



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: February 12, 2015  
Subject: Grant Request #2738, #2739, #2740, #2741, #2743

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. Two (2) limited-service positions are associated with these requests.

**JFO #2738** – One (1) limited-service position within the Department of Public Safety to provide maintenance and repair services for all transmitting/receiving equipment, lifeline voting systems (unrelated to electoral voting, these filter out poor signals when receiving radio transmissions), the C3 Maestro IP radio consoles installed at the State Public Safety Answering Points (PSAPs) and testing equipment, all in support of the SOV Lifeline.

*[JFO received 2/5/15]*

**JFO #2739** – \$166,000 grant from the Reclaiming Futures National Program Office at Portland State University, Oregon. The grant is to the Vermont Court Diversion Program through the Attorney General's Office. These funds will be used to improve the juvenile justice system in Vermont through the use of substance abuse and mental health screening and assessment and SBIRT (Screening, Brief Intervention, and Referral to Treatment). The funds will support contracts, training, and operational costs associated with the implementation of the project plans.

*[JFO received 2/5/15]*

**JFO #2740** – \$15,000 grant from the Falconwood Foundation Inc. to the Vermont Department of Finance and Management. These funds will cover a portion of the costs associated with implementation and administration of the new law that requires labeling of food produced from genetic engineering. The donated funds will be deposited in the Vermont Food Fight Fund.

*[JFO received 2/5/15]*

**JFO #2741** – \$25,000 grant from the Cropp Cooperative, Inc. Organic Valley to the Vermont Department of Finance and Management. These funds will cover a portion of the costs associated with implementation and administration of the new law that requires labeling of food produced from genetic engineering. The donated funds will be deposited in the Vermont Food Fight Fund.

*[JFO received 2/5/15]*

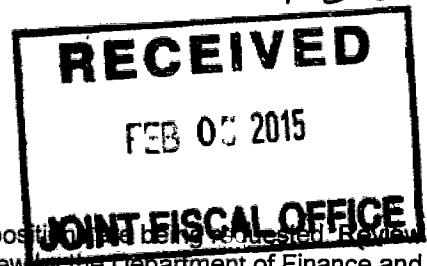
**JFO #2743** – One (1) limited-service position within the Department of Health to be funded from the Environmental Public Health Tracking Grant, originally approved by the Joint Fiscal Committee in 2009. The title of the position will be Epidemiologist IV and will provide capacity to conduct analysis of epidemiological data and perform outreach efforts.

*[JFO received 2/8/15]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by February 25, 2015 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2738

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: Department of Public Safety Date: 1/7/2015

Name and Phone (of the person completing this request): Terry LaValley

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2108

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
LOU 02140-73164V-200 (See Attached)  
LOU 02140-74164V-200 (Attached)

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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Public Safety Radio Technician III	1	Criminal Justice Services Communications	8/31/2016

\*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:

Reliable two-way radio networks are vital to Public Safety practitioners in Vermont. The ability to communicate wirelessly during emergency responses is crucial to the practitioner and the loss of these networks put both the First Responder and Public at risk. This position will assist in the maintenance of the State's interoperability radio network established by the Vermont Communications board (VCOMM).

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)).

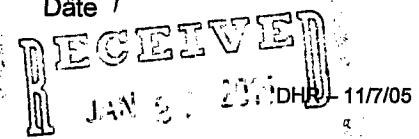
[Signature]  
Signature of Agency or Department Head Date 1/9/15

[Signature]  
Approved/Denied by Department of Human Resources Date 1/16/15 *recommended approval D3 1-28-15*

[Signature]  
Approved/Denied by Finance and Management Date 1/29/15

[Signature]  
Approved/Denied by Secretary of Administration Date 1/29/15

Comments:



BY: \_\_\_\_\_

COPY  
for RICK

e-filed  
1/20/15

December 9, 2014

LETTER OF UNDERSTANDING  
ALLOCATION OF GRANT FUNDS WITHIN  
DEPARTMENT OF PUBLIC SAFETY

The Funds are Made Available to:  
DPS Division: Criminal Justice Services  
For Project Name: Lifeline Maintenance  
Project # 02140-74164V-200

Contacts:

The recipient Division contact person for this award is: Terry LaValley; Telephone Number 802-241-5215; E-mail [Terry.lavalley@state.vt.us](mailto:Terry.lavalley@state.vt.us).

