



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: September 12, 2011
Subject: JFO #2517, #2518, #2519, #2520

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2517 — \$5,225,186 grant from the U.S. Federal Emergency Management Agency (FEMA) to the Vermont Agency of Transportation. These funds will be used to provide disaster assistance for damages cause by severe storms and flooding during spring 2011 in Addison, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orleans, Washington, Caledonia, Essex, and Orange counties.
[JFO received 8/10/11]

JFO #2518 — \$12,642,000 transfer from the University of Vermont to the Vermont Agency of Human Services. These funds will be used to earn federal matching Medicaid funds for Graduate Medical Education. This funding was appropriated to UVM, but must be transferred back to AHS in order to be eligible for federal match.
[JFO received 8/10/11]

JFO #2519 — \$100,000 grant from the U.S. Department of Labor to the Vermont Department of Public Safety. These funds will be used to provide assistance to local fire and emergency medical service organizations for youth emergency service training programs and to develop adult recruitment and retention strategies.
[JFO received 8/10/11]

JFO #2520 — \$80,000 donation from Rolf Kielman and Stephanie Spencer to the Vermont Department of Fish and Wildlife. This amount represents the difference between the \$120,000 market value of the conservation easements and the selling price of \$40,000.
[JFO received 8/10/11]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Brian Searles, Secretary
Doug Racine, Secretary
Keith Flynn, Commissioner
Patrick Berry, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: August 23, 2011
Subject: Grant Requests

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. One limited service position request is included among these items.

JFO #2517 — \$5,225,186 grant from the U.S. Federal Emergency Management Agency (FEMA) to the Vermont Agency of Transportation. These funds will be used to provide disaster assistance for damages cause by severe storms and flooding during spring 2011 in Addison, Chittenden, Essex, Franklin, Grand Isle, Lamoille, Orleans, Washington, Caledonia, Essex, and Orange counties.
[JFO received 8/10/11]

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[JFO received 8/10/11]

JFO #2519 — \$100,000 grant from the U.S. Department of Labor to the Vermont Department of Public Safety. These funds will be used to provide assistance to local fire and emergency medical service organizations for youth emergency service training programs and to develop adult recruitment and retention strategies.
[JFO received 8/10/11]

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[JFO received 8/10/11]

JFO #2521 — Request to establish **one limited service position** in the Department of Environmental Conservation (DEC). This position will be funded through an existing federal grant that was included in DEC's FY12 budget approved by the legislature as part of Act 63. The position is necessary to meet federal data management requirements of the Water Quality Monitoring, Assessment & Planning Program
[JFO received 8/22/11]

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 September 6 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 2519

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

Grant Summary:		Pass-thru financial assistance to local fire and emergency medical service organizations to support effective youth emergency service training programs and to develop effective adult recruitment and retention strategies.			
Date:		7/29/2011			
Department:		Department of Public Safety - Fire Safety Division (Fire Academy)			
Legal Title of Grant:		Workforce Investment Act pilot, demonstration and research project			
Federal Catalog #:		17.261			
Grant/Donor Name and Address:		U.S. Dept of Labor - Employment & Training Administration			
Grant Period:		From:	To:		
		6/30/2011	6/30/2013		
Grant/Donation		100,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$17,250	\$82,750	\$	\$100,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management				<i>[Signature]</i>	(Initial) <i>DB 7-29-11</i>
Secretary of Administration				<i>[Signature]</i>	(Initial)
Sent To Joint Fiscal Office					Date

RECEIVED
 AUG 10 2011
 JOINT FISCAL OFFICE



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

BASIC GRANT INFORMATION

1. Agency:	
2. Department:	Public Safety
3. Program:	Fire Safety (Fire Academy)
4. Legal Title of Grant:	Workforce Investment Act Pilots, Demonstrations and Research Projects
5. Federal Catalog #:	17.261
6. Grant/Donor Name and Address: U.S. Dept of Labor - Employment & Training Administration 200 Constitution Ave, NW N4701 Washington, D.C. 20210	
7. Grant Period:	From: 6/30/2011 To: 6/30/2013

8. Purpose of Grant:
This grant is a federal earmark sponsored by Senator Sanders. This project will support and enhance local fire department and emergency medical service emergency responder organization efforts in recruitment and retention of their department members and thereby serve to maximize new and continuing membership in both services.

9. Impact on existing program if grant is not Accepted:
The first responder community in Vermont is not immune to the pressures of everyday life. The vast majority of this community provides fire and emergency medical services to the citizenry of Vermont on a part time or voluntary basis. As the economy changes, these folks are faced with keeping their families on sound footing and eliminating activities that jeopardize their security.
Also, recent national studies have shown that the number of firefighters has declined over 11% since 1984. (US Fire Administration – May 2007). This attrition rate is also reflected in the Fire and Emergency Medical Services in Vermont. This project is a statewide effort intended to begin to reverse the trend of losing Vermont’s first responders by providing “firefighting and emergency service training support” through various methods.
This project will provide, enhance and extend educational opportunities to Vermont’s citizens – adult and middle / high school age, who are interested in volunteering to assist their local community through emergency response.

10. BUDGET INFORMATION

	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2012	FY 2013	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$1,000	\$	
Grants	\$17,250	\$81,750	\$	
Total	\$17,250	\$82,750	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$17,250	\$82,750	\$	
(Statewide Indirect)	\$	\$	\$	

REC'D JUL 25 2011

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

(Departmental Indirect)	\$	\$	\$
Other Funds:	\$	\$	\$
Grant (source)	\$	\$	\$
Total	\$17,250	\$82,750	\$

Appropriation No:	2140040000	Amount:	\$100,000
			\$
			\$
			\$
			\$
			\$
		Total	\$100,000

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
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: <i>John Wood</i>	Date: 7/19/2011
	Title: Deputy Commissioner	
	Signature:	Date:
	Title:	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	Date: 8/13/11
<input type="checkbox"/> Rejected		

15. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Check One Box: Request to JFO	<i>[Signature]</i> (Secretary's signature or designee)	Date: 08/01/11
<input type="checkbox"/> Information to JFO		

16. DOCUMENTATION REQUIRED

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

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	

End Form AA-1

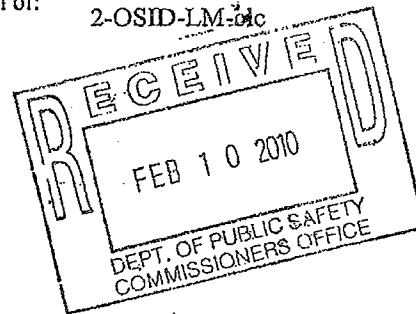
U.S. Department of Labor

Employment and Training Administration
The Curtis Center, Suite 825 East
170 S. Independence Mall West
Philadelphia, Pennsylvania 19106-3315
www.region02.doleta.gov



Reply to the attention of:

2-OSID-LM-01c



February 9, 2010

Mr. Tom Tremblay
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05676

Dear Mr. Tremblay:

Senator Bernie Sanders has sponsored your organization to receive \$100,000 in Workforce Investment Act (WIA) pilot, demonstration and research funds from the Fiscal Year 2010 Labor, Health and Human Services and Education Appropriation. These funds have been earmarked for your organization and must be used for a project that meets the requirements of section 171 of WIA. In order to receive this funding, you must first submit a proposal to the Department of Labor (DOL) demonstrating that your project is in compliance with the WIA section 171 that govern pilot, demonstration and research projects.

The DOL Employment and Training Administration (ETA) will provide you with assistance in developing a project that complies with the necessary requirements. The Philadelphia Earmark Center of Excellence (PEC) is responsible for managing and coordinating ETA's earmark process. Information about the PEC, including reference materials that will be helpful during the development of your grant is available at: <http://www.doleta.gov/regions/reg02>.

Technical assistance training on developing a successful earmark grant proposal is being planned. Detailed information about the training is forthcoming.

In addition to the reference materials and forthcoming training, ETA is providing you with a Federal Project Officer (FPO), Ms. Susan Desmond, in the Boston Region, who is available to answer specific questions concerning your proposal. Your FPO will be your primary contact within DOL and can be contacted by telephone at 617-788-0145 or by email at desmond.susan@dol.gov. Your FPO will be contacting you in the near future.

We look forward to working together to make your project a meaningful contribution to the nation's workforce investment system.

Sincerely,

LEO MILLER
Director
Philadelphia Earmark Center of Excellence

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT / AGREEMENT
NOTIFICATION OF
AWARD/OBLIGATION

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Fire and Emergency Medical Services Recruitment and Retention Project*.

