.

This approval relates only to the methods of identifying and allocating costs to programs, and nothing contained herein should be construed as approving activities not otherwise authorized by approved program plans or Federal legislation and regulations.

Implementation of the approved cost allocation plan may subsequently be reviewed by authorized Federal staff. The disclosure of inequities during reviews may require changes to the Plan.

If you have any questions concerning the contents of this letter, please contact Amritha Sugrim-Singh of my staff at 212-264-4300. Please submit your next proposed Plan amendment electronically via email to CAS-NY@psc.hhs.gov.

Sincerely,

Darryl W. Mayes
Deputy Director
Cost Allocation Services

cc: Barnwell, G., ACF
Gilbert, F., SSA/DPB
Lyons, J., SSA/DD
Parris, R., CMS
Steele, D., DoEd
Tremblay, G., USDA/FNS



SAFE STATES
*Strengthening the practice of
injury and violence prevention*

Request for Proposals

Grant for Planning a Recreational Boating Injury Data or Prevention Initiative.

Three awards are available to conduct action planning for a recreational boating injury data collection and/or prevention initiative using previously created [recommendations](#) as a guide.

Deadline to respond: November 22, 2024

ABOUT THE SAFE STATES ALLIANCE

This opportunity is hosted by Safe States Alliance (Safe States) with support from the US Coast Guard (USCG). Safe States is a national non-profit 501(c)(3) organization and professional association whose mission is to strengthen the practice of injury and violence prevention (IVP). The Safe States Alliance is the only national association comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Safe States members primarily work in state and local health departments, hospitals, universities, and non-profit organizational settings.

Learn more about the Safe States Alliance at www.safestates.org.

OVERVIEW OF THE OPPORTUNITY

Safe States is pleased to support three awards to facilitate action planning to develop, plan, and refine a data collection project or prevention initiative. The goal of this project is to begin reviewing your state's recreational boating data using data from the Boating Accident Report Database (BARD) and other public health surveillance sources and create an action plan for a recreational boating data collection or prevention initiative project. Pilot project recipients will review data to establish a baseline understanding of current boating-related drowning injuries and fatalities while action planning to build child death review-like processes into their surveillance and/or prevention efforts. Child death review (CDR) is a multidisciplinary review process that helps communities understand why children die and prevent future fatalities. Child death review teams compile data that are used by professionals and the community to prevent future deaths. By taking a multidisciplinary approach to surveillance, boating professionals can get a clear picture of how and why boating injuries and fatalities occur. Examples of project activities include the creation of data use agreements, developing partnerships with state boating programs and/or public health professionals, reviewing recreational boating data using BARD and other public health surveillance sources, reviewing the [US National Water Safety Action Plan](#), and building equity into action planning.

Pilot projects should use the enhanced data collection and public health surveillance practices identified in [The Recreational Boat Occupant Injury Surveillance Roundtable](#) recommendations as a guide. This will serve as a manual for state public health experts and boating law administrators (or their designee) to work in partnership and provide guidance to initiate boating and/or injury surveillance in their jurisdictions. Projects should work to engage the Recreational Boating Safety (RBS) community, the public health injury prevention community, and the CDR community to create an action plan.

This Opportunity

Safe States is pleased to offer three states a partnership for action planning to enhance recreational boating data collection and/or prevention initiatives. Safe States will work with the selected states to provide assistance with identifying partner data sources, technical assistance for data review, and action planning for data linkage or prevention initiative logistics.

Eligible applicants include state and territorial health departments or state boating programs.

Specifically, the pilot states will:

- Establish and maintain regular communication with state boating law administrators or public health partners to coordinate efforts connected to boating and water environments.
- Review recreational boating data from your jurisdiction and at least one public health dataset (examples in [The Recreational Boat Occupant Injury Surveillance Roundtable](#)).
- Connect with state or local CDR representatives to learn about CDR processes in your [state](#).
- Create an action plan report for data linkage or prevention initiatives.
- Participate in regular technical assistance and peer-to-peer learning calls.
- Participate in calls with project partners to share lessons learned, discuss findings, and share status of action planning.
- Actively Participate in the project through the duration of the project period (Jan. 2025 – Sept. 2025).

