



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: December 28, 2010
Subject: JFO #2473, #2474, #2475, #2476

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

JFO #2473 — \$10,000 grant from the State of Connecticut Department of Agriculture to the Agency of Agriculture, Food & Markets. This grant will support a New England regional study to determine if there is a viable option for connecting local growers and producers to institutional markets.
[JFO received 11/17/10]

JFO #2474 — \$500,000 grant from the U.S. Department of Justice to the Vermont Department of Education. This grant will support extended education programs for at-risk school aged children outside of routine school hours.
[JFO received 11/17/10]

JFO #2475 — \$150,000 grant from the U.S. Department of Justice to the Vermont Department of Public Safety. This grant will be used to upgrade Vermont's statewide sex offender registry.
[JFO received 11/17/10]

JFO #2476 — \$400,000 grant from the U.S. Department of Commerce to the Vermont Department of Economic, Housing and Community Development. This funding will assist Vermont businesses in accessing and developing export sales by supporting international trade shows, international export training, international market development, and client resources.
[JFO received 11/17/10]

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: Roger Allbee, Secretary
Armando Vilaseca, Commissioner
Thomas Tremblay, Commissioner
Tayt Brooks, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 19, 2010
Subject: Grant Request

Enclosed please find six (6) request that the Joint Fiscal Office has received from the administration.

JFO #2471 — \$65,474 grant from the Federal Emergency Management Agency (FEMA) to the Department of Public Safety. This grant will support hazard mitigation projects in Marlboro. **Expedited review of this item has been requested. Joint Fiscal Committee members will be contacted by December 3 with a request to waive the statutory review period and accept this item.**
[JFO received 11/9/10]

JFO #2472 — \$65,474 grant from the Federal Emergency Management Agency (FEMA) to the Department of Public Safety. This grant will support hazard mitigation projects in Fairfield, Windsor, S. Windsor and Ottauquechee region. **Expedited review of this item has been requested. Joint Fiscal Committee members will be contacted by December 3 with a request to waive the statutory review period and accept this item.**
[JFO received 11/9/10]

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[JFO received 11/17/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed 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 Joint Fiscal Committee review.

cc: James Reardon, Commissioner
Thomas Tremblay, Commissioner
Roger Allbee, Secretary
Armando Vilaseca, Commissioner
Tayt Brooks, Commissioner

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

Agency of Administration

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

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

Grant Summary:		This grant to the Vermont Global Trade Partnership (VGTP) in the Department of Economic and Community Development is to be used to assist Vermont businesses in accessing and developing export sales. It will be used for International Trade Shows, International Export Training, International Market Development and Client Resources.			
Date:		10/26/2010			
Department:		ACCD- Department of Economic and Community Development			
Legal Title of Grant:		VGTP Export Promotion Grant			
Federal Catalog #:		CFDA # 11-113			
Grant/Donor Name and Address:		US Department of Commerce, International Trade Administration, Washington DC, 20007			
Grant Period:		From:	To:		
		8/1/2010	7/31/2013		
Grant/Donation		\$400,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$155,430	\$129,730	\$114,840	\$400,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		This grant requires a State match and the salary and benefits of the Director of International Trade in DEHCD are being used as this match.			
Department of Finance & Management		10/27/10		(Initial)	
Secretary of Administration		10/27/10		(Initial)	
Sent To Joint Fiscal Office		11/3/10		Date	

RECEIVED
 NOV 17 2010
JOINT FISCAL OFFICE

October 22, 2010

Neale Lunderville, Secretary
Agency of Administration
109 State Street
Montpelier, Vt. 05609-0401

RE: Request for Grant Acceptance Approval

Dear Secretary Lunderville,

The Agency of Commerce and Community Affairs ("ACCD") is seeking approval to accept a \$400,000 grant ("Funding") from the U.S. Department of Commerce to capitalize the Vermont Global Trade Partnership's ("VGTP") export efforts.

The VGTP is the marketing arm of the office of the State Director of International Trade in the Department of Economic Housing and Community Development. The grant is for a period of three years and was originally earmarked in July of 2009. However due to delays resulting from a vacancy in the position of the International Trade Director, the final application to the grantor was not submitted until April 2010.

The above mentioned Funding was provided to the VGTP as part of a Federal earmark by US Senator Patrick Leahy in 2009, to be used to assist Vermont businesses in accessing and successfully developing export sales. The appropriation comes from the US Senate Appropriations Committee, S. Report 110-397, Commerce, Justice, Science subcommittee, and is being managed by the Department of Commerce, International Trade Administration, under the Operations and Administrations Account (#12-1250).

ACCD applied for the VGTP grant to the U.S. Department of Commerce ("DOC") grantor, in the amount of \$400,000 on April 21st, 2010. The U.S. Department of Commerce notified the VGTP on April 26th, 2010 that it had received all required forms and that the application is being processed for release. On June 30, 2010, the DOC notified our office that they were awaiting final approval. On October 18, 2010, final approval in the form of an award letter was received. Application information on the grants.gov system is:

CFDA Number: 11.113
Award Number: IT10FCS1130001
Opportunity Number: ITA -FCS-ODO-2009-2002129
Opportunity open date: 7/25/2009
Org DUNS: 80980067

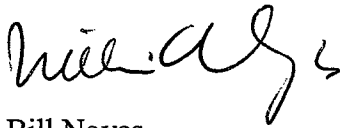
The funds will be used for the following purposes, 1) **International Trade Shows**, (35% of funds allocated), 2) **International Export Training**, (20% of funds allocated), 3) **International Market Development**, (15% of funds allocated), and 4) **Client**

Resources, (35% of funds allocated for database subscriptions, membership fees, grant administration as required.) The Federal funding is being matched by the State in the form of a salary and benefits over the duration of 3 years in the amount \$287,640

The overall coordination of the Funding will be carried out by the Director of International Trade, in cooperation with the U.S. Department of Commerce, and under the supervision of Deputy Secretary of ACCD. The State Director of International Trade will oversee the administration of the Funding and manage the day-to-day activities, and coordinate, direct, and oversee the primary functions of the Funding as described in Attachment A.

Thank you for your attention to this matter. Please feel free to contact me directly at 828-5208 if you require further information or documentation.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Noyes", with a stylized flourish at the end.

Bill Noyes
Deputy Commissioner
Department of Economic, Housing and Community Development

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

BASIC GRANT INFORMATION				
1. Agency:	Commerce and Community Development			
2. Department:	DEHCD			
3. Program:	Vermont Global Trade Partnership			
4. Legal Title of Grant:	VGTP Export Promotion Grant			
5. Federal Catalog #:	CFDA Number : 11-113, ITA Award Number IT-10FCS1130001, ASAP ID 5013508			
6. Grant/Donor Name and Address:	Department of Commerce International Trade Administration Washington, DC, 20007			
7. Grant Period:	From:	8/1/2010	To:	7/31/2013
8. Purpose of Grant:	The purpose of this \$400,000 grant is to capitalize certain US-Dept of Commerce approved export specific initiatives from the Vermont Global Trade Partnership's ("VGTP") broader import/export mission.. The VGTP is the marketing arm of the office of the State Director of International Trade in the Department of Economic Housing and Community Development. The Funding shall be used for the following purposes: 1) International Trade Shows, 2) International Export Training, 3) International Market Development, and 4) Client Resources (i.e. Databases, membership fees, grant administration as required.) to facilitate and support increased international sales by Vermont businesses who lack the international export compliance infrastructure required to meet the onerous compliance and market research demands of such work. This is a 3 year grant. The only match associated with this grant will be Director's salary and benefits in the amount of \$287,640 over three years.			
9. Impact on existing program if grant is not Accepted:	Not accepting this grant would severely limit the State's ability to support export efforts and international sales opportunities on behalf of Vermont businesses. It would also place Vermont in severe disadvantage as compared to neighboring states who have very large and well developed international trade programs, and who compete for export opportunities, and thus jobs, with our state. Without this grant only \$30,000 in state general funds are available for the ENTIRE VGTP combined import/export/international trade functions. Without these funds the State will lose its ability to maintain certain vital databases, represent Vermont in regional and international events, conduct the normal business of the office and provide direct international trade services to VT businesses.			
10. BUDGET INFORMATION				
	SFY 1 FY 11	SFY 2 FY 12	SFY 3 FY 13	Comments
Expenditures:				
Personal Services	\$101,680	\$101,680	\$101,680	Breakout different in Federal Forms bc they classify differently
Operating Expenses	\$98,930	\$93,230	\$78,340	
Grants	\$50,700	\$30,700	\$30,700	
Total	\$251,310	\$225,610	\$210,720	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$95,880	\$95,880	\$95,880	Total 3 yr Salary \$287,640