Name & Address of Awardee:	Agreement #:	EA-21461-11-60-A-50
STATE OF VERMONT	CFDA #:	17.261
103 SOUTH MAIN STREET	Accounting Code:	1830-2011-0501741011BD201101740013105PR0031041CAOFAM0AOFAM0-A80310-410023-ETA-DEFAULT TASK-
WATERBURY, VERMONT	Mod Amount:	\$100,000.00
05671	EIN:	036000264
	DUNS #:	809376692

The Period of Performance shall be from **June 30, 2011** thru **June 30, 2013**.
Total Government's Financial Obligation is **\$100,000.00** (unless other wise amended).
Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR
29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;
OMB Circular A-21, for Institutions of Higher Education; OR
OMB Circular A-122, for Non-Profit Organizations.
48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act
29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 CFR Part 652 et al., Workforce Investment Act
Wagner-Peyser Act
Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - *AWARDEE*

Signature of Approving Official - *DOL / ETA*

See SF 424 for Signature

(Signature / Date)

No Additional Signature Required

(Type Name and Title)

B JAI JOHNSON
Grant Officer

JUN 14 2011


I. TECHNICAL PROPOSAL

1. Abstract

Do not remove Instruction Boxes.

See Proposal Guide, Section I-1, for detailed instructions and examples for the Abstract. Recommend allowing one page in length.

Answer these questions:

- **What is the purpose that the project is intended to accomplish?** This must reiterate the purpose contained in the Earmarked Appropriation line of the Congressional Conference Report but you may add clarifying details. Recommend a paragraph or less.
- **Who are the grantee and the project partners?** Provide applicant organization's name. Briefly describe roles, contributions of key partners, and other substantial contributors. Recommend a paragraph or less.
- **Why are you implementing this project?** Briefly describe the needs addressed by the project. Recommend a paragraph or less.
- **What outcomes do you anticipate for your project?** These will commonly be stated in terms of outcomes for individuals, but may include other desired outcomes depending on of project.

How will you deliver services? Discuss components of the project and how they relate to the need.

Mention any unique features of your service methods or delivery mechanism. Recommend one or two paragraphs.

Recent national studies have shown that the number of firefighters has declined over 10% in the last 19 years. This attrition rate is also reflected in Fire and Emergency Medical Services in Vermont. This grant project is intended to begin to reverse the trend of losing first responders by providing "firefighting and emergency medical services recruitment and retention support".

Representatives of the Vermont Department of Public Safety; Vermont Emergency Medical Services; the Vermont State Firefighters Association; the Vermont Fire Chiefs Association; The Vermont Career Fire Chiefs Association are working in concert to improve the recruitment and retention of full time and volunteer employees. This grant will directly support a coordinated effort to support effective youth emergency service training programs and develop effective adult recruitment and retention strategies.

These Vermont organizations will also partner with secondary school vocational and fire and emergency medical service (EMS) programs in Vermont as well as with the National Volunteer Fire Council (NVFC) and United States Fire Administration (USFA) to develop and support effective fire and EMS recruitment and retention programs.

The partnerships through this grant will develop and provide programs to provide support for youths to attend an annual fire cadet academy; peer secondary students to provide / present information on volunteer services at job fairs; enhance existing "junior programs" in fire departments and EMS organizations and then replicate those best practices to departments interested in starting their local junior program and finally provide support for community outreach campaigns for recruiting new first responder members.

The goal of the efforts of this grant will be to attract new emergency responders, place them in local departments and plant a seed that will help to rebuild the numbers of responders in local communities throughout the State of Vermont. We anticipate, upon conclusion of the grant period, to have: 25 new emergency medical responders in service; 15 emergency response high school students properly placed with local response agencies; 10 more "students in need" at the annual fire cadet academy; supported an annual presentation of the fire cadet academy; enhanced / started 5 local junior responder programs and supported 15 local community recruitment campaigns with 25 new members enrolled in the emergency services in Vermont.

2. Statement of Needs

See Proposal Guide, Section 1-2, for detailed instructions and examples

A. Project's Purpose

Do not remove instruction boxes.

Describe the purpose that the project is intended to accomplish. This must reiterate the purpose contained in the Earmarked Appropriation line of the Congressional Conference Report. Only activities that substantially conform to the Congressional text are eligible for funding under the Earmarked Program but you may add clarifying details. Recommend a sentence in length.

This project will support and enhance local fire department and emergency medical service emergency responder organization efforts in recruitment and retention of their department members and thereby serve to maximize new and continuing membership in both services.

B. Description of the Major Issues Addressed

Do not remove instruction boxes.

What are the major issues or problems that the project is addressing in conjunction with the project's purpose? Generally these should be no more than a half dozen in number, but for some project designs, might consist be a single, distinct issue. Provide enough factual (preferable quantified) information to explain the issue and its significance.

The scope of each issue should be no longer than the project is proposing to address. For example, a project with a neighborhood focus should not address a state-wide issue.

Section 171 of the Workforce Investment Act (see Appendix B of Reference Book 1)--which governs what

is permissible for demonstration, pilot and similar projects funded with an Earmarked appropriation-- requires that "such projects shall include the provision of direct services to individuals to enhance employment opportunities." Therefore, with rare exception, one or more of these issues must be about the needs of the individuals that the project will serve.

The issues will be used to organize the remainder of the technical proposal.

The first responder community in Vermont is not immune to the pressures of everyday life. The vast majority of this community provides fire and emergency medical services to the citizenry of Vermont on a part time or voluntary basis. As the economy changes, these folks are faced with keeping their families on sound footing and eliminating activities that jeopardize their security.

Also, recent national studies have shown that the number of firefighters has declined over 11% since 1984. (US Fire Administration – May 2007). This attrition rate is also reflected in the Fire and Emergency Medical Services in Vermont. This project is a statewide effort intended to begin to reverse the trend of losing Vermont's first responders by providing "firefighting and emergency service training support" through various methods.

This project will provide, enhance and extend educational opportunities to Vermont's citizens – adult and middle / high school age, who are interested in volunteering to assist their local community through emergency response.

Issue #1 – Upfront expenses to Volunteer:

Many emergency medical service providers require new volunteers to pay for their emergency medical training upfront.

Issue #2 – Expenses to attend annual fire cadet academy minimizes attendance

Many students are unable to attend an annual fire cadet training academy due to tuition expense.

Issue #3 – Expenses to support annual fire cadet academy minimizes attendance

Expenses to support the annual delivery of the fire cadet academy continue to escalate and minimize instructional offerings thereby reducing interest.

Issue #4 – Lack of resources to support annual career fairs minimizes interest in emergency services.

There are annual job fairs at high schools that have technical skills trade based programming. Lack of support for emergency services to present and provide information minimizes attracting students to emergency services.

Issue #5 – Fire Department and Emergency Medical Services support of “Junior Programs”

Many fire and EMS departments have “junior” programs where younger participants get started in the fire service. Lack of support for these efforts minimizes their effectiveness and recruitment efforts.

Issue #6 – Fire Department and Emergency Medical Services recruitment campaigns

Many fire and EMS departments lack the resources to mount a strong and efficient efforts to recruit new members to their departments. Over time, numbers of members erode and the safety and health of the community are diminished.

C. Individuals to be Served (Participants)

Do not remove Instruction Boxes.

In this section describe the population of individuals to which the project will provide services. Include any eligibility requirements that the project will use.

Also explain why this population was selected.

The individuals that will participate are from Vermont’s communities and are new to fire and emergency medical service organizations. Primarily, the folks are Vermont’s citizens – adult and middle / high school age, who are interested in volunteering to assist their local community through emergency response.

The state’s estimated attrition rate for emergency services is very similar to the national rate of 11% for emergency medical services and fire services. “Vermont’s volunteer fire departments are facing serious challenges in the areas of recruitment and retention. As the middle class continues to be squeezed, as Americans work longer hours, as our lives get more hectic, it has become harder and harder for people to afford the time and money it costs to volunteer” – U.S. Senator Bernard Sanders - Vermont – 2007. This funding will assist us in lowering a few of the barriers encountered when attempting to volunteer in a fire department or

an emergency medical service entity.

3. Description of the Impacted Area

A. Area Delineated

Do not remove Instruction Boxes.

Delineate the geographic boundaries of the area being impacted. Describe the physical and social features of the area being served that affect the need for the project or strategies being used.

