



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 28, 2013
Subject: Grant/Position Request

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration. This item includes the establishment of one (1) limited service position.

JFO #2630 – \$500,000 grant from the U.S. Chamber of Commerce to the Vermont Department of Housing and Community Development. These funds will support the Vermont Economic Resiliency Initiative (VERI), a project to identify areas of economic vulnerability and develop policy to mitigate risk associated with natural or man-made disasters. **One (1) limited service position** is associated with this request.

[JFO received 06/28/13]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by July 12 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

Agency of Administration

JFO 2630

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: This grant for the Vermont Economic Resiliency Initiative (VERI) is to look at long-term economic strain of repeat disasters-- to identify areas of economic vulnerability and develop a prioritized inventory of state and local policy changes, actions and investments that will eliminate, reduce or mitigate the probability of system failure resulting from a disaster or incident. This project is led by the Agency of Commerce and Community Development (ACCD) Department of Housing and Community Development and includes the Agency of Transportation (AOT) and the Agency of Natural Resources (ANR) for the State, as well as the Two Rivers- Ottauquechee Regional Commission.

Date: 6/20/2013

Department: Housing and Community Development

Legal Title of Grant: Vermont Economic Resiliency Initiative

Federal Catalog #: 11.307

Grant/Donor Name and Address: US Department of Commerce, Economic Development Administration, The Curtis Center, 601 Walnut Street, Suite 140S, Philadelphia, PA 19106-3323

Grant Period: **From:** 4/26/2013 **To:** 10/25/2015

Grant/Donation: \$500,000


	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$348,218	\$151,782	\$	\$500,000	

Position Information:	# Positions	Explanation/Comments
	1	This limited service position is for a Project Manager for this project.

Additional Comments: This grant includes an in-kind state match of \$179,700. Because the grant was anticipated before the FY14 budget was finalized for FY14, ACCD has included the funds in its FY14 appropriation for federal funds.

Department of Finance & Management ^{2H}
 Secretary of Administration

RECEIVED
 JUN 28 2013
JOINT FISCAL OFFICE

(Initial) *SM* 6/20/13
 (Initial) *me* 6/20/13


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

BASIC GRANT INFORMATION				
1. Agency:	Commerce and Community Development			
2. Department:	Housing and Community Development			
3. Program:	Vermont Community Development Program			
4. Legal Title of Grant:	Vermont Economic Resiliency Initiative			
5. Federal Catalog #:	11.307			
6. Grant/Donor Name and Address:				
US Department of Commerce, Economic Development Administration				
The Curtis Center				
601 Walnut Street				
Suite 140S				
Philadelphia, PA 19106-3323				
7. Grant Period:	From:	4/26/2013	To:	10/25/2015
8. Purpose of Grant:				
<p>Past state-wide efforts have focused on response and less on the long-term economic strain that repeat disasters can have on a region or state. The Vermont Economic Resiliency Initiative (VERI) is designed to address this gap by identifying areas of economic vulnerability and developing a prioritized inventory of state and local policy changes, actions and investments that will eliminate, reduce or mitigate the probability of system failure and other negative economic consequences resulting from a disaster or incident. The long-term goal is to eliminate the vulnerability, and shorten the down time an economic area needs to recover from a disaster. It will include methods and measures to mitigate the potential for future economic injury, promote a faster "up-time" for economic anchors (e.g. key businesses and/or industries), and enable a stronger capacity to troubleshoot vulnerabilities within the regional economy. These implementation strategies will have full public and private sector support and will target the highest value vulnerabilities identified during the analysis.</p>				
9. Impact on existing program if grant is not Accepted:				
The state will not be able to complete mapping for areas at risk and begin to assess and identify strategies to reduce that risk for areas of major economic activity in the state.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2014	FY 2015	FY	
Personal Services	\$451,518	\$183,482	\$	
Operating Expenses	\$39,700	\$5,000	\$	Travel; Overhead
Grants	\$	\$	\$	
Total	\$491,218	\$188,482	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$143,000	\$36,700	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$348,218	\$151,782	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	