Safe States will:

- Provide overall project management, including budget/funds management.
- Provide technical assistance with action planning, including support in the creation of a prevention initiative or data linkage framework.
- Provide peer-to-peer learning opportunities.
- Coordinate calls with project partners.
- Provide technological platforms (e.g. Zoom, conference lines, etc.) for any program activities.
- Provide technical assistance.
- Review and provide feedback on quarterly reports.

APPLICATION DETAILS

Please note that the project's timeline is fixed due to grant funding periods and is not flexible.

To support this project, the applicant will:

- Participate in a kick-off call with the Safe States team, consultant, and USCG (completed no later than January 10, 2025).
- Finalize the scope of work and timeline by January 10, 2025.
- Participate in regular check-in calls with Safe States, consultant, and USCG throughout the project period.
- Submit quarterly reports of activities and invoices.

TERM OF CONTRACT, FEE SCHEDULE, & INVOICING

The term of the funding opportunity is for up to 9 months (January 1, 2025 - September 15, 2025). This funding opportunity is a cost-reimbursement, subrecipient grant made available through a cooperative agreement from the U.S. Coast Guard through the U.S. Department of Homeland Security (*Using Data for Action – Tier 2 Leveraging Enhanced Recreational Boating Data for Prevention, Award # 70Z02324MO0004978, CFDA 97.012*). Proposals should be submitted with an itemized budget following the cost-categories found in the sample federal budget guidance [here](#). Applicants should submit a budget proposal using Safe States' Excel budget table and narrative template. A copy of this Excel template can be downloaded [here](#). An invoicing and payment schedule will be determined in collaboration with the selected grantees. Invoices must align with budget-approved categories, support agreed-upon deliverables and will be paid within 30 days of receipt.

AWARD AMOUNT

Three sites will be selected, with a total award available for this opportunity being \$20,000 per site, inclusive of all expenses. Work completed after September 15, 2025, will not be reimbursable. Expenses cannot be prepaid for work performed outside of the period of performance. All expenditures under this award must be for allowable under the scope of this grant. They must comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirements at 2 CFR 200.

PROPOSAL ELEMENTS & SELECTION CRITERIA

Please submit a narrative that includes all four (4) sections outlined below. The **narrative must be double-spaced and include section titles, one-inch margins, and Arial 11-point font**. The entire narrative should **not exceed a total of five (5) pages, excluding budget**.

A proposal in response to this opportunity must include the following elements:

1. Organizational Context (40 Points)

- Provide a summary of your organization, including ways in which your organization partners with the state boating program and/or public health.
- Provide an overview of the data linkage or prevention initiative project you would like to plan. Provide a project overview, timeline, and performance measures. Examples of performance measures include the number of data variables assessed, the number of partners/connections made, etc.

2. Organizational Readiness (30 Points)

- Provide a brief description of your organization's ability to connect with the state boating program and/or public health. With whom are you already partnering? How will you leverage your existing

partnerships to ensure success?

- b. What existing resources could your organization and any partnering organizations leverage as part of the effort (e.g., existing staff, funding, strategic plans, etc.)?

3. Overall Benefit & Sustainability (20 Points)

- a. Describe how the project will benefit the boating and/or public health community.
- b. How will you sustain this work after the funding project period?

4. Budget (10 Points)

- a. Clearly describe how funds will be used to address project needs and implementation activities. All work must be completed by September 15, 2025. Expenses cannot be prepaid for work to be completed outside of the period of performance.
 - b. Complete the budget spreadsheet template¹ to include the following categories: direct labor, fringe rate, consultant/contractors, materials/supplies, travel, other expenses, and indirect rate (if applicable). Purchasing “giveaways,” incentive items, branded supplies, food, and equipment are not approved expenses for the Seed Grant Program. Additionally, research cannot be conducted as a part of the Seed Grant Program. The budget should include a clear and detailed narrative justification for all expenses. The template can be accessed and downloaded [here](#). Applicants should follow the sample federal budgeting guidelines found [here](#).
 - c. Budget revisions may be submitted during the awarded applicant’s funding cycle if the reallocation of funds is consistent with the RFP, original proposal and award notice, and Safe States’ requirements for how the funds may be used. Budget revisions must be submitted BEFORE funds are expended.
 - d. The funds available to support the seed grants are made available through a cooperative agreement from the U.S. Coast Guard through the U.S. Department of Homeland Security (*Using Data for Action – Tier 2 Leveraging Enhanced Recreational Boating Data for Prevention, Award # 70Z02324MO0004978, CFDA 97.012*).
5. The applicant organization must submit a letter of support (on agency letterhead) with the application. The letter should include confirmation that the direct supervisor or agency leadership agrees to and supports the applicant’s participation in the *Leveraging Recreational Boating Data for Prevention project*. Letters must be formatted in PDF format.



