



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: March 31, 2016
Subject: Grant Request #2812, #2813

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration.

JFO #2812 – \$10,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. The funds will be used by the Department to hold four refusal skills trainings around the State in order to help liquor licensees provide more responsible beverage service to the public. The Department will complete a bid process in order to contract with a refusal skills expert to hold the training.

[JFO received 3/28/16]

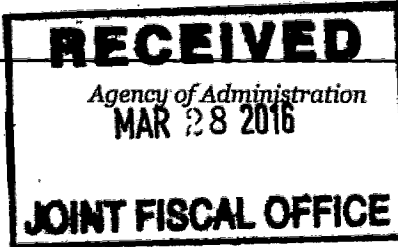
JFO #2813 – \$509,805 grant from the Federal Emergency Management Agency (FEMA) to the VT Department of Public Safety. The funds will be used to complete hazard mitigation projects to mitigate future problems identified following a storm in December 2014. The communities that would receive funds from this grant are Athens, Northfield, Barre City and Rutland City. Because FEMA has not yet issued a final lock-in letter to the Department, the total amount of grant funding could change from the amount given above.

[JFO received 3/28/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by April 14, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

VERMONT

JFO 2812



Department of Finance & Management
Pavilion Building
Waterbury, VT 05620-0401

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		To take Vermont Department of Liquor Control's Refusal Skills Training to the next level, providing training and practice for alcohol servers at strategic locations around the State.			
Date:		3/15/2016			
Department:		Department of Liquor Control			
Legal Title of Grant:		2016 NABCA Educational Award Program			
Federal Catalog #:		N/A			
Grant/Donor Name and Address:		National Alcohol Beverage Control Association, Alexandria, Virginia			
Grant Period:		From: 1/22/2016		To: 12/31/2016	
Grant/Donation		\$10,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$0	\$10,000	\$	\$10,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Has Vantage budget detail been reviewed and reconciled?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	BB (Analyst Initial)	
Department of Finance & Management				(Initial)	
Secretary of Administration				(Initial)	
Sent To Joint Fiscal Office				Date 3/24/16	



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

1. Agency:	
2. Department:	LIQUOR CONTROL
3. Program:	ALCOHOL EDUCATION
4. Legal Title of Grant:	2016 NABCA EDUCATIONAL AWARD PROGRAM
5. Federal Catalog #:	N/A

6. Grant/Donor Name and Address:
 NATIONAL ALCOHOL BEVERAGE CONTROL ASSOCIATION
 4401 FORD AVENUE, SUITE 700
 ALEXANDRIA, VIRGINIA 23202-1473

7. Grant Period: **From:** 1/22/2016 **To:** 12/31/2016

8. Purpose of Grant:
 THE PURPOSE OF THIS GRANT IS TO CONTRACT WITH A REFUSAL SKILLS EXPERT TO PROVIDE 4 REGIONAL TRAININGS FOR LICENSEES TO HELP IMPROVE PUBLIC SAFETY

9. Impact on existing program if grant is not Accepted:
 IF THE GRANT IS NOT ACCEPTED, THE DLC EDUCATION SEMINARS WILL CONTINUE, HOWEVER THE DEPARTMENT WILL NOT BE ABLE TO PROVIDE THESE REFUSAL SKILLS TRAININGS TO LICENSEES

	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY	FY 2017	FY	
Personal Services	\$0	\$6,000	\$	
Operating Expenses	\$0	\$4,000	\$	
Grants	\$0	\$	\$	
Total	\$0	\$10,000	\$	
Revenues:				
State Funds:	\$0	\$	\$	
Cash	\$0	\$	\$	
In-Kind	\$0	\$	\$	
Federal Funds:	\$0	\$	\$	
(Direct Costs)	\$0	\$	\$	
(Statewide Indirect)	\$0	\$	\$	
(Departmental Indirect)	\$0	\$	\$	
Other Funds:	\$0	\$	\$	
Grant (source NABCA)	\$	\$10,000	\$	
Total	\$	\$10,000	\$	

Appropriation No:	2300002000	Amount:	\$10,000
			\$0
			\$0
			\$0
			\$0

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

		\$0
		\$0
	Total	\$10000

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Patrick Delaney Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
Total Positions		

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

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Patrick Delaney</i>	Date: 3/17/16
	Title: Commissioner	
	Signature:	Date:
	Title:	

Approved: _____ (Secretary or designee signature) Date: 03/16/16

Check One Box: Accepted
 Rejected
 _____ (Governor's signature) Date: 3/24/16

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

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05602
liquorcontrol.vermont.gov

[phone] 802-828-2339
[fax] 802-828-1031

Patrick Delaney, Commissioner

March 4, 2016

Mr. Justin Johnson
Secretary of Administration
109 State Street
Montpelier, VT 05609-0201

Dear Secretary Johnson,

Enclosed is a new request by the Department of Liquor Control (DLC) for approval of a one-time grant to fund four Refusal Skills trainings in strategic locations around the State in order to help our licensees better provide responsible beverage service to the public. This grant is being offered by the National Alcohol Beverage Control Association. The total amount of the grant is \$10,000 and does not have any new positions associated with it, nor does it add to the base budget of the department. This grant will provide funds to contract a refusal skills expert whose curriculum parallels the current Liquor Seminar curriculum provided by DLC. The DLC will complete a simplified bid process to find the most appropriate contractor. These trainings will be an asset to our Department and we are hoping you will approve this request.