Where appropriate, ETA encourages grantees to plan strategies that serve large, multi-county regions or labor markets. Such a region might overlap two or more states. In these instances the states and counties affected would be included in the description. Tables or maps may be included to accomplish this.

This project will provide, enhance and extend educational opportunities to Vermont's citizens statewide – adult and high school age (youths 14 and older), who are interested in volunteering to assist their local community through emergency response.

B. Labor Market Information for the Area

Describe the principal employment needs and conditions relevant to the project. May use the table below to display relevant occupational information, and add a short written narrative. Information should link to project issues and goals. Recommend one page or less in length. *Do not remove Instruction Boxes.*

Describe the principal employment needs and conditions relevant to the project. May use the table below to display relevant occupational information, and add a short written narrative. Information should link to project issues and goals. Recommend one page or less in length.

After consultation with the local Job Center, there is little direct correlation with volunteer emergency service organizations. Further, in the emergency services field, 96% of the fire service and 75% of the emergency medical service is either completely volunteer or partially supported by the local communities. Recent national studies have shown that the number of firefighters has declined over 11% in the last 19 years. This attrition rate is also reflected in Fire and Emergency Medical Services in Vermont. The estimated average age of responders is around 40 yrs which correlates to the overall population of Vermont as having the 11th highest 65+ population. Couple that with 7th highest rate of young, college educated people leaving the state and the lowest birthrate in the nation – it is easy to see that there could be a shortage of responders in the not too distant future.

Occupational Projections Table

TARGETED OCCUPATIONS	CURRENT EMPLOYMENT	GROWTH FORECAST	AVERAGE WAGE
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Occupational Projections Table

TARGETED OCCUPATIONS	CURRENT EMPLOYMENT	GROWTH FORECAST	AVERAGE WAGE
n/a			

C. Socioeconomic Information for the Area

Do not remove Instruction Boxes.

You may provide here any additional, pertinent, socioeconomic data about the area that was not included in the issues section. Recommend a half page or less.

In the 2010 census, Vermont’s population is 621,760 with a density of 65.8 persons per square mile (30th in the U.S). Vermont’s 2008 percentage of persons below the poverty level is 10.4% and the median age of a “Vermonters” is 40.4 years, which is the second oldest in the U.S. The combination of these demographics affects Vermont’s emergency response agencies in many ways. Boosting the numbers of individuals that are available for response is what this project will address.

4. Statement of Work

Do not remove Instruction Boxes.

See proposal Guide, Section 1-4, for detailed instructions and examples. The Statement of Work has five subsections. The Statement of Work contains an overview of the project goals and major components addressing the issues outlined in your Statement of Need (Section 2). This section also contains the work schedule and a description of your partners/collaborators and linkages with the Workforce Investment System.

This project will provide, enhance and extend educational opportunities to Vermont’s citizens – adult and high school (14 years and older) age, who are interested in volunteering to assist their local community through emergency response.

A. Project Goals

Do not remove Instruction Boxes.

For each of the issues identified, provide one or more goals for what the project is to accomplish by the end of the grant period. Goals should be action oriented, measurable (preferably quantifiable) and time-specific. The goals should be no longer than a sentence each.

Goal #1 – Enroll 25 emergency medical responders in entry level training programs.

Goal #2 – Enroll 15 in emergency service programs at the technical high school program.

Goal #3 – Support 10 attendees at the annual fire cadet academy.

Goal #4 – Support one annual fire cadet academy with operating expenses.

Goal #5 – Enhance / begin 5 local “junior” programs in fire and emergency service response agencies

Goal #6 – Provide support to 15 local communities in order to promote joining the local emergency response, fire or EMS, community

B. Major Project Components

a) Description of Components for Addressing Each Issue and Goal.

Do not remove Instruction Boxes.

For each major project component, discuss who provides what, when, and where, and delivery methods. This section is the heart of the technical proposal. At least one of the services must describe services for individuals. Components can address multiple goals.

Note that federal regulations restrict the use of funds for some categories of activity such as for construction. In addition Section 181 of WIA restricts the use of funds for employment generating activities, economic development activities and similar activities that are not directly related to training for eligible individuals under the Act.

If some components are funded from other funding sources, they can be included here but separate funding should be explained.

Allow two or more paragraphs per component. (Secondary activities/tasks are to be listed later as part of the Work Schedule.)

Component #1 – Emergency Medical Services (EMS):

The Emergency Service representative will be responsible for goals 1, 2 and the emergency medical service portion of Goal #5. This individual will notify and work with all EMS organizations statewide on this project. The individual will set up and attend meetings, courses in order to promote the project.

Within 3 months of receipt of the grant, a competitive process will be developed to select worthy participants and entities for participation in emergency medical technician programs and support for new / existing junior programs.

Component #2 – Fire Service:

The Fire Service representative will be responsible for Goals 3, 4, 5. During the first 3 months after grant approval, notification will be provided to Fire Service organizations of the program, its goals and participation guidance.

A competitive application system will be developed to select worthy candidates for participation at the fire cadet academy. Concurrently, a system will be developed to select fire departments to participate in starting or enhancing their “junior” programs.

Component #3 – Technical High School Programs:

Goal #2 - The Technical High School representative be responsible to develop and produce informational brochures for distribution at technical center expo events and to the emergency response services at large. The brochures will state how and where students can become certified, trained and placed with local fire and ems departments.

Secondly, two Technical High School Instructors will actively work, as mentors, with potential emergency service students to determine the student's interest, home location and fit them into a department that meets their needs

Component #4 – Junior Program Support

Goal #5 – Both Fire and EMS representatives will develop a system to identify and support, through a competitive application process that will either enhance or start at least 5 junior programs.

Component #5 – Recruitment Campaign Support

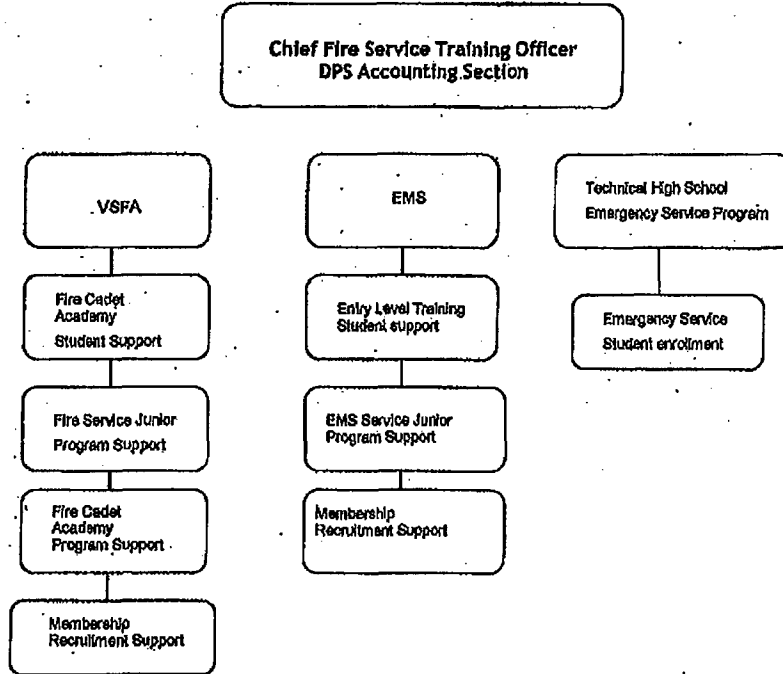
Goal #6 – The representatives from Fire and EMS will develop a system to identify and support recruitment campaigns in 15 local communities.

b) Diagram of Project Components

Do not remove Instruction Boxes.

Provide any project component/service diagrams or flow charts as applicable. May be on separate pages and in a landscape format.

Vermont Department of Public Safety
US Department of Labor - Employment and Training Administration
Earmark Grant Flowchart



Object Class Category (f.): CONTRACTUAL

A Brief Description	B Cost
1. Subgrant - Emergency Service Technical Centers	\$ 17,250.00
2. Subgrant - Vermont State Firefighters Association	57,000.00
3. Subgrant - Deerfield Valley Rescue	24,750.00
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20.	
TOTAL CONTRACTUAL	\$ 99,000.00

Budget Narrative: CONTRACTUAL

Subgrant - Emergency Technical Centers: Brattlebore Technical Center will be the coordinating agency for other Technical Centers around the state of Vermont. The Technical Centers will use the funds towards promoting Emergency Service Career Days.