The providing Division contact person for this award is: Jessica Stolz; Telephone Number 802-241-5094; E-mail [Jessica.stolz@state.vt.us](mailto:Jessica.stolz@state.vt.us).

Amount: \$384,935.00 P/G: 74164V-200. Direct Billing Allowed.

Source of Funds:

Federal Funds: 100.00 % Other Funds \_\_\_\_\_ %  
Match Required: Yes  No  If Yes \_\_\_\_\_ %, \$ \_\_\_\_\_ If maximum reimbursement is sought.  
CFDA Title: State Homeland Security Grant Program  
CFDA Number: 97.067  
Award Name: FY 14 State Homeland Security Grant Program  
Award Number: EMW-2014-SS-00020  
Award Year: FY 2014  
Federal Granting Agency U.S. Department of Homeland Security Grant Program  
Research and Development Grant? Yes  No

Performance Period: 12/12/14 through 08/31/16.

Purpose: These funds are provided to provide maintenance and repair services for the Harris equipment owned by the State of Vermont (SOV) that supports the SOV Lifeline. This includes all transmitting/receiving equipment, lifeline voting systems, the C3 Maestro IP radio consoles installed at the State Public Safety Answering Points (PSAPs) and testing equipment necessary.

Funds will also cover connectivity (T1 lines) with Fairpoint Communications to each of the State PSAPs for the above equipment.

Should additional funding be necessary beyond the scope of this LOU, CJS will come to DEMHS to seek additional federal state equipment or VCOMM funding for the SOV Lifeline. CJS will come to DEMHS before the purchase of any support for the VCOMM Lifeline System which will exceed the availability of these funds.

**Allowable Expenditures:**

Priority TAC Service \$ 29,435.00  
Software FX Service \$101,500.00

Repair and replacement Parts \$155,000.00

To be used on Consoles, VCOMM radio transmitters, voting systems, antennas and cables. Equipment funding may be used to purchase spare parts for rapid deployment. If necessary to maintain the integrity of other state systems, parts may be used under exigent circumstances and later replaced through existing state funding.

Radio Technician Salary & Fringe Benefits \$ 85,000.00

The technician funded through this LOU, may be used to work on state projects outside of the SOV Lifeline Maintenance. Likewise, CJS has the ability to utilize existing personnel to address Lifeline issues should it make better sense logistically. All costs associated with the Lifeline Technician will be covered through federal funding.

Fairpoint Communications Connectivity (T1 Lines) \$ 19,000.00

TOTAL: \$389,935.00

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**Performance Measures:**

1. Criminal Justice Services will be responsible for obtaining and maintaining any required contracts with Vendors to support completion of this LOU as long as it is within the available funding.
2. Criminal Justice Services will ensure that the all staff utilizing equipment provided by this LOU will be trained to the appropriate level to utilize the equipment and that records of training be maintained.
3. Criminal Justice Services will comply with existing department and state policies regarding inventory control.
4. Criminal Justice Services will ensure that this project is operational, to the degree that it is on the date of signing if this LOU, throughout the Period of Performance.
5. Criminal Justice Services will inform the DPS Grant Manager in writing of any delays, proposed equipment substitutions or desired changes to the physical/geographic deployment, concept of operations, equipment substitutions, and/or technical specifications in order to determine if an amendment to this agreement is warranted.

**Requirements and Reporting:**

- Either party can cancel this LOU with 15 days notice.
- All expenditures shall be approved by the Director of DEMHS prior to being spent.