JUN 19 2013

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

Other Funds:	\$	\$	\$
Grant (source)	\$	\$	\$
Total	\$491,218	\$188,482	\$

Appropriation No:	7110010000	Amount:	\$679,700
			\$
	Note: have budgeted spending authority in FY14		\$
			\$
			\$
			\$
			\$
		Total	\$679,700

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: Noelle MacKay Agreed by: NM (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Project Manager
Total Positions	1	

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: <u>Noelle MacKay</u>	Date: <u>6/6/2013</u>
Title: Commissioner, Department of Housing and Community Development	
Signature: <u>James Hill</u>	Date: <u>6/6/2013</u>
Title: Secretary, Agency of Commerce and Community Development	

14. SECRETARY OF ADMINISTRATION

Approved: [Signature] (Secretary or designee signature) Deputy Date: 6/21/13

15. ACTION BY GOVERNOR

Check One Box: Accepted [Signature] (Governor's signature) Date: 6/25/13
 Rejected

16. DOCUMENTATION REQUIRED

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

Required GRANT Documentation	
<input checked="" type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input checked="" 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 checked="" 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).	

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: ACCD / DHCD Date: 6-6-2013

Name and Phone (of the person completing this request): Noelle MacKay; 828-5216

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Economic Development Administrator
 Vermont Economic Resiliency Initiative 01-79-14251

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Project Manager	One (1)	*CP&R	18 months / 10-25-2015

*Community Planning & Revitalization

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

Large multi-agency partnership that will require a full-time Project Manager for 18 months to ensure grant is completed in 18 month time frame.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Noelle MacKay _____ Date 6/6/2013
 Signature of Agency or Department Head

Molly Purdie _____ Date 6/17/13
 Approved/Denied by Department of Human Resources

Seamus O'Dell _____ Date 6/20/13
 Approved/Denied by Finance and Management

[Signature] _____ Date 06/20/13
 Approved/Denied by Secretary of Administration

Comments:

JUN 19 2013

State of Vermont
Department of Housing and Community Development
Deane C. Davis Building – 6th Floor [phone] 802-828-3211
One National Life Drive
Montpelier, VT 05620-0501

Agency of Commerce and
Community Development

MEMORANDUM

TO: Nathan Lavery, Business Manager/Fiscal Analyst – JFO
FROM: Noelle Mackay, Commissioner – DHCD JM
DATE: June 20, 2013
RE: Request for Expediting ASAP

Introduction

After approximately a two-year process our agency has all the final documents and approval of an EDA-Vermont Economic Resiliency Initiative (VERI) Grant and we are requesting a very rapid turnaround from the Joint Fiscal Committee due to the fact that this Grant is under very strict timelines. Delay could jeopardize the grant and/or project. Your attention to this matter will be greatly appreciated.

The VERI Grant is a \$500,000 federal grant awarded to the Agency of Commerce and Community Development by the US Department of Commerce Economic Development Administration under the FY 2012 Disaster Relief Opportunity.

Project Description

Past state-wide efforts have focused on response and less on the long-term economic strain that repeat disasters can have on a region or state. The Vermont Economic Resiliency Initiative (VERI) is designed to address this gap by identifying areas of economic vulnerability and developing a prioritized inventory of state and local policy changes, actions and investments that will eliminate, reduce or mitigate the probability of system failure and other negative economic consequences resulting from a disaster or incident. The long-term goal is to eliminate the vulnerability, and shorten the down time an economic area needs to recover from a disaster. It will include methods and measures to mitigate the potential for future economic injury, promote a faster “up-time” for economic anchors (e.g. key businesses and/or industries), and enable a stronger capacity to troubleshoot vulnerabilities within the regional economy. These implementation strategies will have full public and private sector support and will target the highest value vulnerabilities identified during the analysis.

Thank you.



JUN 20 2013

Exhibit A

Scope of Work

The Vermont Economic Resiliency Initiative (VERI) is a twenty-four month study to develop a picture of areas at risk statewide, utilize criteria to screen to identified priority regions, analyze high priority areas and conduct implementation across the identified inventory.