Subgrant - Vermont State Firefighters Association: Funds will be used to support the annual Fire Cadet Academy, student tuition, community outreach campaigns/open houses and support of Junior Fire Cadet programs.

Subgrant - Deerfield Valley Rescue: Funds will be used to support course tuitions in support of Junior EMS Cadet programs and community outreach campaigns/open houses.

Object Class Category (h.): OTHER COSTS

(Including Training Expenses)


A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1. VISION (statewide accounting system)	1	Item/s	\$ 500.00	\$ 500.00
2. Single Audit	1	Item/s	\$ 500.00	500.00
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7.				
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19.				
20.				
TOTAL OTHER COSTS				\$ 1,000.00

Budget Narrative: OTHER COSTS

VISION - This is a direct charge associated with all financial transactions, which include accounts payable and receivable transactions. The cost provides access to the statewide integrated financial management system, which allows us to process grant-related transactions and to produce financial reports for the grant.

Single Audit - This is a direct charge associated with Vermont's statewide Single Audit as required by OMB Circular A-133.

Memo

To: David Beatty
From: Tracy O'Connell 
Date: 7/21/11
Re: AA-1 for Workforce Investment Act earmark grant

I have prepared the AA-1 grant acceptance form for the Workforce Investment Act earmark grant. The purpose of this grant is to help support and enhance local fire and EMS departments in their recruitment and retention efforts. Almost all of the funds will be passed through to local organizations.

Please let me know if you have any questions. I can be reached at 241-5574 or toconnel@dps.state.vt.us.

Thank you.

JUN 17 2011

U.S. Department of Labor

VERMONT FIRE ACADEMY

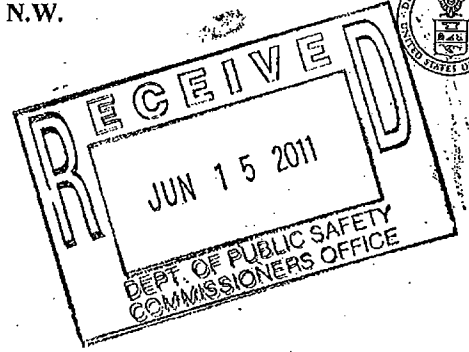
Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210



In Reply Refer to:
EA-21461-11-60
Base

Mr. Keith W. Flynn
Commissioner for VT Dept. of Public Safety
STATE OF VERMONT
103 South Main Street
Waterbury, VT 05671

JUN 14 2011



Dear Mr. Flynn:

Enclosed is an executed copy of your recently awarded grant or agreement with the U. S. Department of Labor (DOL), Employment and Training Administration (ETA).

The following provides information on how to access funds via the Payment Management System (PMS), and access to Grantee Reporting System for financial reporting. These systems require two separate password/pins. PMS instructions are in step one and financial reporting is in step two. Please complete both steps.

1. Payment Management System

<p>To Create an ETA PMS Account</p>	<p>To establish a PMS account with DOL ETA for the first time, submit the following documents:</p> <ul style="list-style-type: none"> - Complete an SF-1199a Direct Deposit Sign-up form - Provide the information contained in the ETA Accounting Contact Information document <p>Send both documents via overnight mail to: Ms. Pamela Wilkerson U. S. Department of Labor/ETA OFAM/Office of Comptroller 200 Constitution Avenue, NW N4702 Washington, D.C. 20210 Telephone (202) 693-2602</p> <p>The SF-1199A Direct Deposit Sign-up Form and the ETA Accounting Contact Information document are both available at www.doleta.gov/grants under Payment Information.</p> <p>Allow at least 3 weeks from ETA's receipt of the SF-1199A for access.</p> <p>Direct any inquiries regarding the status of the SF-1199A to Pamela Wilkerson on 202-693-2602 or Julia Murray on 202-693-2821.</p>
<p>For Existing ETA PMS Users</p>	<p>If a PMS account is already established for other ETA grants, send an email to Lanisha White, White.Lanisha@dol.gov or Julia Murray, Murray.Julia@dol.gov with the following information:</p> <ul style="list-style-type: none"> - Grant agreement number - Grant award amount - PMS account number <p>Once the email is received, the funds awarded under the new grant agreement will be available under the designated PMS Account in a separate Subaccount within 2-3 business days.</p>
<p>To Designate a Separate Entity as the Fiscal Agent</p>	<p>To designate a separate entity to act as the fiscal agent to access and disburse grant funds, submit the following:</p>

	<ul style="list-style-type: none"> - A letter from the grantee to ETA with the entity's name, address and Employer Identification Number - Grantee completes sections A through C on the SF-1199A for the grantee organization. (Banking information is not needed for the grantee) - Fiscal Agent completes the entire SF-1199A. - Fiscal Agent provides the information contained in the ETA Accounting Contact Information document <p>Once both SF-1199A forms are received and the account has been established in PMS, the primary contact indicated will receive a certified letter from the Payments Management System with drawdown instructions, PMS pin/account number and temporary password.</p> <p>These documents are available at www.doleta.gov/grants under Payment Information.</p> <p>Allow at least three weeks from ETA's receipt of the SF-1199A for access. Direct all inquires for the SF-1199 A to Pamela Wilkerson (202) 693-2602.</p>
--	--

2. Financial Status Reporting

<p>Access to Financial Reporting - ETA 9130</p>	<p>Identify two individuals in the organization responsible for financial reporting:</p> <ul style="list-style-type: none"> - The Primary Contact person will certify the accuracy of the report by entering the PIN. The PIN acts as an electronic signature. - The Secondary Contact will enter the reporting data. <p>Provide the following information to both Shantay Logan Shantay@dol.gov and Avery Malone Avery@dol.gov:</p> <ul style="list-style-type: none"> - Grant agreement number - Name & phone number of both individuals - Email address for Primary contact person <p>The Financial Reporting Access document can be found at www.doleta.gov/grants under Financial Reporting.</p> <p>Only the Primary Contact person will be emailed the password/PIN upon receipt of the required information.</p> <p>Direct inquiries regarding the Password/PIN to Shantay Logan and Avery Malone. Contact your Federal Project Officer, Susan Desmond (617) 788-0145 for questions on Financial Reporting.</p>
--	---

Sincerely,

B. Jai Johnson

Grant Officer

Enclosures

RECEIVED
 U.S. DEPT. OF LABOR RECEIVED
 OMB Number: 4040-0004
 Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 2.

*1. Type of Submission: <input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <small>select appropriate letter(s)</small> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify): U S DOL-ETA
---	---

3. Date Received: _____	4. Applicant Identifier: _____
-------------------------	--------------------------------

5a. Federal Entity Identifier: _____	*5b Federal Award Identifier: _____
--------------------------------------	-------------------------------------

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
----------------------------------	--

B. APPLICANT INFORMATION:

*a. Legal Name :

*b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="03-8000264"/>	*c. Organizational DUNS: <input type="text" value="809376692"/>
---	--

d. Address:

* Street 1: 103 South Main St.
 Street 2:
 * City: Waterbury
 County: Washington
 * State: Vermont
 Province:
 * Country: United States
 * Zip / Postal Code: 05671

e. Organizational Unit:

Department Name: <input type="text" value="Department of Public Safety"/>	Division Name: <input type="text" value="Division of Fire Safety, Fire Academy"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="802-483-2765"/>	Fax Number: <input type="text" value="802-483-2464"/>
---	---

* Email:

RECEIVED
U.S. DEPT. OF LABOR
ETA

OMB Number: 4040-0004
Expiration Date: 01/31/2009

2011 APR 15 P 2: 24

Application for Federal Assistance SF-424 Version 2

* 9. Type of Applicant 1: (See Earmark Reference Book for Applicant Types)

A. State Government

Type of Applicant 2:

Type of Applicant 3:

* Other (Specify)

* 10. Name of Federal Agency:

Department of Labor Employment and Training Administration

* 11. Catalog of Federal Domestic Assistance Number:

17.261

CFDA Title:

WIA Pilots, Demonstrations, and Research Projects

* 12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.)