Sincerely,

A handwritten signature in cursive script that reads "Patrick Delaney".

Patrick Delaney
Commissioner

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Liquor Control Board:

Stephanie M. O'Brien, Chair, John P. Cassarino, Julian Sbardella, Melissa Mazza-Paquette, Thomas Lauzon, Members



4401 Ford Avenue, Suite 700
Alexandria, VA 22302-1473

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February 1, 2016

Melanie Gaiotti
Sergeant
Vermont Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620

Dear Melanie:

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your project, **Refusal Skills Training**, was deemed an appropriate effort to be supported by the NABCA Educational Award in the amount of \$10,000.

Enclosed is the *Education & Supplemental Award Program Report Guidelines* to submit with your report for the 2015 -2016 year. You may also use these guidelines as a way to track and report your progress during the course of this year.

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

Sincerely,



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

Enclosure: Grant Award

cc: Stephanie O'Brien, Chair
Lisa Dixon

March 4, 2016

SUBJECT: REQUEST FOR PROPOSAL-REFUSAL SKILLS TRAINER

To Whom It May Concern:

Pursuant to State Bulletin 3.5 relating to simplified bidding process for contracted services, the Vermont Department of Liquor Control is in the process of accepting bids for an experienced Refusal Skills Trainer.

The Refusal Skills Trainer will be responsible for providing a curriculum that is consistent with the Vermont's Liquor Control Board's regulations and laws and be able to present that curriculum at 4 trainings during July and August of 2016. The trainer should be able to provide attendees with real life situations and best practices for situations. Cost for services must be included in the proposal as well as the planned curriculum which will need to be able to complement the current training provided to licensees by the Department.

If you are interested in being considered, please reply in writing, postmarked no later than May 1, 2016, including an hourly rate price quotation and resume to:

- The Vermont Department of Liquor Control, 13 Green Mountain Drive, Montpelier, VT 05620-4501, ATTN: Sargent Melanie Gaiotti.

NOTE: Please also see attached "SCOPE OF SERVICES TO BE PROVIDED" document.

Thank you for your interest in providing services to this Department. If you have any questions, please contact Sargent Gaiotti at 802-828-2339.

SCOPE OF SERVICES

"Refusal Skills" Training

Summary:

The Vermont Department of Liquor Control wants to provide alcohol servers with "Refusal Skills" training. For over 30 years, the Vermont Department of Liquor Control has provided training to alcohol servers and servers. This training initially was a simple overview of the Vermont Liquor Laws and Regulations. The class (or seminar as we call it) slowly evolved into a more detailed training of how to apply those laws and regulations in their everyday work environments.

It has become clear that it is no longer sufficient to just inform those alcohol sellers and servers of their responsibilities. We must offer skills training in how to apply those duties in the job setting. Our Education Division is currently providing methods of checking identification cards as well as training the attendees in some of the rudimentary skills of how to refuse a sale when required to do so due to improper identification or customer impairment. We want to offer a more useful and hands-on experience for the seminar attendees.

The International Responsible Retailing Forum has conducted several research projects aimed at determining what methods encourage beverage servers and sellers to correctly refuse sales of alcohol to improper patrons. Their data clearly shows that knowledge alone is insufficient. Even when the employee knows fully well that they must refuse the sale, time and again they proceed to make the sale; not wanting to upset the customer or lose the sale. Providing skills training in how to properly say no is a must. Through that training, the employee achieves confidence in how to refuse the sale gracefully and therefore provide a safer and more welcoming environment for all their customers and their communities.

The Vermont Department of Liquor Control is seeking out an instructor well-schooled in refusal skills training. This instructor will work in concert with our Liquor Control Educators who will be also teaching the laws and regulations so these trainings provide the required information for Certification from the DLC as well.

These classes will be held in four strategic regions in the State during July and August of 2016. These trainings are contingent on grant funding availability.

Criteria:

1. Instructor must provide the Vermont Department of Liquor Control with a curriculum and cost for time/training for each of the four (4) trainings.
2. The Refusal Skills Training Seminar will be provided in four (4) strategic regions of the State of Vermont. The trainer must be available for trainings and coordination meetings.
3. This project will be under the direct supervision of the Vermont Department of Liquor Control.
4. DLC Education Investigator Sergeant Melanie Gaiotti will be the project coordinator. She is also the Vermont representative to the NABCA Education Task Force.

Time Line:

The Education Division will be responsible for locating suitable locations in those four strategic locations and securing the exact costs to providing those seminars to the sellers and servers.

Our projected timeline will be as follows:

<i>Simple bid process for instructor</i>	<i>March 2016</i>
<i>Choose instructor and begin contract</i>	<i>May 2016</i>
<i>First two classes offered</i>	<i>July 2016</i>
<i>Last two classes offered</i>	<i>August 2016</i>

Evaluation:

The Liquor Control Educators will conduct surveys of the seminar attendees to determine several factors, which will include the perceived likelihood they will be using their new skills, how much they would be willing to pay for future seminars, how often they feel the training would be necessary, and other survey questions to be determined.