Specific activities include the following:

- Create a state-wide inventory of economic activity and associated infrastructure that is vulnerable to natural or man-made events.
- Mapping economic activity and infrastructure.
- Conducting a state-wide sensitivity assessment and assembling existing data to determine which areas have the greatest vulnerability.
- Identify data gaps and determine costs associated with filling those gaps.
- Develop a priority screening process to narrow the focus of the project to a specific number of locations for a more detailed analysis.
- Complete a detailed assessment of location-specific hazards for the selected priority areas and a preliminary list of strategies for each priority locations.
- Collect data as needed to complete various tasks.
- Develop an implementation inventory that is location specific and identifies specific strategies for risk reduction/mitigation/ removal.
- Create an analysis template that can be duplicated in future local and regional resiliency efforts.
- Develop potential implantation strategies will include modifying and updating state and local policies and regulations, flood plain protection, dry/wet flood proofing, removing/relocating businesses, identification of new areas for business growth, infrastructure changes needed and municipal changes to mitigate future development in risk areas.
- Develop response priority recommendations for future disaster events to ensure business continuity, shorter downtime and faster economic recovery.
- Create a final report and submit it to EDA as well as make it available on the internet for public consumption.

GRANT COOPERATIVE AGREEMENT

FINANCIAL ASSISTANCE AWARD

AWARD PERIOD
18 Months from Date of Approval

RECIPIENT NAME
Vermont Agency of Commerce and Community Development

AWARD NUMBER
01-79-14251

STREET ADDRESS
National Life Drive

FEDERAL SHARE OF COST
\$ 500,000.00

CITY, STATE, ZIP CODE
Montpelier, Vermont 05620

RECIPIENT SHARE OF COST
\$ 179,700.00

RECIPIENT NAME
Two Rivers Ottauquechee Regional Commission

TOTAL ESTIMATED COST
\$ 679,700.00

STREET ADDRESS
128 King Farm Road

CITY, STATE, ZIP CODE
Woodstock, Vermont 05091

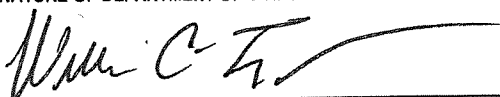
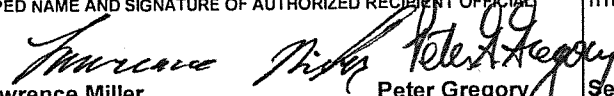
AUTHORITY
Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3233 et seq.)

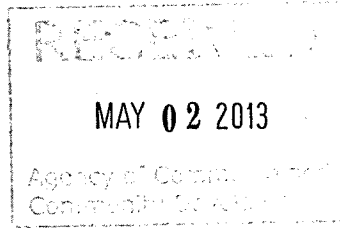
CFDA NO. AND PROJECT TITLE
11.307 ~~Pioneer Valley Disaster Recovery Revolving Loan Fund and Local Business Assistance~~ VERMONT ECONOMIC RESILIENCY INITIATIVE P66

BUREAU	FUND	FCFY	PROJECT-TASK	ORGANIZATION	OBJECT CLASS
20	40	13	01-14251-00	1	41-10-00-00

This Award approved by the Grants Officer is issued in triplicate and constitutes an obligation of Federal funding. By signing the three documents, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, two signed Award documents shall be returned to the Grants Officer and the third document shall be retained by the Recipient. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

- Department of Commerce Financial Assistance Standard Terms and Conditions (January 2013)
- Special Award Conditions
- Line Item Budget
- 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations
- 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments
- OMB Circular A-21, Cost Principles for Educational Institutions
- OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-122, Cost Principles for Nonprofit Organizations
- 48 CFR Part 31, Contract Cost Principles and Procedures
- OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations
- Other(s): 1. Supplemental Guidance for EDA Grant Recipients on Reporting Requirements under the Transparency Act Capacity Building Programs 2. EDA

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER 	TITLE Regional Director	DATE 4/26/13
TYPED NAME AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL Lawrence Miller 	TITLE Secretary	DATE 5/3/13