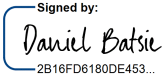
Reviewers from Safe States and the USCG will evaluate and score proposals based on their quality and adherence to the proposal elements described above. All applicants will be notified of their proposal **status by or before December 15th, 2024**. The anticipated start date for the contractor is on or before **January 1, 2025**.

PROPOSAL SUBMISSION

Proposals will be accepted through November 22, 2024 at 11:59 PM EST. Submit your proposal [here](#). Questions about this opportunity can be submitted to info@safestates.org or by calling (770) 690-9000.

¹ Applicants must submit a budget file for submission using the required budget template. The budget template can be accessed [here](#) or by contacting info@SafeStates.org.



Certificate Of Completion		
Envelope Id: 90365035-14C1-41C3-94D8-F6FB63ED2272		Status: Completed
Subject: Complete with Docusign: Safe States Alliance AA-1 Grant Acceptance Form		
Source Envelope:		
Document Pages: 28	Signatures: 1	Envelope Originator:
Certificate Pages: 5	Initials: 2	Melissa Austin
AutoNav: Enabled		Agency of Digital Services
Envelopeld Stamping: Enabled		One National Life Drive, Dewey Building
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Montpelier, VT 05620
		Melissa.Austin@vermont.gov
		IP Address: 98.97.16.105
Record Tracking		
Status: Original	Holder: Melissa Austin	Location: DocuSign
4/7/2025 2:17:38 PM	Melissa.Austin@vermont.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: DPS - Department of Public Safety - PS037	Location: Docusign
Signer Events	Signature	Timestamp
Melissa Austin		Sent: 4/7/2025 2:20:25 PM
melissa.austin@vermont.gov		Viewed: 4/7/2025 2:20:53 PM
Financial Manager		Signed: 4/7/2025 2:21:01 PM
SOV		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 98.97.16.105	
Electronic Record and Signature Disclosure:		
Not Offered via Docusign		
Richard Hallenbeck		Sent: 4/7/2025 2:21:03 PM
Richard.Hallenbeck@vermont.gov		Viewed: 4/8/2025 5:47:18 AM
Financial Director		Signed: 4/8/2025 5:47:30 AM
SOV		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 98.97.18.71	
Electronic Record and Signature Disclosure:		
Not Offered via Docusign		
Daniel Batsie		Sent: 4/8/2025 5:47:31 AM
Daniel.Batsie@vermont.gov		Resent: 4/10/2025 8:37:24 AM
Daniel Batsie		Viewed: 4/10/2025 9:49:43 AM
SOV		Signed: 4/10/2025 9:49:54 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 73.4.42.158	
Electronic Record and Signature Disclosure:		
Accepted: 4/10/2025 9:49:43 AM		
ID: c6ed2f1f-4a93-4c79-927e-bc432cbe98bc		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Sherry Chase Sherry.Chase@vermont.gov Financial Administrator III Vermont Department of Public Safety Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via Docusign	<div>COPIED</div>	Sent: 4/10/2025 9:49:55 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/7/2025 2:20:25 PM
Certified Delivered	Security Checked	4/10/2025 9:49:43 AM
Signing Complete	Security Checked	4/10/2025 9:49:54 AM
Completed	Security Checked	4/10/2025 9:49:55 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, DPS (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.10 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact DPS:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: SOV.DocuSign@vermont.gov

To advise DPS of your new email address

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