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

Federal Funds:	\$	\$	\$	
(Direct Costs)	\$155,430	\$129,730	\$114,840	Fed Grant total is \$400,000
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$251,310	\$225,610	\$210,720	Total: \$687,640 matches attached Fed Budget

Appropriation No:	7110010410	Amount:	\$400,000
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$400,000

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: Commissioner, DEHCD Agreed by: Wum (initial)

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

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

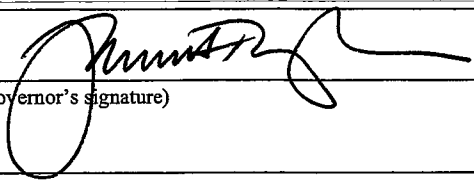
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u>Melody G., DEPUTY</u>	Date: <u>6/25/10</u>
	Title: Commissioner, DEHCD	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u>Tu Ber</u>	Date: <u>6/27/10</u>
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STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

15. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/>	Check One Box: Accepted	 (Governor's signature)
<input type="checkbox"/>	Rejected	Date: 10/29/10
16. DOCUMENTATION REQUIRED		
Required GRANT Documentation		
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)	
End Form AA-1		

AA1 Worksheet	FY11	FY12	FY13
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Op Expenses

Memberships	30000		
Databases	35700		
Meetings, Marketing, Matchmaking, Trade Missions	33230		
	98930	93230	78340

Many Databases and memberships will be prepaid for 3 years to take advantage of discounts. Meeting Marketing and Trade Missions in FY 12 and FY 13 will depend on needs as they arise.

Grants

Public Export Trainings	12000	12000	12000
Private Export compliance Audit	9500	9500	9500
Export Supplement	4200	4200	4200
Gold Key Grants	5000	5000	5000
Study VT	20000		
	50700	30700	30700

Personal Service

Grant Manager (On Grant)	3300	3300	3300	
Imbriani (On Grant)	2500	2500	2500	
Director Salary (State Match)	95880	95880	95880	287640 Check
	101680	101680	101680	
<i>Fed + State Totals</i>	251310	225610	210720	687640 Check

Federal Grant		155430	129730	114840	400000 Check
	Check	155430	129730	114840	
State Match		95880	95880	95880	287640 Check
					687640 Check

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

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. "Trade Missions/Trade		\$ 151,200.00	\$ 0.00	\$	\$	\$ 151,200.00
2. "Training" including		76,600.00	0.00			76,600.00
3. "International Market		59,000.00	0.00			59,000.00
4. "Client Resources, Tr		113,200.00	0.00			113,200.00
5. Totals		\$ 400,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Fringe Benefits	0.00	0.00	0.00	0.00	0.00
c. Travel	40,000.00	0.00	0.00	0.00	40,000.00
d. Equipment	0.00	0.00	0.00	0.00	0.00
e. Supplies	0.00	0.00	0.00	0.00	0.00
f. Contractual	0.00	0.00	39,000.00	91,200.00	130,200.00
g. Construction	0.00	0.00	0.00		0.00
h. Other	111,200.00	76,600.00	20,000.00	22,000.00	229,800.00
i. Total Direct Charges (sum of 6a-6h)	151,200.00	76,600.00	59,000.00	113,200.00	400,000.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 151,200.00	\$ 76,600.00	\$ 59,000.00	\$ 113,200.00	\$ 400,000.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. "Trade Missions/Trade Shows" including funding to offset the cost	\$	\$	\$	\$ 0.00
9. "Training" including export related education series, export compli				0.00
10."International Market Development" including general and specific				0.00
11."Client Resources, Technical Assistance and Other" which include				0.00
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS

13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$ 155,430.00	\$ 63,200.00	\$ 22,700.00	\$ 37,500.00	\$ 32,030.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 155,430.00	\$ 63,200.00	\$ 22,700.00	\$ 37,500.00	\$ 32,030.00

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

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16."Trade Missions/Trade Shows" including funding to offset the cost	\$ 50,400.00	\$ 50,400.00	\$ 50,400.00	\$
17."Training" including export related education series, export compli	25,500.00	25,500.00	25,600.00	
18."International Market Development" including general and specific	33,000.00	13,000.00	13,000.00	
19."Client Resources, Technical Assistance and Other" which include	46,530.00	40,830.00	25,840.00	
20. TOTAL (sum of lines 16-19)	\$ 155,430.00	\$ 129,730.00	\$ 114,840.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks: The Non-Federal match will be in the amount of \$18,000 for the Newsletter publication and \$287,640 in Director Salary, Benefits and related expenses over the duration of the grant.	

Vermont Global Trade Partnership/Department of Economic, Housing and Community Development
ITA Special Projects
ITA-FCS-ODO-2009-2002129
CFDA No. 11.113
DUNS No. 809800667

Contact:

Ali Sarafzade, Director of International Trade
Vermont Global Trade Partnership, Department of Economic, Housing and Community Development
1 National Life Drive
Montpelier, VT 05620-0501
ali.sarafzade@state.vt.us
802.828.1681

Grantee Background: The Vermont Global Trade Partnership (VGTP) is Vermont's center for international business assistance. Our programs seek to extend the work and mission of the State's Department of Economic, Housing and Community Development to help all Vermont businesses succeed in international markets.

The mission of the VGTP is accomplished by providing all Vermont businesses with international trade related educational seminars, technical assistance, market research, one-on-one consulting services, matchmaking opportunities, and trade show / mission participation, as needed.

The VGTP's export efforts are focused on market research, export compliance, matchmaking and export related training for Vermont businesses interested in exploring international sales opportunities. The VGTP's export efforts are match-funded by the State of Vermont to the amount of \$287,640 dollars in salary, benefits and expenses for the duration of the grant.

Work Plan Proposal & Budget

Background: The work plan focuses on our core mission to help Vermont SME's generate export sales through trade shows/missions, technical assistance and export education, and international trade research and matchmaking. The work plan is submitted in cooperation with the US Export Assistance Center of Vermont and will be used to serve clients who demonstrate export readiness and meet the CS eligibility criteria.

- I. Trade Shows/Trade Missions
- II. Training
- III. International Market Development Grants
- IV. Client Resources, Technical Assistance and other

I - Trade Shows/Trade Missions:

Organize trade missions with the purpose of helping Vermont companies develop international business. Provide one-one-one meetings with potential foreign trade partners and unique networking opportunities for Vermont businesses.

Trade Mission is defined as the recruitment of Vermont companies to participate in a trade show event, lead by the Director of International Trade, combined with pre-show market research, organized meetings and networking opportunities at that event, on their behalf, by the VGTP.

Target new exporters or companies that have had difficulty expanding into a particular market. Arrange details of the mission including transportation, translators, and business meetings leveraging the services of federal and regional trade development partners when possible.

Offer group participation and discounts on overseas trade shows space through alliances with other government agencies and regional organizations. Provide a convenient and cost-effective way for Vermont businesses to participate in overseas trade shows and distribute products and services internationally.

Marketing/Educational Materials & Signage: The VGTP/DEHCD and its partners will prepare marketing materials for the purpose of recruiting VT businesses to participate in international trade shows and trade missions and will provide educational materials for international business skills-development. Customized signage will be prepared for trade shows to promote participating Vermont companies, their products and services.

Trade Mission Networking Receptions: The VGTP/DEHCD and its partners will organize networking receptions for Vermont businesses participating in trade missions and international trade shows organized by the program. The events will add value to each company's international experience by giving them an environment to connect with potential business leads developed during their travel. The receptions will offer a follow up environment to formal meetings during the day, and will serve to deepen new business relationships. Grant funding for these events will exclude the provision of alcoholic beverages.

International Market Development: Development allows us to expand our current reach from more traditional sectors in Vermont such as medical Instrumentation to quickly developing industries such as aerospace, defense, composites, solar/wind, and education. (Covered in detail under section III, including budget). Market Development grants will be used as appropriate to provide in-country matchmaking.

Event Logistics/Coordination: Providing event support through hotel, transportation, shipping, and staffing provides SME's with the structural support needed to allow for the concentration of market development.

I A: MEDICA 2010, 2011, 2012: Best of New England Booth at the US Pavilion in MEDICA

Vermont, New Hampshire, Maine, Rhode Island and Connecticut have joined together to participate in MEDICA, the largest international medical trade fair with over 4,300 exhibitors from 100 countries and 138,000 attendees. This approach directly benefits the small medical companies in all five rural states, allowing them affordable access plus federal and state support to create specific sales opportunities at this show. The multi-state booth pulls in the vast resources of all the states, allowing for education and support of these rural companies before, during and after the show. It is expected that 15 companies will participate.