UNITED STATES DEPARTMENT OF COMMERCE
Economic Development Administration
The Curtis Center
601 Walnut Street
Suite 140S
Philadelphia, PA 19106-3323

~~APR 2 2013~~

In reply, refer to
Investment No.: 01-79-14251

Mr. Lawrence Miller
Secretary
Vermont Agency of Commerce &
Community Development
National Life Drive
Montpelier, Vermont 05620

Mr. Peter Gregory
Executive Director
Two Rivers- Ottauquechee Reg. Commission
128 King Farm Road
Woodstock, Vermont 05091

Dear Secretary Miller and Mr. Gregory:

I am pleased to inform you that the Department of Commerce's Economic Development Administration (EDA) has approved your application for a \$500,000 EDA investment to support the Vermont Economic Resiliency Initiative. The proposed project is estimated to cost \$679,700 and is to be funded under the FY 2012 Disaster Relief Opportunity pursuant to the Consolidated and Further Continuing Appropriations Act, Pub. L. No. 112-55, 125 Stat. 552 (2011) with availability of funds under section 703 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3233) (PWEDA).

Enclosed are three signed copies of the Financial Assistance Award. Your agreement to the terms and conditions of the award should be indicated by the signature of your principal official on each of the signed copies of the Financial Assistance Award. Two of these executed copies should be returned to Mr. Willie C. Taylor, Regional Director, The Curtis Center, Suite 140 South, 601 Walnut Street, Philadelphia, Pennsylvania 19106-3323. If not signed and returned within 30 days of receipt, EDA may declare the Award null and void.

Please do not make any commitments in reliance on this award until you have carefully reviewed and accepted the terms and conditions. Any commitments entered into prior to obtaining the approval of EDA in accordance with its regulations and requirements will be at your own risk.

EDA's mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. EDA implements this mission by making strategic investments in the nation's most economically distressed communities that encourage private sector collaboration and creation of higher-skill, higher wage jobs. EDA investments are results driven, embracing the principles of technological innovation, entrepreneurship and regional development.

I share your expectations regarding the impact of this investment and look forward to working with you to meet the economic development needs of your community. Please contact Matthew Suchodolski, Economic Development Specialist at (215) 597-1242 or by email at Matthew.j.suchodolski@eda.gov if you have any questions on the requirements of the investment.

Sincerely,

A handwritten signature in black ink, appearing to read "Willie C. Taylor", with a long, sweeping horizontal stroke extending to the right.

Willie C. Taylor
Regional Director

Enclosures

CD 450 Financial Assistance Award
U.S. Department of Commerce- EDA Special Award Conditions
U.S. Department of Commerce Standard Terms and Conditions (January 2013)
EDA Standard Terms and Conditions Capacity Building Programs



VERMONT

State of Vermont
Division of Policy, Planning and
Intermodal Development
One National Life Drive
Montpelier, VT 05633-5001
www.aot.state.vt.us

Agency of Transportation

[phone] 802-828-1647
[fax] 802-828-3983
[ttd] 800-253-0191

September 7, 2012

Ms. Noelle MacKay, Commissioner
Vermont Department of Economic, Housing and
Community Development
One-National Life Drive, 6th Floor
Montpelier, VT 05620-0501

Dear Noelle,

Please accept this letter of support from the Vermont Agency Transportation for the *Vermont Economic Resiliency Initiative (VERI)*. This Agency specifically pledges \$6,400 of in-kind support as match to your grant request to the Economic Development Administration.

Joe Segale, P.E./PTP is our Policy and Planning Manager and he will be working as part of the steering committee working on existing data and information associated with Task 1 and 3 to ensure that the infrastructure associated with areas of key economic activity are identified and catalogued. Joe will be supported by Jonathan Croft, GIS Manager, and Sara Moulton, GIS Specialist. We are committing a total of 136 staff hours with at a direct cost of \$3,456 and benefits at \$2,944 (Table 1).