State of Vermont

* 15. Descriptive Title of Applicants Project:

Fire and Emergency Medical Services Recruitment and Retention Project

U.S. RECEIVED
STAT. OF VT.
2011 APR 15 P 2:26

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Version 2

Application for Federal Assistance SF-424

* 16. Congressional Districts of: Vermont

*a. Applicant: 00

*b. Program/Project: 00

* 17. Proposed Project:

*a. Start Date: June 30, 2011

*b. End Date: June 30, 2013

* 18. Estimated Funding (\$):

* a. Federal:	\$ 100,000
* b. Applicant	\$
* c. State	\$
* d. Local	\$
* e. Other	\$
* f. Program Income	\$
* g. TOTAL	\$ 100,000

* 19. Is application subject to review by State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by State for review.
- c. Program is not covered by E.O. 12372

* 20. Is the applicant delinquent on any Federal Debt? (If "Yes", provide explanation.)

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

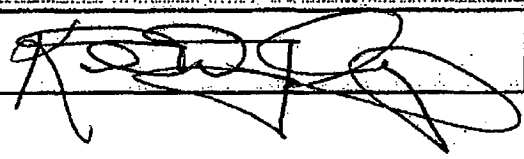
Authorized Representative

Prefix: Mr. * First Name: Keith
Middle Name: W.
* Last Name: Flynn
Suffix:

Title: Commissioner of Vermont Department of Public Safety

* Telephone Number: 802-244-8718 Fax Number: 802-241-5610

* Email: grannotification@dps.state.vt.us

* Signature of Authorized Representative 

* Date Signed: 3/25/11

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Administrative Costs

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. In no event, may administrative costs exceed 10% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 667.220(b) and (c).

Sec. 667.220 What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?

(a) The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of title I and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under WIA title I:

(i) Accounting, budgeting, financial and cash management functions;

(ii) Procurement and purchasing functions;

(iii) Property management functions;

(iv) Personnel management functions;

(v) Payroll functions;

(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;

(vii) Audit functions;

(viii) General legal services functions; and

(ix) Developing systems and procedures, including information systems, required for these administrative functions;

(2) Performing oversight and monitoring responsibilities related to WIA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(c) (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c) (1), all costs incurred for functions and activities of subrecipients and vendors are program costs.

(5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

(i) Tracking or monitoring of participant and performance information;

(ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;

(iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;

(iv) Local area performance information; and

(v) Information relating to supportive services and unemployment insurance claims for program participants;

(6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

PART I

STATEMENT OF WORK

(The awardee's technical proposal is incorporated as the Statement of Work. If there is a discrepancy between this technical proposal and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail. The grantee must confirm that all costs are allowable before expenditure.)

C. Work Schedule

Do not remove Instruction Boxes.

Complete a Work Schedule chart. Add or delete rows as appropriate. Take components directly from Section 4.B(1). Shorter projects do not need to include a full 2nd year in the Work Schedule. But, be sure to list all critical tasks, including start-up tasks such as hiring staff or executing subcontracts. Also, the Schedule should include post-project activities such as the completion of evaluations.

Insert Xs for periods of occurrence. Show entries only in those quarters needed to complete the project and the evaluation.

Project Component	Task	Year 1				Year 2*				Staff / Organization Responsible
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	
Participant Outreach	Contact local entities	X	X							VSFA, VEMS, THSP
	Local visits, meetings	X	X							VSFA, VEMS, THSP
Identify local participants	Develop selection criteria			X						VSFA, VEMS, THSP
	Develop / administer selection process			X						VSFA, VEMS, THSP
Program Development	Review existing programs	X								VSFA, VEMS, THSP
	Participant selection				X					VSFA, VEMS, THSP
	Develop strategies for career / expo days	X								THSP
	Develop brochures		X							THSP
	Participate in Expo days				X					THSP
	Develop strategies for membership recruitment	X	X							VSFA, VEMS
	Develop, produce informational media			X	X					THSP
	Select departments				X					VSFA, VEMS, THSP
	Present recruitment events					X	X	X		
Tracking	Fire Cadet Academy participants				X			X		VSFA
	Technical High School participants				X			X		THSP
	Junior program development				X			X		VSFA, VEMS

Project Component	Task	Year 1				Year 2*				Staff / Organization Responsible
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	
	Recruitment Campaigns				X			X		VSFA, VEMS
Assessment	Documents / data assembled								X	VSFA, VEMS, THSP
	Interpret / analyze results								X	VSFA, VEMS, THSP
	Produce final report								X	VFA

D. Partner/Collaborator Participation

Do not remove Instruction Boxes.

Discuss partner commitments, including services delivered by partners that are essential to the project's implementation and success. Recommend a paragraph per partnering organization.

Refer to any Letters of Commitment that describe specific services which will be provided by a partner. Note that a letter of support does not qualify as a letter of commitment. Only attach letters of commitment.

Do not include services that may be competitively procured later from various firms or organizations. (These activities should, however, be described in the Major Project Component sections of the narrative (4.B (1)) as well as in the contractual section of the budget rationale.)

All participants in this project are willing partners. All organizations are in need of emergency responders and have provided input to this project during a series of three meetings during the fall of 2010, last calendar year.

One of the organizations, the Vermont State Firefighters Association is an organization that represents over 5,000 call and volunteer firefighters in all fire service issues. They have been in existence since the late 1800's. The contact person for the purposes of the grant is VSFA Vice President Francis Buck.

Heidi Taylor, of the Deerfield Valley Rescue service, has responded to represent the emergency medical service providers of Vermont in all aspects of the grant administration.

The Technical High School programs (THSP) are represented by the Brattleboro High School emergency service program. They also have the support and collaboration of the other 3 technical high school programs in the state. The THSP representative is Charles Keir, III.

E. Linkages with the Workforce Investment System

Do not remove Instruction Boxes.

Describe what efforts have been made to link the project with the State and/or local workforce investment system, or other DOL-funded activities. Does the grantee have a formal agreement with the State and/or local Workforce Investment Board, including the Career One-stop operator? If yes, please describe the nature of the agreement. Recommend one to three paragraphs.

Contact was made with the Rutland, Vt Career One stop center in the fall of 2010. After the conversation with Lucia Florence, it was quickly determined that their services would not be needed due to the "volunteer" nature of this project.

5. Project Outcomes

See Proposal Guide, Section I-5, for detailed instructions and examples. Recommend two pages or less.

A. Performance Measures and Planned Outcomes

Do not remove Instruction Boxes.

For each project component or goal identify the performance measures that will determine whether the project was successful during the grant period. Include how that measure is defined (e.g., what is included in the numerator and denominator, what data that are excluded, and what is the measurement's time period), and provide the expected level of performance. Include any significant product outcomes such as reports or curricula. For employment and training type activities, the measures should include the WIA Common Measures when applicable (refer to the Section I-5).

Use the chart below to provide the information for this section. A narrative statement may also be used to provide supplemental information such as about data collection methods and responsibilities.

Performance Table

NAME OF PERFORMANCE MEASURE	MEASURE DEFINITION OR FORMULA	PLANNED LEVEL OF OUTCOMES
Measure 1: Goal #1:	Enroll 25 new emergency medical responders in entry level training courses	25 new and successful emergency medical responders
Measure 2: Goal #2:	Enroll 15 students in emergency service programs at technical high schools	15 emergency response students properly placed with local response agencies
Measure 3: Goal #3:	Support 10 attendees with tuition at the annual fire cadet academy.	10 attendees participating that were not able to prior to this program.
Measure 4: Goal #4:	Support one annual fire academy by covering lodging expenses.	The annual fire cadet academy is presented as scheduled.
Measure 5: Goal #5:	Enhance / begin 5 local junior responder programs	5 local and active junior programs in motion
Measure 6: Goal # 6	Support 15 local community recruitment campaigns	15 programs supported – 25 new responders enrolled as members.

B. Evaluation Component

Do not remove Instruction Boxes.

WIA demonstration grants are required to have an evaluation report completed following the project's completion. The cost of the evaluation should be allowed for in the project budget and the evaluation should be included in the Work Schedule as a component. The cost of the evaluation should be kept to a minimum, for example, by using graduate students from a university.

a) Design of the Evaluation

Do not remove Instruction Boxes.

Describe the design of the evaluation. What will be the evaluation methodology? What will be the steps of the evaluation? Who will conduct the steps? Explain any difference between performance measures used in the evaluation and those listed in Section I-5b. Recommend a half page in length.

Complete this section, typing over this text

The design of the evaluation will be comparing the numbers of participants, programs at the end of the grant period with the numbers presented as goals. Meetings with and reports from each entity will provide documentation of these numbers and also provide insight to successes and obstacles that were overcome and perhaps unforeseen. Also, information will be gathered on how to continue / improve efforts in this regard.

b) Evaluator

Do not remove Instruction Boxes.

