



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: March 16, 2010
Subject: JFO #2429 #2430 #2431

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

JFO #2429 — \$200,000 grant from the U.S. Department of Agriculture Rural Development to the Vermont Department of Economic, Housing & Community Development. These funds will be used to provide assistance to new/existing Vermont businesses, include \$50,000 for businesses impacted by the Addison County bridge closing.

[JFO received 2/11/10]

JFO #2430 — \$237,500 grant from the U.S. Department of Housing & Urban Development (HUD) to Buildings & General Services. These funds will be used to create war memorials in the towns of Bennington, Concord, Derby, and Weathersfield.

[JFO received 2/11/10]

JFO #2431 — \$250,000 grant from the U.S. Department of Justice to the Judiciary. These funds will be used to purchase software for, and make other configuration updates to, the Vermont Case Management and Electronic Filing system (VCase) in order to make it easier for self-represented litigants to file their cases with the court.

[JFO received 2/11/10]

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: Tayt Brooks, Commissioner
Gerald Myers, Commissioner
Bob Greemore, Court Administrator

State of Vermont
Department of Economic, Housing and Community Development
One National Life Drive
Montpelier, VT 05620-0501
www.development.vermont.gov
[phone] 802-828-3211

*Agency of Commerce and
Community Development*

December 22, 2009

Mr. Thomas Pelham
Deputy Secretary of Administration
109 State Street
Montpelier, VT 05609-0201

Dear Deputy Secretary Pelham:

Attached please find form AA-1 (Request for Grant Acceptance) to enable the Agency of Commerce and Community Development to accept funds from the USDA-RD to provide technical assistance to businesses affected by Presidential Disaster Declaration and by the closure of the Champlain Bridge.

These funds (\$200,000) will be passed through the Agency to enable the VT-SBDC to hire a part-time technical assistance provider to work directly with affected businesses in the region, helping them to mitigate the impact of the bridge closure (\$50,000), and to provide assistance to other existing and/or start-up businesses located in Vermont counties designated by Presidential Disaster Declaration in the federal fiscal year 2008 (\$150,000).

Attached to the AA-1 is the ACCD Project Approval Form, a memo from USDA-RD to Commissioner Tayt Brooks concerning the technical assistance fund, and the Memorandum of Understanding between the Agency and USDA-RD.

I would respectfully ask that this request for grant acceptance be expedited so that these funds can be made available to provide assistance to the region as soon as possible.

Thank you for your consideration.



Tayt R. Brooks
Commissioner
Department of Economic, Housing and Community Development

REC'D FEB 02 2010



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 cooperative agreement between USDA-Rural Development and the State Of Vermont (ACCD) is for aid to Vermont counties designated by Presidential Disaster in Federal Fiscal Year 2008. The \$200,000 available in this award is partly targeted to assist businesses devastated by the Addison County bridge closing, companies utilizing the Governor's Emergency Response Team business assistance program and a variety of other necessary applications (\$50,000) with the remaining \$150,000 to provide assistance to other existing and/or start up businesses located in Vermont counties designated by presidential Disaster Declaration in FFY2008.			
Date:		2/2/2010			
Department:		Department of Economic, Housing & Community Development			
Legal Title of Grant:		Cooperative Agreement for Vermont counties designated by Presidential Disaster in federal fiscal year 2008			
Federal Catalog #:		NA			
Grant/Donor Name and Address:		USDA Rural Development, 89 Main St., 3 rd Fl., Montpelier, VT 05602			
Grant Period:		From:		To:	
		1/1/2010		12/1/2011	
Grant/Donation		\$200,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$50,000	\$75,000	\$75,000	\$200,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					

Department of Finance & Management	H	2/3/10	(Initial)
Secretary of Administration	JP	JP 2/3/10	(Initial)
Sent To Joint Fiscal Office		2/8/10	Date