This program has been building off of a successful collaboration started in 2006 and has generated millions of dollars in sales. The five State International Trade Offices jointly recruit for this show with CS-New England. This large undertaking is coordinated through monthly conference calls with the Trade Directors. The States provide the main organizational effort, are key promoters and organizers of the booth, provide important marketing and regulatory briefings, and by staffing the booth also provide direct lead generation for the companies. (Q2 – Q4 and on-going as needed).

BUDGET – MEDICA 2010-2013 – Based on past budgets

* Airfare, MIE, and Lodging, Hotel, Travel, Taxi and Airport	\$ 3500
Booth Fees: Booth, Co-Exhibitor Fee and Signage (based on 2008 fees by VGTP)	\$11000
Recruitment	
Internet at Event: 40\$ per day x 3 companies x 4 days based on MEDICA pricing	\$ 500
Materials	
Shipping: Booth materials, Airport and ground transport surcharge (est. avg.)	\$ 700
Other (Define): Travel expenses during mission	
TOTAL PROJECT BUDGET YR1:	
3YRS	\$ 68,100

***MEDICA expense details, per event:**

TBD Lodging \$300 (est. avg in Europe during Event) x 6 days	= \$1800
TBD Airfare, \$1200 (est. avg from BTV-Europe) x 1	= \$1200
Per Diem \$40 (est.avg) x 7 days x 1 person	= \$ 280
Ground Transport, \$200 (est. avg during MEDICA)	= \$ 200
Total Airfare, MIE, and Lodging per Event:	Est. Avg = \$3500

EXPECTED RESULTS Per Year:

Number of SME benefiting from project:	3-5 (depending on interest)
Number Export Successes:	9

I B: Paris AirShow and Farnborough Air Show: Best of New England Booth at the US Pavilion

In an effort to duplicate the success of the Best of New England Booth at MEDICA, the New England Trade Directors are joining forces to have a booths at sister air shows in Paris and Farnborough in June 2011, 2012 and 2013. Both shows have just under 4000 exhibitors with over 380,000 worldwide visitors and trade off venues every year. The 2011 air show will be held in Paris, the 2012 event in Farnborough, and then back to Paris in 2013. The same methodology and work plan as described above will follow for this new venue.

This is an emerging sector in Vermont. Recently, multiplier and partner, the Vermont Chamber of Commerce formed an Aerospace Association identifying many key potential exporters. The Association has held several large events throughout the state. The VGTP/DEHCD will reach out to the VCC and the Aerospace Association to identified new aerospace sectors clients. Targeted outreach through one-on-one and/or group meetings will take place in 2010 to recruit for 2011. Furthermore, the educational needs of these clients will be assessed and appropriate training will take place on an as needed basis (i.e. ITAR training).

BUDGET – Paris Air Show

* Airfare, MI&E and Lodging: Hotel, Trains, Taxi and Air	\$ 4,000
Booth Fees: Expected (TBD)	\$ 15,000
Marketing: BD as [redacted] meetings with VT [redacted] (avg)	\$ 5,000
Internet at Event: Pricing TBD (similar to MEDICA)	\$ 500
Marketing: [redacted] (est. avg.)	\$ 2,000
Shipping: Booth materials, Airport and ground transport surcharge (est. avg.)	\$ 1,200
Other (Define): [redacted] cell phones, misc (est. avg.)	\$ 1,000
TOTAL PROJECT BUDGET, YR 1:	\$ 27,700
PARIS 2011,2013:	\$ 55,400

BUDGET – Farnborough Air Show

* Airfare, MI&E and Lodging: Hotel, Trains, Taxi and Air	\$ 4,000
Booth Fees: Expected (TBD)	\$ 15,000
Marketing: [redacted] meetings with VT firms (est. avg)	\$ 5,000
Internet at Event: Pricing TBD (similar to MEDICA)	\$ 500
Marketing: Directory printing, badges etc. (est. avg.)	\$ 2,000
Shipping: Booth materials, Airport and ground transport surcharge (est. avg.)	\$ 1,200
Other (Define): Travel expenses during mission, cell phones, misc (est. avg)	\$ 1,000
TOTAL PROJECT BUDGET, YR 1:	\$ 27,700
Farnborough 2012:	\$ 27,700

***AIRSHOW expense details, per Event:**

TBD Lodging \$300 (est. avg in Europe during Event) x 6 days	= \$1800
TBD Airfare, \$1200\$ (est. avg from BTV-Europe) x 1	= \$1200
Per Diem \$40 (est.avg) x 7 days x 1 person	= \$280
Ground Transport, \$700 (est. avg during AIR SHOW)	= \$700
Total Airfare, MIE, and Lodging per Event:	Est. Avg = \$4000

Total for Trade Show Activiy 3 years, MEDICA, AIRSHOWS: \$151,200

EXPECTED RESULTS:

Number of New Aerospace Clients to be Identified:	5
Number of SME benefiting from project:	3 – 5 depending on interest
Number Export Successes:	5

I C: Eastern Trade Council Trade Missions: The Eastern Trade Council (ETC) seeks to strengthen state and regional economic competitiveness in the global marketplace by sharing trade development information, jointly promoting regional products, and collectively advocating for federal trade promotion programs and policies which will benefit the region. The VGTP/DECHD is one of 12 regional members.

The ETC organizes an annual trade mission, the destination chosen by the members. For example in 2009, the ETC is leading a mission to Turkey in cooperation with the CS. These regional events pull in vast resources and are a key opportunity for Vermont companies. The VGTP/DEHCD will market, recruit and support the participation of up to 3 Vermont companies in future ETC trade missions.

I D: Other Trade Missions: StudyVT mission in Q4, TBD, See Section IIIB for discussion of International Market Development.

II – Training:

To provide technical export training to Vermont businesses through educational seminars and customized training.

II A: Educational Programs - The Leahy International Education Series

To provide technical export training grants to Vermont businesses through the use of quarterly sponsored educational seminars on topics of value to small and medium sized Vermont businesses looking to expand internationally. Topics will include Export Controls, ITAR requirements, NAFTA Certification etc... as needed.

The deliverable is; 1) contracting with area expertise and speakers, 2) execution of venue and food contracts if applicable, 3) recruiting and outreach to Vermont businesses for event, 4) preparation of marketing materials. The following training topics have been identified with others to be added as interest is generated pursuant to the work plan. (Q1-Q4)

1. **Export Compliance Training by Outside Consultant:** Training to be sponsored by the VGTP/DEHCD to assist a firm in training its staff and evaluating its compliance with export regulations. (Q1).
 - o NAFTA 101, April 8th, 2010. Montpelier VT.
 - o BIS Audit Training Event: June, 1st, 2010, Burlington, VT
 - o Export Finance, Oct 5, 2010, Montpelier, VT

2. **Export Training Supplement for Webinars and Regional Events:** In order to take advantage of the vast educational resources held in other states or via the internet, small training grants will be issued to CS eligible clients in an effort to provide them with immediate, direct expertise to improve their export technical skills, such as webinars, or out-of-state regional export programs. (TBD). For example, Regional or National events from the Department of Commerce BIS and Export control trainings as scheduled.

II B: Training

Customized Export Compliance Audit by Outside Consultant – The VGTP/DEHCD will offer private, customized, on-site export training for 1) compliance training and 2) export business process audits to Vermont businesses wishing to be in compliance with regulatory requirements while developing an internal export infrastructure for qualifying international sales leads and selling compliantly to international customers. (Q2 – Q4)

3 YR TRAINING GRANT BUDGET

Public Export Compliance Training by Outside Consultant @ \$3,000 X 12 sessions	\$36,000
Private Export Compliance Audit by Outside Consultant @ \$2,500 X 11 companies	\$28,000
Export Training Supplement for Webinars and Regional Events @ \$250.00 X 50	\$12,600
TOTAL PROJECT BUDGET:	\$76,600

EXPECTED RESULTS:

Number of SME benefiting from project:	50
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III – International Market Development:

III A: Generalized Industry Development

1. **Commercial Service Programs** – In an effort to increase the number of Vermont export exporting to new markets, the VGTP/DEHCD will provide international matchmaking grants to provide access to CS Services for small to medium sized businesses. (Q 2 -Q4).
2. **Consultancy Services** – In order to provide for the customized needs of clients, the VGTP/DEHCD program will hire appropriate consultants in foreign markets to supplement the services of the CS on an as needed basis.

3. **International Credit Reports** – The VGTP/DEHCD will purchase credit report units to add value to Vermont businesses attempting to conduct due diligence on potential international business partners and buyers.

III B: Industry Specific Development

1. **StudyVT Organizational Development Project.** The VGTP/DOC are at the nascent stages of assisting in the development of a StudyVT Educational Export program similar to other sister states in the region. The support of the development of the StudyVT program in these difficult times for educational endowments would be a perfect application of the grant funds.

The deliverable is, 1) Successful drafting of bylaws and required documentation to officially form consortium, 2) Development of website, and 3) Development of informational and marketing materials to facilitate outreach.