State who will conduct the evaluation. Who will collect and analyze data? Who will write the evaluation report? Recommend one or two paragraphs.

The evaluator of the project will be the Chief Fire Service Training Officer from the Vermont Fire Academy, Division of Fire Safety, Department of Public Safety. The Chief will conduct as many review meetings as needed to discuss, analyze and quantify the results of the project. The Chief will also be writing the final evaluation report at the end of the project.

6. Management and Personnel

Do not remove Instruction Boxes.

See Proposal Guide, Section 1-6, for detailed instructions and examples. Many earmarked projects are operated by large organizations such as counties or universities, or consortia, although others are operated by quite small organizations. The following questions are intended to help ETA understand your organization. Recommend two pages or less.

A. Applicant Organization and Project Administration

a) Organizational Structure

Do not remove Instruction Boxes.

What is the structure of the organization(s) to be funded through the grant? What is the legal form of the lead organization? For example, is it a consortium, community college or non-profit corporation? Will the grant result in a new organization that doesn't currently exist? What are major units of the applicant organization(s) involved with the project and their functions? What is its governance structure, e.g., does a board of trustees review all grant proposals, etc.? The length of the description should vary based upon the complexity of the situation. Recommend a half page to two pages.

The Department of Public Safety is a department within Vermont state government. The department is home to: an administrative division, the Division of State Police, the Division of Emergency Management, the Division of Criminal Justice Services and the Division of Fire Safety.

The Division of Fire Safety – two bureaus - one for fire codes, inspections, licensing, fire prevention and the other is the fire academy.

The fire academy is the accredited state entity that trains the fire service in all aspects of fire fighting and incident command.

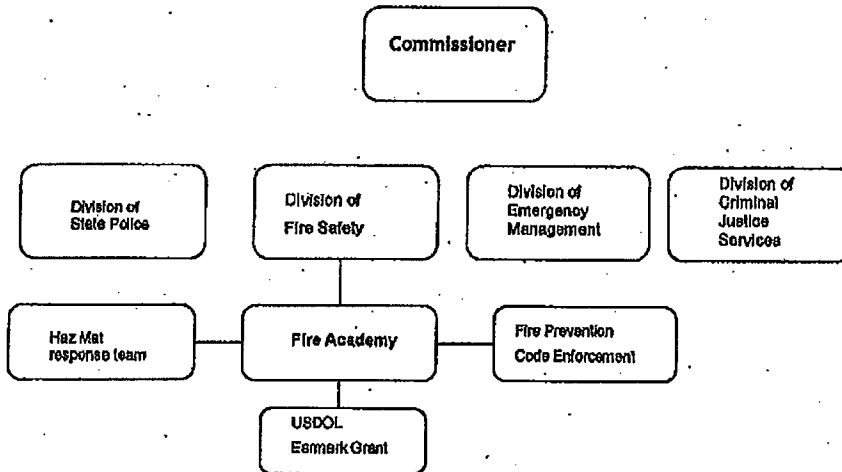
The Department of Public Safety is lead by a Commissioner, who reviews and signs grant applications.

Location of the Project within the Organization's Structure

Do not remove Instruction Boxes.

Provide a diagram that shows the relationship between the project and units within the applicant organization. The diagram may be on a separate page and in a landscape format. Include a brief description of the project's relations to these organizational units. Recommend a paragraph in length.

**Vermont Department of Public Safety
US Department of Labor - Employment and Training Administration
Earmark Grant Flowchart**



Relationship of Project to Other Organizational Activities

Do not remove Instruction Boxes.

As applicable, explain how the project relates to similar, on-going activities of the organization. (If the organization is operating more activities than those funded through the grant, it may need to segregate out the data and expenditures for these activities later.)

If this project is a continuation or follow-on to a previous grant (not necessarily an earmarked grant), explain the relationship between the new and prior grant activities.

Note that grants through DOL are to be used for activities that are in addition to those that would otherwise be available in the absence of such funds. (See WIA Sec. 195.2.)

Recommend a half page in length; dependent upon complexity.

Currently, there are no similar programs within the fire service or within the Department of Public Safety.

b) Project Administration

Project Oversight and Start-up Responsibilities

Do not remove Instruction Boxes.

Explain which organizational positions, whether grant-funded or not, have different types of oversight responsibility for the project. (For example, in some organizations the head of the organization, who signs the grant, is not involved in the project's day-to-day activities; these activities are delegated to a project manager.)

If this is not an on-going project, explain who will be responsible for project development during the start-up phase. For what start-up activities (e.g. staff recruitment) will this person(s) be responsible? As applicable, by when will the project be transitioned to newly-hired, project personnel?

Recommend two to three paragraphs.

The Chief Fire Service Training Officer will be responsible for the grant application process, overseeing activities through out the grant period and constructing the final report.

Representatives from each partnering agency will be responsible to fulfill their portions of the grant as previously stated.

Fiscal Responsibilities and Processes

Do not remove Instruction Boxes.

Will the applicant organization also be the project fiscal agent? If not, what organization will be? What position(s) will be responsible for project financial records and reports? Recommend a paragraph in length.

The Department of Public Safety, Accounting section, will provide proper fiscal support.

Reporting Responsibilities and Processes

Do not remove Instruction Boxes.

Which position will be responsible for collecting and analyzing programmatic data, maintaining files, and preparing summary reports including reports to ETA? Recommend a paragraph in length.

The Chief Fire Service Training Officer is the primary position responsible for the programmatic data and completing the final report, with input from the partnering agencies.

B. Staffing Level Rationale

Do not remove Instruction Boxes.

Discuss the basis for project staffing. If using staffing ratios (for example, 1 teacher to 15 participants), detail the ratios. Include an organization chart for the project itself if there are several project positions (this may be a separate page). Ensure adequate staff to complete the work. Recommend a half page excluding the chart. (Explain staff salaries in the Budget Rationale to follow.)

There will be no staff positions. Partnering agency personnel are volunteers.

Key Staff

Do not remove Instruction Boxes.

Identify key staff by position and function. Describe the qualifications desired. Recommend a paragraph or two per position.

The Emergency Medical Representative will be responsible for emergency medical service tuition and supporting EMS junior programs.

The VSFA will coordinate the cadet academy and junior program goals.

The Technical High School representatives will coordinate the goals for brochures and student enrollment.

7. Sustainment Plan

Do not remove Instruction Boxes.

See Proposal Guide, Section 1-7, for detailed instructions and examples.

If the project is to continue after the grant period, how will the project be sustained? How will a sustainment strategy be developed? Outline the roles of project partners in helping to sustain the project. If the project is not to be continued, state that it will not be continued and include any phase down activities as part of the Work Schedule. Recommend two or more paragraphs in length.

At the outset, there is no plan for financial sustainment of the project. It is hoped, however, that the lessons learned, the successes realized and the renewed focus on these issues are able to continue without further financial support.

James Litevich

Objective To provide quality fire training services to the fire service of the State of Vermont

Experience 1/01 to Present Vermont Fire Academy, Division of Fire Safety, Department of Public Safety Pittsford, VT

Chief Fire Service Training Officer

- Budget, agency accreditation, instructor system, training grounds, fleet management, legislative testimony, training council liaison
- Training Program / Student certification
- Oversee all of the operations of the Vermont Fire Academy

7/89 – 12/00 New Hampshire Fire Academy, Department of Safety Concord, NH

Assistant Director / Operations Chief

- Coordinate curriculum development
- Development / operation of firefighter training grounds
- Oversee physical plant maintenance
- Supervise Instructor System, course delivery

11/86 – 7/89 New Hampshire Office of Emergency Management Concord, NH

Senior Fire Representative – Technological Hazards Division

- Planning liaison for 5 seacoast communities and a host community
- Statewide response as a technical advisor for hazardous materials incidents

9/77 – 11/86 Claremont Fire Department Claremont, NH

Firefighter / EMT – Fire Lieutenant

- Company Officer
- Development of the city's hazardous materials response vehicle
- Response to reported emergencies

Education 9/69 – 6/71 AA/AS Dean Junior College Franklin, MA

9/71 – 9/73 BS University of New Hampshire Durham, NH

'95 – '99 Executive Fire Officer National Fire Academy Emmitsburg, MD

James Litevich

Awards New Hampshire Office of Emergency Management – Outstanding Achievement

New Hampshire Fire Academy – Academy Award - November 2010

Affiliations International Association of Fire Chiefs

National Fire Academy – Adjunct Instructor

National Fire Protection Association

New Hampshire Association of Fire Chiefs

New Hampshire Division of Forests and Lands: *Crew Boss for out of state Wildland fire crews - response nationwide and Canada*