Table 1: VTrans In-Kind Staff Time and Costs for VERI

Name	Title	Pay Grade	Direct Labor Rate	Overhead Hourly Rate	Hours	Direct Cost	Overhead Cost	Total Cost
Joe Segale	Policy & Planning Manager	28	\$ 36.70	\$ 31.26	20	\$ 734	\$ 625	\$ 1,359
Jonathan Croft	GIS Manager	26	\$ 32.57	\$ 27.75	16	\$ 521	\$ 444	\$ 965
Sara Moulton	GIS Specialist	21	\$ 22.01	\$ 18.75	100	\$ 2,201	\$ 1,875	\$ 4,076
Totals					136	\$ 3,456	\$ 2,944	\$ 6,400

The devastation following Tropical Storm Irene has been immense in terms of physical, financial and psychological impacts. The Agency of Transportation saw this devastation up close and personal in the hours after storm hit, working to repair and restore Vermont transportation infrastructure. We saw people unable to get to work, tourists unable to travel to their destination and businesses unable to supply customers.

The Agencies of Transportation, Natural Resources and Commerce and Community Development have been partnering on a number of initiatives to ensure that we fulfill Governor Shumlin's goal of "...rebuilding Vermont stronger than Irene found her." The Vermont Economic Resiliency Initiative is the next stage in our work to ensure that we reduce vulnerabilities, economic downtime and infrastructure closure.

We look forward to continuing to work side by side with our sister agencies and the regional planning commissions, on this next recovery project.

Sincerely,

Chris Cole, Director
Policy, Planning and Intermodal Development
Vermont Agency of Transportation



U.S. DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT ADMINISTRATION

Special Award Conditions of Financial Assistance Award
for Economic Adjustment Assistance Grants under Section 209 of the Public Works and Economic
Development Act of 1965, as amended (42 U.S.C. § 3121) PWEDA.

FY2012 Disaster Relief Opportunity pursuant to the Consolidated Further Continuing Appropriations Act, Pub.
L. No. 112-55, 125 Stat. 552 (2011)- availability of funds under section 703 of the Public Works and Economic
Development Act of 1965, as amended (42 U.S.C. § 3233) (PWEDA).

A. AWARD NUMBER AND PROPOSAL DESCRIPTION

This Award Number 01-79-14251 supports the work described in the Recipient's Application for
Federal Assistance, entitled The Vermont Economic Resiliency Initiative dated September 13, 2012,
and revisions, which are incorporated into this award by reference. Where the terms of this award
and proposal differ, the terms of the award shall prevail.

B. AWARD CONTACTS

1. The **Recipient Contact's** name, address and telephone number are:

Mr. Lawrence Miller, Secretary
VT Agency of Commerce & Community Dev.
National Life Drive
Montpelier, Vermont 05620-0501
802-828-3080
Email: Lawrence.miller@state.vt.us

Mr. Peter Gregory, Executive Director
Two Rivers- Ottauquechee Reg. Com.
128 King Farm Road
Woodstock, VT 05091
802-457-3188
Email: pgregory@trorc.org

2. The **Federal Program Officer** is responsible for the programmatic, technical and/or scientific
aspects of this award. The Federal Program Officer's name, address and telephone number are:

Tonia R. Williams, CEcD
Area Director
Economic Development Administration
Philadelphia Regional Office
The Curtis Center, Suite 140 South
601 Walnut Street
Philadelphia, PA 19106
215-597-7882

3. The **Grants Officer** is responsible for all administrative aspects of this award and is authorized
to award, amend, suspend, and terminate financial assistance awards. Grants Officer's name,
address, and telephone number are:

Willie C. Taylor
Regional Director
Economic Development Administration
Philadelphia Regional Office
The Curtis Center, Suite 140 South
601 Walnut Street
Philadelphia, PA 19106
215-597-4603

4. The **Economic Development Specialist** is responsible for administrative coordination and liaison with the Recipient. This individual receives appropriate material from the Federal Program Officer and/or the Recipient for administrative processing. The Specialist's name, telephone number, and email are:

Mr. Matthew Suchodolski
 Economic Development Specialist
 Economic Development Administration - Philadelphia Regional Office
 The Curtis Center,
 601 Walnut Street, Suite 140 South
 Philadelphia, PA 19106
 215-597-1242
 E-mail: matthew.j.suchodolski@eda.gov