3 YR International Market Development BUDGET	
Gold Key Service X 15 companies	\$15,000
Consultancy Services @ \$1000 X 9 companies per overseas transaction (est. avg).	\$ 9,000
Reports Subscription @ \$5,000 X 3 Reports (D&B or CoFace) (est. avg.)	\$15,000
* StudyVt Organizational Costs (Startup funds, website development, event hosting) (est. avg.)	\$20,000
TOTAL PROJECT BUDGET:	\$59,000

*** StudyVT Educational Export Program, Organizational Costs**

Event Hosting, 8 Meetings @ 1000\$ per event	= \$8000
Start-up, marketing materials, print, website @ \$3000	= \$3000
Event specific marketing materials, print @ \$1000	= \$1000
US Commercial Service Programs, Gold Key @ \$1000 per event x 3 events	= \$3000
Trade Mission participation (TBD) x 1 event (inaugural event)	= \$5000
Total Organizational, Startup Costs for Study VT educational export program	= \$20,000

EXPECTED RESULTS:

Number of SME benefiting from project:	15
Export Successes generated from Services:	45

IV - Client Resources, Technical Assistance, and Other:

Outreach to Vermont businesses engaged in the international marketplace is a vital core mission for this position. Outreach allows the VGTP/DEHCD to develop and maintain an up-to-date database of key international trade participants and their changing interests and needs. Director outreach, follow up, internships and regional meetings are all opportunities to accomplish this goal.

The deliverable is; 1) paying the required membership fees for ETC, SIDO or other international trade related membership organizations (as listed in the budget narrative), 2) planning and executing industry based networking receptions to generate interest in export development and trade show attendance, and 3) hiring and supervising 2 interns to staff vital support and research roles in the office

IV A: Regional Resources

Eastern Trade Council - The Eastern Trade Council (ETC) seeks to strengthen state and regional economic competitiveness in the global marketplace by sharing trade development information, jointly promoting regional products, and collectively advocating for federal trade promotion programs and policies which will benefit the region. The ETC is supported by annual appropriations from its 11 member jurisdictions. Professional membership will facilitate an ongoing exchange of best practices for state trade offices, as well as opportunities for regional cooperation around trade events.

State International Development Organizations (SIDO) – SIDO The State International Development Organizations, Inc. (SIDO) is the premiere U.S. organization dedicated to supporting state international trade agencies. SIDO is the only national organization focused exclusively on state international trade development. SIDO helps state international trade agencies better serve American exporters by sharing innovative ideas and resources, developing the skills of state trade professionals, advocating the interests of states in trade promotion, and facilitating multi-state collaboration. Professional membership will facilitate an ongoing exchange of best practices for state trade offices, as well as opportunities for regional cooperation around trade events.

Internship Program The VGTP/DEHCD will develop a program to hire and train Vermont University and College students to provide international market research and trade technical assistance support to Vermont businesses. The program will serve a job training function for the students participating and will provide a valued service to Vermont businesses. Last year, the VGTP/DEHCD serviced over 600 market research and trade technical assistance requests with limited staff. Training interns to provide additional support is crucial to the VGTP/DEHCD's ability to continue to provide high-quality output and services to its clients.

IV B: Technical Resources

To provide technical assistance and research data related to the specific export needs of Vermont businesses who contact us for specific technical assistance. This usually involves matters related to a spot transaction. In carrying out this mission, the VGTP/DEHCD has contracted with various databases that need to be renewed and maintained. The purpose of this function is to be able to provide real time trade data and technical assistance to Vermont businesses that wish to engage in international trade and do not have access to necessary data. This deliverable is executing a contract for the database or service.

Databases:

1. **World Trade Reference** The World Trade Reference (WTR) is a collection of 44 international trade databases. The VGTP/DEHCD will license the WTR and provide a link for clients to access it through the www.thinkvermont.com/globaltrade website. (Complete Q3)
2. **Centradex.** Centradex is database that allows for rapid identification of best markets and growing, potential markets for a particular product. The VGTP/DEHCD will license this database to provide rapid support for Vermont businesses wishing to identify best markets for their products and for identifying potential buyers and global competition. (Complete Q3)
3. **Global Trade Information Systems:** Global Trade Information Services, Inc. (GTI) is recognized as the leading supplier of international merchandise trade data. Corporations, governments, and associations in more than 50 countries use the trade data systems as a market intelligence tool for viewing international trade statistics from all major world markets. GTI publishes monthly official government trade statistics for more than 70 countries representing nearly 100 percent of total world trade. VGTP will license the database.

Other:

1. **Technical Assistance – Export Compliance Technical Assistance.** The VGTP/DEHCD will contract with a licensed customs broker/freight forward to respond to immediate questions involving export documentation questions.
2. **Program Contractors**
 - a. **Grant Manager -** In order to meet federal government grant requirements, the professional services of a grant manager will be hired. It is estimated that a grant manager will be hired for \$50.50/hour X 5.5 hours per month for 36 months.
3. **Matchmaking Events –** The VGTP use matchmaking events to promote all of the above programs and engage new markets and new industries to create new export opportunities, as needed. (See Workplan, Quebec Export Matchmaking event planned for Q3).

3 YR Technical Assistance and Client Resources BUDGET

Technical Assistance @ \$5,000 X 3 years	\$15,000
SIDO Membership @ 5,000 X 3 years	\$15,000
Internship Program @ 7,000 X 3 years for 2 interns (@ 3500 each) per year	\$21,000
World Trade Reference @ \$4,400 X 3 years	\$13,200
Centradex Renewal @ \$15,000 for one year	\$15,000
Technical Assistance Counseling @ \$2500 per year X 3 years	\$ 7,500
Global Trade Information Systems @ \$2500 per year X 3 years	\$ 7,500
Grant Manager \$50.50/hour X 5.5 hours/month X 36	\$10,000
Matchmaking Event @ \$3000 X 3 events, one per year	\$ 9,000
TOTAL PROJECT BUDGET:	\$ 113,200

EXPECTED RESULTS:

Number of SME benefiting from project:	100
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TOTAL COMBINED BUDGET

\$400,000


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

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant to the Vermont Global Trade Partnership (VGTP) in the Department of Economic and Community Development is to be used to assist Vermont businesses in accessing and developing export sales. It will be used for International Trade Shows, International Export Training, International Market Development and Client Resources.			
Date:		10/26/2010			
Department:		ACCD- Department of Economic and Community Development			
Legal Title of Grant:		VGTP Export Promotion Grant			
Federal Catalog #:		CFDA # 11-113			
Grant/Donor Name and Address:		US Department of Commerce, International Trade Administration, Washington DC, 20007			
Grant Period:		From:	To:		
		8/1/2010	7/31/2013		
Grant/Donation		\$400,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$155,430	\$129,730	\$114,840	\$400,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		This grant requires a State match and the salary and benefits of the Director of International Trade in DEHCD are being used as this match.			
Department of Finance & Management		10/27/10		(Initial)	
Secretary of Administration		10/27/10		(Initial)	
Sent To Joint Fiscal Office		11/3/10		Date	

RECEIVED

 NOV 17 2010
JOINT FISCAL OFFICE

October 22, 2010

Neale Lunderville, Secretary
Agency of Administration
109 State Street
Montpelier, Vt. 05609-0401

RE: Request for Grant Acceptance Approval

Dear Secretary Lunderville,

The Agency of Commerce and Community Affairs (“ACCD”) is seeking approval to accept a \$400,000 grant (“Funding”) from the U.S. Department of Commerce to capitalize the Vermont Global Trade Partnership’s (“VGTP”) export efforts.

The VGTP is the marketing arm of the office of the State Director of International Trade in the Department of Economic Housing and Community Development. The grant is for a period of three years and was originally earmarked in July of 2009. However due to delays resulting from a vacancy in the position of the International Trade Director, the final application to the grantor was not submitted until April 2010.

The above mentioned Funding was provided to the VGTP as part of a Federal earmark by US Senator Patrick Leahy in 2009, to be used to assist Vermont businesses in accessing and successfully developing export sales. The appropriation comes from the US Senate Appropriations Committee, S. Report 110-397, Commerce, Justice, Science subcommittee, and is being managed by the Department of Commerce, International Trade Administration, under the Operations and Administrations Account (#12-1250).