RECEIVED
 FEB 11 2010
JOINT FISCAL OFFICE

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

BASIC GRANT INFORMATION				
1. Agency:	Commerce and Community Development			
2. Department:	Economic, Housing and Community Development			
3. Program:	Business Support			
4. Legal Title of Grant:	Cooperative Agreement for Vermont counties designated by Presidential Disaster in federal fiscal year 2008.			
5. Federal Catalog #:	none			
6. Grant/Donor Name and Address: USDA Rural Development, 89 Main St, 3 rd fl, Montpelier, VT 05602				
7. Grant Period:	From:	1/1/2010	To:	12/1/2011
8. Purpose of Grant: Technical assistance fund for businesses located in any 2008 Disaster Counties including businesses devastated by the Addison County bridge closing as well as a wide variety of other necessary applications in other counties that are affected.				
9. Impact on existing program if grant is not Accepted: The Department will not be able to provide Assistance				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY 2012	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$50,000	\$75,000	\$75,000	
Total	\$50,000	\$75,000	\$75,000	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$50,000	\$75,000	\$75,000	
(Direct Costs)	\$50,000	\$75,000	\$75,000	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$	\$	\$	
Appropriation No:	7120010110	Amount:	\$200,000	
			\$	
			\$	
			\$	
			\$	
			\$	

REC'D FEB 02 2010

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

			\$
		Total	\$200,000

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:	Date: <u>2/2/10</u>
	Title: Secretary <i>Deputy</i>	
	Signature: _____	Date: _____
	Title: _____	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature)	Date: <u>2/5/10</u>
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature)	Date: <u>2/5/10</u>
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input type="checkbox"/> Request Memo <input checked="" type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" 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)
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End Form AA-1

ACCD PROJECT APPROVAL FORM

Department: Economic, Housing and Community Development
Division: Economic Development
Making Request: Bill Noyes
Date: Dec. 4, 2010

Describe briefly the project (if statutory please cite):
Establishment of an MOU with USDA-RD to receive \$200,000 in federal emergency grant money to provide technical assistance to businesses affected by the Champlain Bridge closing and those in regions affected by Presidential Disaster Declaration in Federal FY 2008.

ACCD Staff Involvement and Project Lead: No ACCD staff required. Project Lead: Bill Noyes/Tayt Brooks

Costs: N/A
Has your business manager been notified? Yes
Sources of Funding: Federal
Space Required: N/A
IT Requirements: N/A
Other Requirements: N/A
Sustainability: N/A

When will it begin? TBD End? Nov. 30, 30, 2011 Report Required? Yes

What is the Dept./Division/Agency's responsibility? To establish a grant with a technical assistance provider who will work directly with RDCs in affected counties, and affected businesses.

Any other Department or Agency involved? No

How does this serve the Agency Mission? To help mitigate the economic impact of the bridge closing, and other recently declared natural disasters, by assisting businesses in finding ways to minimize or overcome financial hardship.

Can this project serve other Agencies Missions?

Supervisor's Approval: _____ Date: _____

Commissioner Approval: [Signature] Date: 2/2/10

Secretary or Designee's: Approval [Signature] Date 2/2/10

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary or Secretary for final approval and a copy should be on file in the approving commissioner's files.



Committed to the future of rural communities.

**United States Department of Agriculture
Rural Development
Vermont/New Hampshire**

DATE: December 2, 2009

TO: Tayt Brooks
Commissioner
Department of Economic, Housing & Community Development

RE: USDA Rural Development – State of Vermont
Cooperative Agreement for Technical Assistance

FROM: David H. Robinson
Business & Cooperative Programs Director
Montpelier VT

A handwritten signature in black ink that reads "David H. Robinson". The signature is written in a cursive style.

I am pleased to present two original copies of the Cooperative Agreement for signatures by the Agency's Secretary, Kevin Dorn.

Please have both copies signed and return one original directly to me.