C. AWARD TERMS, DISBURSEMENTS AND REPORTING DATES

- I. This award will extend from 24 Months from date of Award
- II. **AWARD DISBURSEMENTS:** EDA will make award payments via the ASAP system on a quarterly basis. Should the recipient elect to submit on an Advance (vs. Reimbursement) basis, the Advances shall be made for periods not to exceed one quarter (three months). Disbursements will require submission of an SF-270 (Request for Advancement/ Reimbursement) to the project officer. Please contact your EDA project officer for procedural guidance should you have any questions. Total allowable costs will be determined at the conclusion of the award period.
- III. **REPORTS:** The following reports are due on the dates indicated:

The Progress Reports	Due Date
Semi-Annual Reports	October 31, 2013 (Reporting for the first nine months of the Award)
Final Progress Report	August 31, 2014

Financial Reporting: Financial Status Report (SF-425) according to the schedule below:

Financial Period	Due Date
February 1, 2013- July 31, 2013	August 31, 2013
August 1, 2013- January 31, 2014	February 28, 2014
February 1, 2014- July 31, 2014	August 31, 2014

Note: The second financial report should include all expenses charged to the award. The Recipient, however, may elect to submit a separate final financial report for the entire award period no later than 90 days following the expiration of the award period.

EDA will close the award on the basis of the final financial report. EDA may, however, revise the eligible project costs based upon the audit report, if required under the Standard Terms and Conditions.

IV. SUBMISSIONS: All reports related to this project are to be submitted to the **Federal Program Officer**. In addition, the Recipient will submit an electronic copy of the Midpoint Progress and the Final progress Reports to the appropriate **EDA Economic Development Specialist, Mr. Matthew Suchodolski**.

V. PROCEDURES FOR RETURNING FUNDS TO ASAP: The Payment Requestor/Recipient Organization will provide these payment formats to its financial institution when requesting that the financial institution return funds to ASAP. Payment Requestors/Recipient Organizations may provide a copy of this section to their financial institution for easy reference when a payment must be returned to ASAP. Funds may be returned to ASAP via the Automated Clearing House (ACH) or via FEDWIRE. Full or partial amounts of payments received by a Payment Requestor/Recipient Organization may be returned to ASAP.

All funds returned to the ASAP system will be credited to the ASAP Suspense Account. The Suspense Account allows the Regional Financial Center to monitor returned items and ensure that funds are properly credited to the correct ASAP account. Returned funds which cannot be identified and classified to an ASAP account will be dishonored and returned to the originating depository financial institution (ODFI).

It is essential that the Payment Requestor/ Recipient Organization provide its financial institution with ASAP account information (ALC, Recipient ID and Account ID) to which the return is to be credited.

Classified payments restore the balance of the ASAP account; in other words, the account balance is increased by the amount of the classified returned payment. Federal agencies will receive a notification when a return is classified to one of their accounts. Also, classified returned payments will appear in the on-line Account Statement Inquiry and on the user-requested Account Settlement Report.

VI. LINE ITEM BUDGET:

A. Under the terms of the Award the approved budget is:

Federal Cash Contribution	\$ 500,000
Recipients' Contribution	\$ 179,700
Total	\$679,700

B. Budget Categories

1. Personnel	\$465,056
2. Fringe Benefits	\$0
3. Travel	\$ 19,500
4. Equipment	\$2,700
5. Supplies	\$22,500
6. Contractual	\$167,000
7. Other	\$0
Total Direct Charges	\$676,756
8. Indirect Charges <i>note these are not Federal indirect Charges</i>	\$2,944
Grand Total	\$679,700