North American Fire Training Directors

Training Resources and Data Exchange (TRADE) Region I – National Fire Academy

References Available on request

PART II

BUDGET INFORMATION

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Congressional Earmark 2010	17.261	\$ -	\$ -	\$ -	\$ -	\$ -
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ -	\$ -	\$ -
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	
b. Fringe Benefits	-	-	-	-	-	
c. Travel	-	-	-	-	-	
d. Equipment	-	-	-	-	-	
e. Supplies	-	-	-	-	-	
f. Contractual	99,000.00	-	-	-	99,000.00	
g. Construction	-	-	-	-	-	
h. Other	1,000.00	-	-	-	1,000.00	
i. Total Direct Charges (sum of 6a - 6h)	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	
j. Indirect Charges	-	-	-	-	-	
k. TOTALS (sum of 6i and 6 j)	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -	

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8 - 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES FOR FEDERAL FUNDS FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Congressional Earmark 2010	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges
23. Remarks	

Name of Grantee Organization
Amount Awarded

Funding Period
to
of Months:

Object Class Category (a.): PERSONNEL				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1.		\$		\$
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL PERSONNEL				\$

Budget Narrative - PERSONNEL

Object Class Category (b.): FRINGE BENEFITS

A Position/s	B Benefit/s	C Rate	D Base Amount	E Cost
1.			\$	\$
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
14.				
16.				
17.				
18.				
19.				
20.				
TOTAL FRINGE BENEFITS				\$

Budget Narrative - FRINGE BENEFITS

Object Class Category (c.): TRAVEL

A Item	B # of Staff	C # of Units	D Unit Type	E Cost per Unit	F Cost
1.				\$	\$
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
14.					
16.					
17.					
18.					
19.					
20.					
TOTAL TRAVEL					\$

Budget Narrative: TRAVEL

Object Class Category (d.): EQUIPMENT

(Includes equipment costing \$5,000 or more and a useful life of more than one year)

A Item	B # of Items	C Cost per Item	D Cost
1.		\$	\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
14.			
16.			
17.			
18.			
19.			
20.			
TOTAL EQUIPMENT			\$

Budget Narrative: EQUIPMENT

Object Class Category (e.): SUPPLIES

(Includes equipment costing less than \$5,000)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1.			\$	\$
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
14.				
16.				
17.				
18.				
19.				
20.				
TOTAL SUPPLIES				\$

Budget Narrative: SUPPLIES

Object Class Category (i.): INDIRECT CHARGES

Choose one of the following options to apply indirect charges to the grant:

OPTION A

For grantees that have an approved Indirect Cost Rate Agreement	
Federal agency that issued the agreement	
What is the approved rate (%)?	
What is the base against which rate is applied? (Note: enter description as specified in the agreement)	
What is the the base amount (\$)?	
Enter the rate (%) that will be used for this grant	
Enter the amount (\$) that will be used for this grant	\$ -

OPTION B

For grantees that DO NOT have an approved Indirect Cost Rate Agreement	
Enter fixed amount (\$) that will be used	\$ -

(Note: This will be only temporary until your Indirect Cost Rate Application is Submitted and Approved)

TOTAL INDIRECT CHARGES \$

Budget Narrative - INDIRECT CHARGES

ADMINISTRATIVE COSTS

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total grant award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those activities enumerated in 20 CFR 667.220(b) and (c).

Links:

http://www.dol.gov/dol/allcfr/title_20/Part_667/20CFR667.210.htm

http://www.dol.gov/dol/allcfr/Title_20/Part_667/20CFR667.220.htm

Budget Narrative - ADMINISTRATIVE COSTS

\$500 VISION - This is a direct charge associated with all financial transactions, which include accounts payable and receivable transactions. The cost provides access to the statewide integrated financial management system, which allows us to process grant-related transactions and to produce financial reports for the grant.

\$500 Single Audit - This is a direct charge associated with Vermont's statewide Single Audit as required by OMB Circular A-133.

PART III

ASSURANCES/CERTIFICATIONS

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0400), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

(1) Has the legal authority to apply for Federal Assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

(2) Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(3) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

(4) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

(5) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

(6) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race; color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(7) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real

Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

(8) Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

(9) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.

(10) Will comply, if applicable, with Flood Insurance Purchase Requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

(11) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(12) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the National Wild and Scenic Rivers System.

(13) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).

(14) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

Lobbying Certification (29 CFR Part 93)

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal Action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(see reverse for public burden disclosure)

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier _____, if known: <p style="text-align: center;">Congressional District, if known:</p>	5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime. <p style="text-align: center;">Congressional District, if known:</p>	
6. Federal Department/Agency:	7. Federal Program Name/Description: <p style="text-align: center;">CFDA Number, if applicable:</p>	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
11. Amount of Payment (check all that apply): ___ actual ___ planned \$ _____ 12. Form of Payment (check all that apply): ___ a. cash ___ b. in-kind; specify: nature _____ value _____	13. Type of Payment (check all that apply) ___ a. retainer ___ b. one-time fee ___ c. commission ___ d. contingent fee ___ e. deferred ___ f. other, specify: _____	
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11: <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
15. Continuation Sheet(s) SF-LLL-A attached: ___ YES ___ NO		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature _____ Print Name: _____ Title: _____ Telephone Number: _____ Date: _____

DISCLOSURE OF LOBBYING ACTIVITIES
(Continuation Sheet)

Reporting Entity:

Page ____ Page

PART IV

SPECIAL CLAUSES AND CONDITIONS

Should there be any inconsistency between these Clauses/Conditions and the Awardee's proposal, these Clauses/Conditions shall govern.

PART IV - SPECIAL CLAUSES

Clause #1:- BUDGET LINE ITEM FLEXIBILITY

Flexibility is allowed within the grant budget (*except wages, salaries and fringe benefits, and indirect cost rates*), provided no *single line item* is increased or decreased by more than **20%**. Changes in excess of 20% and any changes in wages, salaries and fringe benefits, and indirect cost rates **MUST** receive prior written approval from the Grant Officer.

Any changes in mix or match within the wages and salaries line **do not** require a grant modification. However, your assigned DOL Federal Project Officer (FPO) must review these changes prior to implementing these changes. Failure to obtain such prior written approval may result in cost disallowance.

Clause #2: - INDIRECT COST RATE AND COST ALLOCATION PLAN

This clause is applicable to all awardees receiving funds from multiple sources. Organizations receiving funds from only one source do not need an approved indirect cost rate (ICR) or cost allocation plan (CAP).

Mark the appropriate clause for your organization and fill in the blanks, as appropriate:

NA A. A current approved CAP or ICR agreement dated _____ has been provided and approved by _____ (Federal Cognizant agency - Copy Attached).

Regarding only the ICR agreement,

- a) Indirect Rate approved ____%
- b) Type of Indirect Cost Rate (Provisional/Predetermined/Fixed) See attached ICR agreement
- c) Allocation Base See attached ICR agreement
- d) Current period applicable to rate See attached ICR agreement

NA B. No CAP or ICR agreement has been approved by a Federal Agency.

Note:

Regarding "B", a pro rata share of the indirect costs specified on the 424A, Section B, Object Class Category, "j", has been approved for the first **90 days** of the grant period. This is based on the fact that your organization has not established an ICR agreement or approved CAP.

Within this 90-day period, you must submit an acceptable indirect cost proposal or CAP to your Federal cognizant agency¹ to obtain a provisional indirect rate or a CAP approval. **Failure on your part to submit an indirect cost proposal within this 90 day period means that you shall not receive further reimbursement for your indirect costs.**

If DOL is your Federal cognizant agency, proposals shall be sent to the appropriate office in the DOL's Division of Cost Determination (see detailed list attached).

Ceiling Indirect Amounts (applicable to A or B above):

¹ Providing preponderance of Federal funds to the organization.

An Indirect Cost ceiling in the amount of \$_____ h as specified on the 424A, Section B, Object Class Category, "j", has been applied under this agreement based on the grantee's budget or written documentation received.

The total amount of DOL's financial obligation under this award **will not be** increased to reimburse awardee organizations for higher negotiated indirect cost rates than those rates or amounts identified in this clause.

Note:

A ceiling amount does not exclude your organization from the responsibility of submitting an indirect cost rate for approval.