ACCD applied for the VGTP grant to the U.S. Department of Commerce (“DOC”) grantor, in the amount of \$400,000 on April 21st, 2010. The U.S. Department of Commerce notified the VGTP on April 26th, 2010 that it had received all required forms and that the application is being processed for release. On June 30, 2010, the DOC notified our office that they were awaiting final approval. On October 18, 2010, final approval in the form of an award letter was received. Application information on the grants.gov system is:

CFDA Number: 11.113
Award Number: IT10FCS1130001
Opportunity Number: ITA –FCS-ODO-2009-2002129
Opportunity open date: 7/25/2009
Org DUNS: 80980067

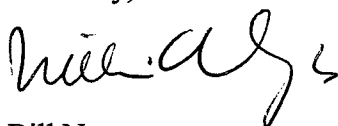
The funds will be used for the following purposes, 1) **International Trade Shows**, (35% of funds allocated), 2) **International Export Training**, (20% of funds allocated), 3) **International Market Development**, (15% of funds allocated), and 4) **Client**

Resources, (35% of funds allocated for database subscriptions, membership fees, grant administration as required.) The Federal funding is being matched by the State in the form of a salary and benefits over the duration of 3 years in the amount \$287,640

The overall coordination of the Funding will be carried out by the Director of International Trade, in cooperation with the U.S. Department of Commerce, and under the supervision of Deputy Secretary of ACCD. The State Director of International Trade will oversee the administration of the Funding and manage the day-to-day activities, and coordinate, direct, and oversee the primary functions of the Funding as described in Attachment A.

Thank you for your attention to this matter. Please feel free to contact me directly at 828-5208 if you require further information or documentation.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Noyes", with a stylized flourish at the end.

Bill Noyes
Deputy Commissioner
Department of Economic, Housing and Community Development

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

BASIC GRANT INFORMATION				
1. Agency:	Commerce and Community Development			
2. Department:	DEHCD			
3. Program:	Vermont Global Trade Partnership			
4. Legal Title of Grant:	VGTP Export Promotion Grant			
5. Federal Catalog #:	CFDA Number : 11-113, ITA Award Number IT-10FCS1130001, ASAP ID 5013508			
6. Grant/Donor Name and Address:	Department of Commerce International Trade Administration Washington, DC, 20007			
7. Grant Period:	From:	8/1/2010	To:	7/31/2013
8. Purpose of Grant:	The purpose of this \$400,000 grant is to capitalize certain US-Dept of Commerce approved export specific initiatives from the Vermont Global Trade Partnership's ("VGTP") broader import/export mission.. The VGTP is the marketing arm of the office of the State Director of International Trade in the Department of Economic Housing and Community Development. The Funding shall be used for the following purposes: 1) International Trade Shows, 2) International Export Training, 3) International Market Development, and 4) Client Resources (i.e. Databases, membership fees, grant administration as required.) to facilitate and support increased international sales by Vermont businesses who lack the international export compliance infrastructure required to meet the onerous compliance and market research demands of such work. This is a 3 year grant. The only match associated with this grant will be Director's salary and benefits in the amount of \$287,640 over three years.			
9. Impact on existing program if grant is not Accepted:	Not accepting this grant would severely limit the State's ability to support export efforts and international sales opportunities on behalf of Vermont businesses. It would also place Vermont in severe disadvantage as compared to neighboring states who have very large and well developed international trade programs, and who compete for export opportunities, and thus jobs, with our state. Without this grant only \$30,000 in state general funds are available for the ENTIRE VGTP combined import/export/international trade functions. Without these funds the State will lose its ability to maintain certain vital databases, represent Vermont in regional and international events, conduct the normal business of the office and provide direct international trade services to VT businesses.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 11	FY 12	FY 13	
Personal Services	\$101,680	\$101,680	\$101,680	Breakout different
Operating Expenses	\$98,930	\$93,230	\$78,340	in Federal Forms
Grants	\$50,700	\$30,700	\$30,700	bc they classify
Total	\$251,310	\$225,610	\$210,720	differently
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$95,880	\$95,880	\$95,880	Total 3 yr Salary \$287,640

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

Federal Funds:	\$	\$	\$	
(Direct Costs)	\$155,430	\$129,730	\$114,840	Fed Grant total is \$400,000
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$251,310	\$225,610	\$210,720	Total: \$687,640 matches attached Fed Budget

Appropriation No:	7110010410	Amount:	\$400,000
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$400,000

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: Commissioner, DEHCD Agreed by: Wun (initial)

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

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

13. AUTHORIZATION AGENCY/DEPARTMENT

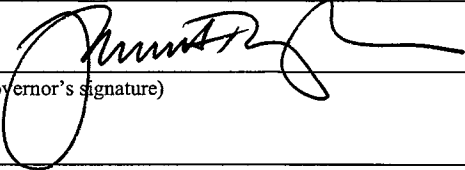
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: <u>Michael G. [Signature]</u>	Date: <u>10/25/10</u>
Title: Commissioner, DEHCD	
Signature:	Date:
Title:	

14. SECRETARY OF ADMINISTRATION

Approved: (Secretary or designee signature) Tu Per [Signature] 211 Date: 10/27/10

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

15. ACTION BY GOVERNOR			
<input checked="" type="checkbox"/>	Check One Box: Accepted	 <small>(Governor's signature)</small>	
<input type="checkbox"/>	Rejected		Date: 10/29/10
16. DOCUMENTATION REQUIRED			
Required GRANT Documentation			
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)		
End Form AA-1			

AA1 Worksheet	FY11	FY12	FY13
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Op Expenses

Memberships	30000		
Databases	35700		
Meetings, Marketing, Matchmaking, Trade Missions	33230		
	98930	93230	78340

Many Databases and memberships will be prepaid for 3 years to take advantage of discounts. Meeting Marketing and Trade Missions in FY 12 and FY 13 will depend on needs as they arise.

Grants

Public Export Trainings	12000	12000	12000
Private Export compliance Audit	9500	9500	9500
Export Supplement	4200	4200	4200
Gold Key Grants	5000	5000	5000
Study VT	20000		
	50700	30700	30700

Personal Service

Grant Manager (On Grant)	3300	3300	3300	
Imbriani (On Grant)	2500	2500	2500	
Director Salary (State Match)	95880	95880	95880	287640 Check
	101680	101680	101680	
<i>Fed + State Totals</i>	251310	225610	210720	687640 Check

Federal Grant		155430	129730	114840	400000 Check
	Check	155430	129730	114840	
State Match		95880	95880	95880	287640 Check
					687640 Check

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

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. "Trade Missions/Trade		\$ 151,200.00	\$ 0.00	\$	\$	\$ 151,200.00
2. "Training" including		76,600.00	0.00			76,600.00
3. "International Market		59,000.00	0.00			59,000.00
4. "Client Resources, T		113,200.00	0.00			113,200.00
5. Totals		\$ 400,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
c. Travel	40,000.00	0.00	0.00	0.00	0.00	40,000.00
d. Equipment	0.00	0.00	0.00	0.00	0.00	0.00
e. Supplies	0.00	0.00	0.00	0.00	0.00	0.00
f. Contractual	0.00	0.00	39,000.00	91,200.00	130,200.00	130,200.00
g. Construction	0.00	0.00	0.00		0.00	0.00
h. Other	111,200.00	76,600.00	20,000.00	22,000.00	229,800.00	229,800.00
i. Total Direct Charges (sum of 6a-6h)	151,200.00	76,600.00	59,000.00	113,200.00	400,000.00	400,000.00
j. Indirect Charges					0.00	0.00
k. TOTALS (sum of 6i and 6j)	\$ 151,200.00	\$ 76,600.00	\$ 59,000.00	\$ 113,200.00	\$ 400,000.00	\$ 400,000.00
7. Program Income	\$	\$	\$	\$	\$ 0.00	\$ 0.00

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Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. "Trade Missions/Trade Shows" including funding to offset the cost <input type="checkbox"/>	\$	\$	\$	\$ 0.00
9. "Training" including export related education series, export compli <input type="checkbox"/>				0.00
10."International Market Development" including general and specific <input type="checkbox"/>				0.00
11."Client Resources, Technical Assistance and Other" which include <input type="checkbox"/>				0.00
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 155,430.00	\$ 63,200.00	\$ 22,700.00	\$ 37,500.00	\$ 32,030.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 155,430.00	\$ 63,200.00	\$ 22,700.00	\$ 37,500.00	\$ 32,030.00

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

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16."Trade Missions/Trade Shows" including funding to offset the cost <input type="checkbox"/>	\$ 50,400.00	\$ 50,400.00	\$ 50,400.00	\$
17."Training" including export related education series, export compli <input type="checkbox"/>	25,500.00	25,500.00	25,600.00	
18."International Market Development" including general and specific <input type="checkbox"/>	33,000.00	13,000.00	13,000.00	
19."Client Resources, Technical Assistance and Other" which include <input type="checkbox"/>	46,530.00	40,830.00	25,840.00	
20. TOTAL (sum of lines 16-19)	\$ 155,430.00	\$ 129,730.00	\$ 114,840.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks: The Non-Federal match will be in the amount of \$18,000 for the Newsletter publication and \$287,640 in Director Salary, Benefits and related expenses over the duration of the grant. <input type="checkbox"/>	

Vermont Global Trade Partnership/Department of Economic, Housing and Community Development
ITA Special Projects
ITA-FCS-ODO-2009-2002129
CFDA No. 11.113
DUNS No. 809800667

Contact:

Ali Sarafzade, Director of International Trade
Vermont Global Trade Partnership, Department of Economic, Housing and Community Development
1 National Life Drive
Montpelier, VT 05620-0501
ali.sarafzade@state.vt.us
802.828.1681

Grantee Background: The Vermont Global Trade Partnership (VGTP) is Vermont's center for international business assistance. Our programs seek to extend the work and mission of the State's Department of Economic, Housing and Community Development to help all Vermont businesses succeed in international markets.