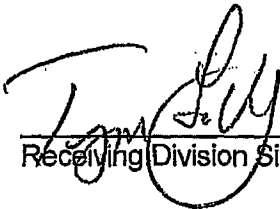
**Financial Reporting Requirements:**


1. Ensure that the Purchase Orders are complete and sent to DEMHS Homeland Security Section Chief for processing.
2. Provide DEMHS/Grants Management Unit with all original invoices and packaging slips (REQUIRED BY THE ACCOUNTING DEPARTMENT)
3. Tracking of the grants funds to ensure that the project is completed before the expiration date.
4. Notification in writing of any purposed changes to the grant.
5. Reporting of all funds not expended upon completion of the project.

**Programmatic Reporting Requirements:**

Progress Reports must be submitted quarterly and may include any changes in system status. Parts used in the program shall be tracked through the approval process, as identified in this LOU and personal services shall be tracked through the payroll process.

1. Include any foreseeable delays or changes that would affect grant activity.
2. State in which funding categories expenses have been incurred (i.e. salaries/benefits, contractual, operating, supplies, travel, equipment, other).

  
\_\_\_\_\_  
Receiving Division Signature

  
\_\_\_\_\_  
Providing Division Signature

  
\_\_\_\_\_  
Commissioner/Deputy Commissioner

74164V-200



Department Of Public Safety  
103 South Main Street  
Waterbury, Vermont 05671-2101

Receiving DPS Division: Division of Criminal Justice Services  
Providing DPS Division: Division of Emergency Management & Homeland Security  
Letter of Understanding (LOU) Number 02140-73164V-200  
Amendment Number: 1

#### LETTER OF UNDERSTANDING AMENDMENT

##### Area of Change:

- Change the project performance period: Enter start date to Enter the end date
- Change the project scope of work: This Amendment is to modify the allowable expenditures of the original LOU.
- Change the award amount:  Increase \$50,000  Decrease  
From: \$407,135.00 to \$457,135.00
- Other: Explain here

##### Justification:

##### Allowable Expenditures:

Priority TAC Service	\$ 29,435.00
Software FX Service	\$101,500.00
Contract Service Maintenance	\$ 25,000.00

To be used to perform maintenance on the SOV Lifeline equipment until a State Radio Technician is hired to complete these tasks.

Repair and replacement Parts \$155,000.00

To be used on Consoles, VCOMM radio transmitters, voting systems, antennas and cables. Equipment funding may be used to purchase spare parts for rapid deployment. If necessary to maintain the integrity of other state systems, parts may be used under exigent circumstances and later replaced through existing state funding.

Radio Technician Salary & Fringe Benefits \$ 45,000.00

The technician funded through this LOU, may be used to work on state projects outside of the SOV Lifeline Maintenance. Likewise, CJS has the ability to utilize existing personnel to address Lifeline issues should it make better sense

logistically. All costs associated with the Lifeline Technician will be covered through federal funding.

Vehicle & Technician Tools	\$ 32,200.00
<del>To be used to purchase a vehicle and necessary tools for the State Radio Technician once the Technician is hired. JAA</del> <i>Purchase to be done when document signed. JAA</i>	
Testing Equipment	\$ 50,000.00
Fairpoint Communications Connectivity (T1 Lines)	\$ 19,000.00
TOTAL: \$457,135.00	

Funds can be moved between expenditure categories in order to facilitate maintaining the SOV Lifeline Equipment.

Except as specified above, all other terms and conditions remain unchanged for the period of the LOU. The effective date of this amendment is defined as the date the Commissioner or Deputy Commissioner of Public Safety signs this amendment.

	12/17/14		12/19/2014
Receiving Division Signature	Date	Providing Division Signature	Date

	12/17/14
Commissioner/Deputy Commissioner	Date

Cc: Program Workcenter  
Public Safety Audit Manual 8/28/2005 (Rev)