**Division of Cost Determination
List of Addresses and Telephone Numbers**

As of March 2010

National Office address and contact information: 200 Constitution Avenue, N.W., S-1510

Washington, D.C. 20210
(P) 202-693-4100
(F) 202-693-4099

Chief: Victor M. Lopez
E-mail address: lopez.victor@dol.gov
(P) 202-693-4106

<u>Cost Negotiators</u>	<u>E-mail Address</u>	<u>Location/Region</u>	<u>Address</u>	<u>Phone/FAX</u>
1 Damon Tomchick	tomchick.damon@dol.gov	D.C.	Same as National Office	(P) 202-693-4105 (F) 202-693-4099
2 Casey Carros	carros.casimer@dol.gov	D.C.	Same as National Office	(P) 202-693-4107 (F) 202-693-4099
3 Margie Merced	merced.margie@dol.gov	D.C.	Same as National Office	(P) 202-693-4104 (F) 202-693-4099
4 Stephen Cosminski	cosminski.stephen@dol.gov	Philadelphia	125 Oak Drive Sellersville, PA 18960	(P) 215-257-8712 (F) 215-257-8994
5 Ronald Goolsby	goolsby.ronald@dol.gov	Chicago	230 South Dearborn St. Room 1016 Chicago, IL 60604-1505	(P) 312-886-5247 (F) 312-353-0704
6 Carol McKone	mckone.carol@dol.gov	Dallas	P.O. Box 821067 Ft. Worth, TX 76182	(P) 817-281-1503 (F) 817-281-1530
7 Arthur Campbell	campbell.arthur@dol.gov	Seattle	P.O. Box 3433 Renton, WA 98056	(P) 425-271-3848 (F) 425-271-5295

* Cost Negotiators are generally responsible for organizations located in their regions, as follows:

Washington D.C. staff – Washington D.C. metro area and Atlanta region (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee).

Philadelphia region: Connecticut, Maine, Massachusetts, New Hampshire, Vermont, Rhode Island, New York, New Jersey, Pennsylvania, Puerto Rico, Delaware, Maryland, Virginia, West Virginia, Virgin Islands.

Chicago region: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, North Dakota, South Dakota, Nebraska, Ohio, and Wisconsin.

Dallas region: Arkansas, Louisiana, Kentucky, Oklahoma, Texas, Colorado, Nevada, Arizona, Wyoming, and New Mexico.

Seattle region: Alaska, Idaho, Oregon, Washington, Montana, Utah, California, & Hawaii.

This grant is subject to the following Transparency Act:

2 CFR Part 170

Appendix A to Part 170--Award Term

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. **Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009; Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if--
i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received--

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. **Where and when to report.** You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. **Applicability and what to report.** Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--

i. in the subrecipient's preceding fiscal year, the subrecipient received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. **Where and when to report.** You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. **Entity** means all of the following, as defined in 2 CFR part 25:

i. A governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. **Executive** means officers, managing partners, or any other employees in management positions.

3. **Subaward:**

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ---- .210 of the attachment to OMB Circular A-

133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. **Subrecipient** means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. **Total compensation** means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

This grant is subject to the following Transparency Act:

2 CFR Subtitle A, Chapter I and Part 25

Appendix A to Part 25--Award Term

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).

2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A governmental organization, which is a State, local government, or Indian Tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ----.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. Subrecipient means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

PART IV - SPECIAL CONDITIONS

1. Federal Project Officer: The DOL/ETA Federal Project Officer (FPO) for this grant/agreement is:

Name: **SUSAN DESMOND**
Address: JFK Building, Room E-350
Boston, MA 02203
Telephone: (617) 788-0145
E-mail: Desmond.Susan@dol.gov

The FPO is not authorized to change any of the terms or conditions of the grant/agreement. Such changes, if any, will be accomplished by the Grant Officer by the use of a properly executed grant/agreement modification.

2. Equipment: Awardees must receive **prior approval** from the DOL/ETA **Grant Officer** for the purchase and/or lease of any equipment with a **per unit acquisition cost of \$5,000 or more, and a useful life of more than one year**. This includes the purchases of ADP equipment. The grant award does not give approval for equipment even if it is specified in a grantee's statement of work unless specifically approved in the grant award execution letter by the Grant Officer. If not, the awardee must submit a detailed description list to the FPO for review within 30 days of the grant/agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.
3. Program Income: The awardee is authorized to utilize the addition method if any **Program Income** is generated throughout the duration of this grant/ agreement. The awardee is allowed to deduct costs incidental to generating Program Income to arrive at a net Program Income [29 CFR Part 95.24(c)]; or [29 CFR Part 97.25(c)(g)(2)].
4. Pre-Award: The awardee hereby agrees that all costs incurred by the awardee prior to the start date specified in the grant agreement issued by the Department are **incurred at the awardee's own expense**.
5. Reports: All ETA grantees are required to submit quarterly financial and narrative progress reports for each grant award.
 - A. Quarterly Financial Reports. Pursuant to Training and Employment Notice (TEN) 12-07, all ETA grantees are required to report quarterly financial data on the ETA 9130, no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

1. The previously used Standard Form 269 is no longer accepted by ETA. The ETA on-line reporting system has been modified to accommodate the ETA 9130 required data elements which includes a new Federal cash section. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period.

2. The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this grant award document. Copies of the ETA 9130 and detailed reporting instructions are available at www.doleta.gov/grants.

B. Quarterly Narrative Progress Reports. Grantees are required to submit a brief narrative quarterly and final report to the designated Federal Project Officer (FPO) on grant activities funded under this agreement. All reports become due no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

1. The last quarterly progress report that grantees submit will serve as the grant's Final Performance Report. This report should provide both **quarterly and cumulative** information on the grant's activities. It must summarize project activities, employment outcomes and other deliverables, and related results of the project.
 2. The awardee shall use any standard forms and instructions to report on training and employment outcomes and other data relating to the progress reports as provided by ETA.
 3. The awardee shall utilize standard reporting processes and electronic reporting systems to submit their quarterly progress reports as provided by ETA.
6. **Consults:** ***Consultant*** fees paid under this grant/agreement shall be limited to \$585 per day without additional DOL Grant Officer approval.
 7. **Rebates:** The awardee agrees to advise the Grant Officer, in writing, of any ***forthcoming*** income resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits to be received directly or indirectly as a result of or generated by these award dollars. Appropriate action must be taken to ensure that the Government is reimbursed proportionally from such income.
 8. **Publicity:** No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself. Nor shall grant funds be used to pay the salary or expenses of any grant or agreement awardee or agent acting for such awardee, related to any activity designed to influence legislation or appropriations pending before the Congress.
 9. **Public Announcements:** When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, ***all awardees*** receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

10. **Executive Order 12928:** In compliance with Executive Order 12928, the Grantee is strongly encouraged to provide subcontracting/ subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.
11. **Procurement:** Except as specifically provided, DOL/ETA acceptance of a proposal and an award of federal funds to sponsor any program(s) ***does not*** provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require an entity's procurement procedures must require that ***all procurement transactions*** shall be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL/ETA's award ***does not*** provide the justification or basis to sole-source the procurement, i.e., avoid competition.
12. **Veteran's Priority Provisions:** The Jobs for Veterans Act (Public Law 107-288) requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.
13. **Audits:** The awardee agrees to comply with the required financial and compliance audits in accordance with the Single Audit Act of 1984.
14. **Salary and Bonus Limitations:** Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. These limitations also apply to grants funded under this SGA. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.
15. **Intellectual Property Rights.** The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted

material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner."

16. **Evaluation, Data, and Implementation:** The grantee agrees to cooperate with the U.S. Department of Labor (USDOL) in the conduct of a third-party evaluation, including providing to USDOL or its authorized contractor appropriate data and access to program operating personnel and participants in a timely manner.
17. **ACORN Prohibition:** Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) ("CAA"), requires that no direct or indirect funding from the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform Now ("ACORN") or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by DOL grantees or contractors to ACORN or its subsidiaries as subgrantees, subcontractors, or other subrecipients. This prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee).

In the near future, ETA will issue Training and Employment Guidance Letter ("TEGL") number 8-09 change 1, to provide detailed guidance concerning this prohibition. The TEGL will be on ETA's website at <http://wdr.doleta.gov/directives>. If you have any additional questions, please contact your Grant Officer.

Signing this award agreement, or the expenditure of grant funds, certifies that your organization has read and will comply with all parts of this grant agreement.