The mission of the VGTP is accomplished by providing all Vermont businesses with international trade related educational seminars, technical assistance, market research, one-on-one consulting services, matchmaking opportunities, and trade show / mission participation, as needed.

The VGTP's export efforts are focused on market research, export compliance, matchmaking and export related training for Vermont businesses interested in exploring international sales opportunities. The VGTP's export efforts are match-funded by the State of Vermont to the amount of \$287,640 dollars in salary, benefits and expenses for the duration of the grant.

Work Plan Proposal & Budget

Background: The work plan focuses on our core mission to help Vermont SME's generate export sales through trade shows/missions, technical assistance and export education, and international trade research and matchmaking. The work plan is submitted in cooperation with the US Export Assistance Center of Vermont and will be used to serve clients who demonstrate export readiness and meet the CS eligibility criteria.

- I. Trade Shows/Trade Missions
- II. Training
- III. International Market Development Grants
- IV. Client Resources, Technical Assistance and other

I - Trade Shows/Trade Missions:

Organize trade missions with the purpose of helping Vermont companies develop international business. Provide one-one-one meetings with potential foreign trade partners and unique networking opportunities for Vermont businesses.

Trade Mission is defined as the recruitment of Vermont companies to participate in a trade show event, lead by the Director of International Trade, combined with pre-show market research, organized meetings and networking opportunities at that event, on their behalf, by the VGTP.

Target new exporters or companies that have had difficulty expanding into a particular market. Arrange details of the mission including transportation, translators, and business meetings leveraging the services of federal and regional trade development partners when possible.

Offer group participation and discounts on overseas trade shows space through alliances with other government agencies and regional organizations. Provide a convenient and cost-effective way for Vermont businesses to participate in overseas trade shows and distribute products and services internationally.

Marketing/Educational Materials & Signage: The VGTP/DEHCD and its partners will prepare marketing materials for the purpose of recruiting VT businesses to participate in international trade shows and trade missions and will provide educational materials for international business skills-development. Customized signage will be prepared for trade shows to promote participating Vermont companies, their products and services.

Trade Mission Networking Receptions: The VGTP/DEHCD and its partners will organize networking receptions for Vermont businesses participating in trade missions and international trade shows organized by the program. The events will add value to each company's international experience by giving them an environment to connect with potential business leads developed during their travel. The receptions will offer a follow up environment to formal meetings during the day, and will serve to deepen new business relationships. Grant funding for these events will exclude the provision of alcoholic beverages.

International Market Development: Development allows us to expand our current reach from more traditional sectors in Vermont such as medical Instrumentation to quickly developing industries such as aerospace, defense, composites, solar/wind, and education. (Covered in detail under section III, including budget). Market Development grants will be used as appropriate to provide in-country matchmaking.

Event Logistics/Coordination: Providing event support through hotel, transportation, shipping, and staffing provides SME's with the structural support needed to allow for the concentration of market development.

I A: MEDICA 2010, 2011, 2012: Best of New England Booth at the US Pavilion in MEDICA

Vermont, New Hampshire, Maine, Rhode Island and Connecticut have joined together to participate in MEDICA, the largest international medical trade fair with over 4,300 exhibitors from 100 countries and 138,000 attendees. This approach directly benefits the small medical companies in all five rural states, allowing them affordable access plus federal and state support to create specific sales opportunities at this show. The multi-state booth pulls in the vast resources of all the states, allowing for education and support of these rural companies before, during and after the show. It is expected that 15 companies will participate.

This program has been building off of a successful collaboration started in 2006 and has generated millions of dollars in sales. The five State International Trade Offices jointly recruit for this show with CS-New England. This large undertaking is coordinated through monthly conference calls with the Trade Directors. The States provide the main organizational effort, are key promoters and organizers of the booth, provide important marketing and regulatory briefings, and by staffing the booth also provide direct lead generation for the companies. (Q2 – Q4 and on-going as needed).

BUDGET – MEDICA 2010-2013 – Based on past budgets

* Airfare, MI&E and Lodging: Hotel, Trains, Taxi and Air	\$ 3,500
Booth Fees: Booth, Co-Exhibitor Fee and Signage (based on 2008 fees by VGTP)	\$11,000
Reception: Price TBD as required to facilitate site meetings. VT firms fee, avg.	\$ 500
Internet at Event: 40\$ per day x 3 companies x 4 days based on MEDICA pricing	\$ 500
Marketing: Directory Printing, badges etc. (est. avg.)	\$ 1,000
Shipping: Booth materials, Airport and ground transport surcharge (est. avg.)	\$ 700
Other (Define): Travel expenses during mission, cell phones, misc (est. avg.)	\$ 1,000
TOTAL PROJECT BUDGET YR1:	\$ 22,700
3YRS	\$ 68,100

***MEDICA expense details, per event:**

TBD Lodging \$300 (est. avg in Europe during Event) x 6 days	= \$1800
TBD Airfare, \$1200 (est. avg from BTV-Europe) x 1	= \$1200
Per Diem \$40 (est.avg) x 7 days x 1 person	= \$ 280
Ground Transport, \$200 (est. avg during MEDICA)	= \$ 200
Total Airfare, MIE, and Lodging per Event:	Est. Avg = \$3500

EXPECTED RESULTS Per Year:

Number of SME benefiting from project:	3-5 (depending on interest)
Number Export Successes:	9

I B: Paris AirShow and Farnborough Air Show: Best of New England Booth at the US Pavilion

In an effort to duplicate the success of the Best of New England Booth at MEDICA, the New England Trade Directors are joining forces to have a booths at sister air shows in Paris and Farnborough in June 2011, 2012 and 2012. Both shows have just under 4000 exhibitors with over 380,000 worldwide visitors and trade off venues every year. The 2011 air show will be held in Paris, the 2012 event in Farnborough, and then back to Paris in 2013. The same methodology and work plan as described above will follow for this new venue.

This is an emerging sector in Vermont. Recently, multiplier and partner, the Vermont Chamber of Commerce formed an Aerospace Association identifying many key potential exporters. The Association has held several large events throughout the state. The VGTP/DEHCD will reach out to the VCC and the Aerospace Association to identified new aerospace sectors clients. Targeted outreach through one-on-one and/or group meetings will take place in 2010 to recruit for 2011. Furthermore, the educational needs of these clients will be assessed and appropriate training will take place on an as needed basis (i.e. ITAR training).

BUDGET – Paris Air Show

* Airfare, MI&E and Lodging:	Hotel, Trains, Taxi and Air	\$ 4,000
Booth Fees:	Expected (TBD)	\$ 15,000
Reception:	Price TBD as required to facilitate site meetings with VT firms (est. avg)	\$ 5,000
Internet at Event:	Pricing TBD (similar to MEDICA)	\$ 500
Marketing:	Directory printing, badges etc. (est. avg.)	\$ 2,000
Shipping:	Booth materials, Airport and ground transport surcharge (est. avg.)	\$ 1,200
Other (Define):	Travel expenses during mission, cell phones, misc (est. avg.)	\$ 1,000
TOTAL PROJECT BUDGET, YR 1:		\$ 27,700
PARIS 2011,2013:		\$ 55,400

BUDGET – Farnborough Air Show

* Airfare, MI&E and Lodging:	Hotel, Trains, Taxi and Air	\$ 4,000
Booth Fees:	Expected (TBD)	\$ 15,000
Reception:	Price TBD as required to facilitate site meetings with VT firms (est. avg)	\$ 5,000
Internet at Event:	Pricing TBD (similar to MEDICA)	\$ 500
Marketing:	Directory printing, badges etc. (est. avg.)	\$ 2,000
Shipping:	Booth materials, Airport and ground transport surcharge (est. avg.)	\$ 1,200
Other (Define):	Travel expenses during mission, cell phones, misc (est. avg)	\$ 1,000
TOTAL PROJECT BUDGET, YR 1:		\$ 27,700
Farnborough 2012:		\$ 27,700

***AIRSHOW expense details, per Event:**

TBD Lodging \$300 (est. avg in Europe during Event) x 6 days	= \$1800
TBD Airfare, \$1200\$ (est. avg from BTV-Europe) x 1	= \$1200
Per Diem \$40 (est.avg) x 7 days x 1 person	= \$280
Ground Transport, \$700 (est. avg during AIR SHOW)	= \$700
Total Airfare, MIE, and Lodging per Event:	Est. Avg = \$4000

Total for Trade Show Activiy 3 years, MEDICA, AIRSHOWS:

\$151,200

EXPECTED RESULTS:

Number of New Aerospace Clients to be Identified:	5
Number of SME benefiting from project:	3 – 5 depending on interest
Number Export Successes:	5

I C: Eastern Trade Council Trade Missions: The Eastern Trade Council (ETC) seeks to strengthen state and regional economic competitiveness in the global marketplace by sharing trade development information, jointly promoting regional products, and collectively advocating for federal trade promotion programs and policies which will benefit the region. The VGTP/DECHD is one of 12 regional members.