← Vtrans states these are part of state's In-kind match not fed. indirect
 LL

- VII. See the attached Scope of Work (Exhibit A), Authorized Staff Positions (Exhibit B) and Performance Measures (Exhibit C).
- IIX. LOCAL SHARE: The Recipients agree to provide the Recipients' contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. The Recipient also certifies that, in accepting the Financial Assistance Award, the non-federal share of the project costs is committed and is available as needed for the project and that the non-federal share is from sources which can be used as match for the project.
- IX. FEDERAL SHARE OF PROJECT COSTS: The EDA participation in total eligible project costs will be limited to the EDA grant amount.
- X. PROCUREMENT STANDARDS: The Recipient acknowledges and agrees that materials and services, if applicable, shall be procured in accordance with the Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations, 15 C.F.R. §14.
- XI. PERFORMANCE MEASURES: The Recipient agrees to report on program performance and Project outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act of 1993.
- XII. PROHIBITED ACTIVITIES: It is understood the funds included in Section A of Special Award Condition VI may not be used for the procurement of food or beverages.
- XIII. REAFFIRMATION OF APPLICATION: Recipient(s) acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient(s), or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient(s) submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, Recipient(s) hereby reaffirms and states that a.) all data in said application and documents submitted with the application are true and correct as of the date of this Award and were true and correct as of the date of said submission, b) said application was as of the date of this Award and as of the date of said application duly authorized as required by local law by the governing body of the Recipient(s) and c.) Recipient(s) confirms that it will comply with the Assurances and Certifications submitted with or attached to said application. The term application includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.
- XIV. RECIPIENT'S DUTY TO REFRAIN FROM EMPLOYING CERTAIN GOVERNMENT EMPLOYEES: For the two-year period beginning on the date the Government executes this award, the Recipient(s) agrees that it will not employ, offer any office or employment to, or retain for professional services any person who,:
- (i) On the date the Government executes this award or within the one-year period ending on that date, served as an officer, attorney, agent, or employee of the Government; and
 - (ii) Occupied a position or engaged in activities that the Assistant Secretary determines involved discretion with respect to the award of Investment Assistance under PWEDA.

The two-year period and associated restrictions referenced above also shall apply beginning on the date the Government executes any cost amendment to this award that provides additional funds to the Recipient(s).

- XVI. FREEDOM OF INFORMATION ACT (FOIA): EDA is responsible for meeting its Freedom of Information Act (FOIA) (5 U.S.C. Section 522) responsibilities for its records. DOC regulations at 15 C.F.R. Part 4 set forth the requirements and procedures that EDA must follow in order to make the requested material, information, and records publicly available. Unless prohibited by law and to the extent required under FOIA, contents of applications and other information submitted by applicants may be released in response to a FOIA request. Applicants should be aware that EDA may make certain application information publicly available. Accordingly, the applicant should notify EDA if it believes any application information to be confidential.
- VII. NON-RELOCATION POLICY: In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction, labor market area and/or commuting area to within its jurisdiction, labor market area and/or commuting area in competition with other U.S. jurisdictions, labor market areas and/or commuting areas for those same jobs. In the event that EDA determines that this assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or cause, which may include the establishment of a debt requiring the Recipient to reimburse EDA.
- XVIII. SUBGRANTS: It is understood that some work activities undertaken as part of this project funded through this financial Assistance Award will be accomplished through subgrants awarded by the main Recipient (Vermont Agency of Commerce and Community Development) to the Co-Applicant (Two River Ottauquechee Regional Commission) and State Agency Partners (Vermont Agencies of Natural Resources and Transportation). Before the disbursements of any funds awarded through this Financial Assistance Award for any costs incurred by the subgrantees, the main Recipient will provide to EDA: 1. A subgrant agreement acceptable to EDA between the Recipient(s) and the subgrantees governing the subgrantee's work activities. The subgrant agreement must include a description of the activities to be performed, the amount of the subgrant award, the total cost of the activities to be undertaken, and the requirement that the subgrantee comply with the terms and conditions of this Financial Assistance Award, and; 2. An opinion from Counsel that the subgrantee is a government or not-for profit corporation that is empowered to accept the sub-grant award.
- The same will be required for any additional subgrantees for work to be performed under Tasks 2 and 3.
- XX. INDIRECT COST: The Vermont Agency of Transportation included indirect costs as a line item within its local share commitment letter. Applicable indirect cost requirements are contained in the Department of Commerce Financial Assistance Standard Terms and Conditions (January 2013). Prior to the disbursement of any funds, the Recipients must satisfy those requirements.