The ETC organizes an annual trade mission, the destination chosen by the members. For example in 2009, the ETC is leading a mission to Turkey in cooperation with the CS. These regional events pull in vast resources and are a key opportunity for Vermont companies. The VGTP/DEHCD will market, recruit and support the participation of up to 3 Vermont companies in future ETC trade missions.

I D: Other Trade Missions: StudyVT mission in Q4, TBD, See Section IIIB for discussion of International Market Development.

II – Training:

To provide technical export training to Vermont businesses through educational seminars and customized training.

II A: Educational Programs - The Leahy International Education Series

To provide technical export training grants to Vermont businesses through the use of quarterly sponsored educational seminars on topics of value to small and medium sized Vermont businesses looking to expand internationally. Topics will include Export Controls, ITAR requirements, NAFTA Certification etc... as needed.

The deliverable is; 1) contracting with area expertise and speakers, 2) execution of venue and food contracts if applicable, 3) recruiting and outreach to Vermont businesses for event, 4) preparation of marketing materials. The following training topics have been identified with others to be added as interest is generated pursuant to the work plan. (Q1-Q4)

1. **Export Compliance Training by Outside Consultant:** Training to be sponsored by the VGTP/DEHCD to assist a firm in training its staff and evaluating its compliance with export regulations. (Q1).
 - NAFTA 101, April 8th, 2010. Montpelier VT.
 - BIS Audit Training Event: June, 1st, 2010, Burlington, VT
 - Export Finance, Oct 5, 2010, Montpelier, VT

2. **Export Training Supplement for Webinars and Regional Events:** In order to take advantage of the vast educational resources held in other states or via the internet, small training grants will be issued to CS eligible clients in an effort to provide them with immediate, direct expertise to improve their export technical skills, such as webinars, or out-of-state regional export programs. (TBD). For example, Regional or National events from the Department of Commerce BIS and Export control trainings as scheduled.

II B: Training

Customized Export Compliance Audit by Outside Consultant – The VGTP/DEHCD will offer private, customized, on-site export training for 1) compliance training and 2) export business process audits to Vermont businesses wishing to be in compliance with regulatory requirements while developing an internal export infrastructure for qualifying international sales leads and selling compliantly to international customers. (Q2 – Q4)

3 YR TRAINING GRANT BUDGET

Public Export Compliance Training by Outside Consultant @ \$3,000 X 12 sessions	\$36,000
Private Export Compliance Audit by Outside Consultant @ \$2,500 X 11 companies	\$28,000
Export Training Supplement for access to webinars & regional training @ \$2,500 X 50	\$12,600
TOTAL PROJECT BUDGET:	\$76,600

EXPECTED RESULTS:

Number of SME benefiting from project:	50
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III – International Market Development:

III A: Generalized Industry Development

1. **Commercial Service Programs** – In an effort to increase the number of Vermont export exporting to new markets, the VGTP/DEHCD will provide international matchmaking grants to provide access to CS Services for small to medium sized businesses. (Q 2 -Q4).
2. **Consultancy Services** – In order to provide for the customized needs of clients, the VGTP/DEHCD program will hire appropriate consultants in foreign markets to supplement the services of the CS on an as needed basis.

3. **International Credit Reports** – The VGTP/DEHCD will purchase credit report units to add value to Vermont businesses attempting to conduct due diligence on potential international business partners and buyers.

III B: Industry Specific Development

1. **StudyVT Organizational Development Project.** The VGTP/DOC are at the nascent stages of assisting in the development of a StudyVT Educational Export program similar to other sister states in the region. The support of the development of the StudyVT program in these difficult times for educational endowments would be a perfect application of the grant funds.

The deliverable is, 1) Successful drafting of bylaws and required documentation to officially form consortium, 2) Development of website, and 3) Development of informational and marketing materials to facilitate outreach.

3 YR International Market Development BUDGET

Commercial Service Program @ \$1,000 per Gold Key Service X 15 companies	\$15,000
Consultancy Services @ \$1000 X 9 companies per overseas transaction (est. avg).	\$ 9,000
International Credit Reports Subscription @ \$5,000 X 3 reports (D&B or CoFace) (est. avg.)	\$15,000
* StudyVt Organizational Costs (Startup funds, website development, event hosting) (est. avg.)	\$20,000
TOTAL PROJECT BUDGET:	\$59,000

*** StudyVT Educational Export Program, Organizational Costs**

Event Hosting, 8 Meetings @ 1000\$ per event	= \$8000
Start-up, marketing materials, print, website @ \$3000	= \$3000
Event specific marketing materials, print @ \$1000	= \$1000
US Commercial Service Programs, Gold Key @ \$1000 per event x 3 events	= \$3000
Trade Mission participation (TBD) x 1 event (inaugural event)	= \$5000
Total Organizational, Startup Costs for Study VT educational export program	= \$20,000

EXPECTED RESULTS:

Number of SME benefiting from project:	15
Export Successes generated from Services:	45

IV - Client Resources, Technical Assistance, and Other:

Outreach to Vermont businesses engaged in the international marketplace is a vital core mission for this position. Outreach allows the VGTP/DEHCD to develop and maintain an up-to-date database of key international trade participants and their changing interests and needs. Director outreach, follow up, internships and regional meetings are all opportunities to accomplish this goal.

The deliverable is; 1) paying the required membership fees for ETC, SIDO or other international trade related membership organizations (as listed in the budget narrative), 2) planning and executing industry based networking receptions to generate interest in export development and trade show attendance, and 3) hiring and supervising 2 interns to staff vital support and research roles in the office

IV A: Regional Resources

Eastern Trade Council - The Eastern Trade Council (ETC) seeks to strengthen state and regional economic competitiveness in the global marketplace by sharing trade development information, jointly promoting regional products, and collectively advocating for federal trade promotion programs and policies which will benefit the region. The ETC is supported by annual appropriations from its 11 member jurisdictions. Professional membership will facilitate an ongoing exchange of best practices for state trade offices, as well as opportunities for regional cooperation around trade events.

State International Development Organizations (SIDO) – SIDO The State International Development Organizations, Inc. (SIDO) is the premiere U.S. organization dedicated to supporting state international trade agencies. SIDO is the only national organization focused exclusively on state international trade development. SIDO helps state international trade agencies better serve American exporters by sharing innovative ideas and resources, developing the skills of state trade professionals, advocating the interests of states in trade promotion, and facilitating multi-state collaboration. Professional membership will facilitate an ongoing exchange of best practices for state trade offices, as well as opportunities for regional cooperation around trade events.

Internship Program The VGTP/DEHCD will develop a program to hire and train Vermont University and College students to provide international market research and trade technical assistance support to Vermont businesses. The program will serve a job training function for the students participating and will provide a valued service to Vermont businesses. Last year, the VGTP/DEHCD serviced over 600 market research and trade technical assistance requests with limited staff. Training interns to provide additional support is crucial to the VGTP/DEHCD's ability to continue to provide high-quality output and services to its clients.

IV B: Technical Resources

To provide technical assistance and research data related to the specific export needs of Vermont businesses who contact us for specific technical assistance. This usually involves matters related to a spot transaction. In carrying out this mission, the VGTP/DEHCD has contracted with various databases that need to be renewed and maintained. The purpose of this function is to be able to provide real time trade data and technical assistance to Vermont businesses that wish to engage in international trade and do not have access to necessary data. This deliverable is executing a contract for the database or service.

Databases:

1. **World Trade Reference** The World Trade Reference (WTR) is a collection of 44 international trade databases. The VGTP/DEHCD will license the WTR and provide a link for clients to access it through the www.thinkvermont.com/globaltrade website. (Complete Q3)
2. **Centradex.** Centradex is database that allows for rapid identification of best markets and growing, potential markets for a particular product. The VGTP/DEHCD will license this database to provide rapid support for Vermont businesses wishing to identify best markets for their products and for identifying potential buyers and global competition. (Complete Q3)
3. **Global Trade Information Systems:** Global Trade Information Services, Inc. (GTI) is recognized as the leading supplier of international merchandise trade data. Corporations, governments, and associations in more than 50 countries use the trade data systems as a market intelligence tool for viewing international trade statistics from all major world markets. GTI publishes monthly official government trade statistics for more than 70 countries representing nearly 100 percent of total world trade. VGTP will license the database.

Other:

1. **Technical Assistance – Export Compliance Technical Assistance.** The VGTP/DEHCD will contract with a licensed customs broker/freight forward to respond to immediate questions involving export documentation questions.
2. **Program Contractors**
 - a. **Grant Manager -** In order to meet federal government grant requirements, the professional services of a grant manager will be hired. It is estimated that a grant manager will be hired for \$50.50/hour X 5.5 hours per month for 36 months.
3. **Matchmaking Events –** The VGTP use matchmaking events to promote all of the above programs and engage new markets and new industries to create new export opportunities, as needed. (See Workplan, Quebec Export Matchmaking event planned for Q3).

3 YR Technical Assistance and Client Resources BUDGET

ETC Membership @5,000 X 3 years	\$15,000
SIDO Membership @ 5,000 X 3 years	\$15,000
Internship Program @ 7,000 X 3 years for 2 interns (@ 3500 each) per year	\$21,000
World Trade Reference @ \$4,400 X 3 years	\$13,200
Centradex Renewal @ \$15,000 for one year	\$15,000
Technical Assistance Counseling @\$2500 per year X 3 years	\$ 7,500
Global Trade Information Systems @ \$2500 per year X 3 years	\$ 7,500
Grant Manager \$50.50/hour X 5.5 hours/month X 36	\$10,000
Matchmaking Event @ \$3000 X 3 events, one per year	\$ 9,000
TOTAL PROJECT BUDGET:	\$ 113,200

EXPECTED RESULTS:

Number of SME benefiting from project:	100
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TOTAL COMBINED BUDGET

\$400,000

Grant Information

CFDA Number: 11.113	Award Period: 08/01/2010 - 07/31/2013	Program Office: Domestic Operations Program Office (ODO)
Program Officer: Sally Silberman	Program Officer Phone: 202-482-2338	Program Officer Email: Sally.Silberman@trade.gov
Total Federal Funding: \$400,000.00	Total Non Federal Funding: \$287,640.00	Multi-Year: No
Organization Name: Economic Housing and Community Development, Vermont Department of	Electronic Recipient: Yes	ASAP Recipient: No
SF-425 Frequency: Interim Reports Not Required - Not ASAP - Use SF-270 - Final Full Report Required	Progress Report Frequency: Semi-Annually	Final Progress Report: Comprehensive - a last interim report is required
Final Reports Due On: 10/29/2013	Closeout Date: N/A	
Project Title: An international trade development program providing market research, trade technical assistance, export skills training and organized participation in international business match making events.		
Principal Investigators-Project Directors: None Designated		

Accounting Details

Transaction Date	Amount Disbursed
Total Disbursements:	\$0.00
Total Award Obligation:	\$400,000.00

Cancel



RFA Header Information

Document ID:	2168821	CFDA Number:	11.113
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	ITA-FCS-ODO-2009-2002129	Assigned Program Office:	Domestic Operations Program Office (ODO)
Line Office:	U.S. and Foreign Commercial Service (FCS)	Assigned Program Officer:	Ms. Anne Marie Novak
RFA Name:	Vermont Global Trade Partnership	RFA Type:	Congressionally Mandated (Hard Earmark)
Fiscal Year:	2009	Publication Date:	07/26/2009

Application Header Information

Application ID:	2172855	Award Number	IT10FCS1130001
Applicant Name:	Economic Housing and Community Development, Vermont Department of	Application Receipt Date:	09/28/2009
Project Title:	An international trade development program providing market research, trade technical assistance, export skills training and organized participation in international business match making events.	Applicant Type:	Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
Project Period:	08/01/2010 - 07/31/2013	DUNS Number:	809800667
Federal Funding Requested:	\$400,000.00	Type of Application:	New
Program Officer	Sally Silberman		

Award File Header Information

RFA Name:	Vermont Global Trade Partnership	Funding Opportunity Number:	ITA-FCS-ODO-2009-2002129
CFDA Number:	11.113	Award File Period:	08/01/2010 - 07/31/2013
Program Officer:	Sally Silberman	Program Officer Phone:	202-482-2338 EXT-null
Grants Specialist:	Donald Gooding	Grants Specialist Phone:	202-482-3115 EXT-
Federal Funding:	\$400,000.00	Non Federal Funding:	\$287,640.00
Program Officer Email:	Sally.Silberman@trade.gov	Grants Specialist Email:	gmd.hchb@noaa.gov
Project Title:	An international trade development program providing market research, trade technical assistance, export skills training and organized participation in international business match making events.		
Organization Name:	Economic Housing and Community Development, Vermont Department of		
Multi-Year:	No		

Sub Documents

Nothing found to display.

Associated Documents

Type	ID	Title	Status	Program Officer
Award File 0	2199753	An international trade development program providi...	RecipientAuthorizedRepresentativeActions - In Progress	



Sarafzade, Ali

From: GrantsOnline.QandA@noaa.gov
Sent: Monday, October 18, 2010 5:17 PM
To: Sarafzade, Ali
Cc: Sally.Silberman@trade.gov
Subject: Notification of ITA Award - IT10FCS1130001

Congratulations, you are the recipient of ITA Award Number IT10FCS1130001.

This award approved by the Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on the award document. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award. The ITA Grants Online web site can be accessed at:

<https://grantsonline.rdc.noaa.gov>.

Name of Recipient Authorized Representative with task to accept award:

Ali Sarafzade. Although the offer of award is made to this person, any Authorized Representative in your organization can reassign the task to "Accept" this award through "Task Management" under the "Inbox".

Additional Information about your award is given below:

CFDA Number: 11.113

Award File Period: 08/01/2010 - 07/31/2013 Program Office: Domestic Operations Program Office (ODO) Program Officer: Sally Silberman

Phone: 202-482-2338

Email: Sally.Silberman@trade.gov

Total Federal Funding: \$400,000.00

Total Non Federal Funding: \$287,640.00

Organization Name: Economic Housing and Community Development, Vermont Department of Project Title: An international trade development program providing market research, trade technical assistance, export skills training and organized participation in international business match making events.

Name of Principal Investigator/Project Director (PI/PD) as identified in the negotiated application: None Identified

After award acceptance, the PI/PD(s) must be associated with this award by your Recipient System Administrator. This will provide them with access to the award for requesting award actions and submitting project progress reports. The Recipient System Administrator that you identify during acceptance will receive a task to "Manage Award Users".

Your Username is your first initial followed by your last name (and possibly followed by a 2-digit number). If you do not have your Password or need to create an account, please email the Grants Online Help Desk during working hours at GrantsOnline.HelpDesk@noaa.gov and provide your name and phone number for a return call. If you experience any problem in reaching the web site, please contact the Help Desk immediately. The Grants Online Help Desk is open from 8:00 AM to 6:00 PM Eastern Time, Monday through Friday. You can call the Help Desk toll free at 1-877-662-2478 or at 301-444-2112 from within the local Washington D.C. Metro area. Email requests can be sent to the Help Desk at any time and are answered within one business day. The Help Desk cannot send your Password by email for security reasons.

Newly assigned or expired passwords will force a password reset after login. If you are a first-time Grants Online user, please click on the Account Management tab and change your security question/answer.

We HIGHLY encourage you to review the Grants Online Grantee Quick Reference Guide and Grantee User Manuals available at

http://www.corporateservices.noaa.gov/grantsonline/gol_training.html.

Thank you,

The ITA Grants Online Program Management Office.

Sarafzade, Ali

From: GrantsOnline.QandA@noaa.gov
Sent: Friday, October 22, 2010 11:37 AM
To: janet.j.russell@noaa.gov; gmd.hchb@noaa.gov; Sarafzade, Ali; Sally.Silberman@trade.gov; Sally.Silberman@trade.gov; paul.hess@nist.gov; janet.j.russell@noaa.gov
Subject: Award File for IT10FCS1130001

Award has been accepted.

Award Number: IT10FCS1130001
Project Title: An international trade development program providing market research, trade technical assistance, export skills training and organized participation in international business match making events.

Amendment#:
Recipient: Economic Housing and Community Development, Vermont Department of
Federal Share: \$400,000.00
Requested Start Date: August 1, 2010
Program Office: Domestic Operations Program Office (ODO)
Program Officer: Sally Silberman
Grants Specialist: Donald Gooding
Task Id: 2208797
Document Id: APP 2172855