This technical assistance fund for businesses located in any 2008 Disaster Counties is a highly flexible tool. The fund is immediately available to assist businesses devastated by the Addison County bridge closing, companies utilizing the Governor's *Emergency Response Team* business assistance program and a wide variety of other necessary applications.

USDA RD and the Agency will be cooperating partners in implementing the program. It is critical that prior to committing to funding a specific project, the referenced "Ad-Hoc Committee" concurs in the proposed activity.

Please let me know how I can be of assistance and if you have any questions.

City Center 3rd Floor • 89 Main Street • Montpelier, VT 05602
802-828-6070 (v) 802-828-6093 (f) 802-223-6365 (tty) david.robinson@vt.usda.gov
<http://www.rurdev.usda.gov/vt>
Committed to the future of rural communities

"USDA is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W.,
Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TDD).

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
Vermont / New Hampshire State Office
&
STATE OF VERMONT
AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT
Department of Economic, Housing and Community Development

COOPERATIVE AGREEMENT

I. Purpose and Basis for this Cooperative Agreement

This Cooperative Agreement ("Agreement") formalizes a relationship between the State of Vermont, Agency of Commerce and Community Development (ACCD) and the United States Department of Agriculture - Rural Development (RD) (hereinafter collectively referred to as "the Parties").

This Agreement establishes guidelines for an increased working relationship between the ACCD and the United States Department of Agriculture - Rural Development. The objective is to provide cumulative technical assistance not to exceed \$200,000 to existing and start-up businesses located in Vermont counties designated by Presidential Disaster in the federal fiscal year 2008. Eligible counties include:

Disaster	Counties Affected	Declaration Date
1790	Essex, Caledonia, Lamoille, Washington Addison, Orange & Windsor Counties	September 12, 2008
1784	Grand Isle, Lamoille, Caledonia Counties	August 15, 2008
1778	Franklin, Addison Counties	July 15, 2008
1816	Bennington, Windham Counties	January 14, 2009

Excluded Counties: Businesses located in Rutland, Chittenden and Orleans Counties are specifically excluded from assistance.

While existing and start-up businesses in any disaster declared county are eligible for assistance, special emphasis will be placed on existing and start-up businesses located in the Northeast Kingdom counties of Essex and Caledonia to overcome the adverse economic impact of the downsizing at *Ethan Allen Manufacturing* in Beecher Falls, Vermont. The objective of this technical assistance fund is to enhance the economic well-being of disaster affected communities and to expand and create new markets to provide jobs for rural Americans.

Through this Agreement, the Parties will work collaboratively through the Vermont Regional Development Corporation network and network of non-profit regional and statewide economic development technical assistance providers to identify start-up and existing business technical assistance opportunities in the eligible counties that would benefit from this Agreement.

II. USDA-Rural Development

Rural Development administers a variety of programs to help create jobs and stimulate rural economies by providing financial assistance and advisory services to rural businesses and cooperative organizations. These programs are delivered in Vermont through three (3) Rural Development Area Offices. Program management, fiscal control and compliance are managed by the Vermont USDA Rural Development State Office located in Montpelier, Vermont. Rural Development is interested in partnering with ACCD to provide technical assistance to start-up and existing businesses located in federal fiscal year 2008 presidentially declared disaster counties.

The Vermont State Office shall be the responsible cooperative partner for the purposes of this agreement. The Vermont State Office shall liaison with its respective Area Offices to further the objectives of this Agreement.

III. State of Vermont - Department of Economic, Housing and Community Development

The Department of Economic, Housing and Community Development (the "Department") is a Department within the Vermont Agency of Commerce and Community Development that promotes the development of businesses and community development throughout Vermont. Specifically, the Department serves as the hub of the State of Vermont's economic development mission. The Department offers services to businesses related to the development and expansion assistance, permitting, government contracting and advocacy.

IV. Duties and Responsibilities of Rural Development

Rural Development will provide the following to the Department:

- ◇ Participate in the review and concurrence of projects recommended by the Department's ad-hoc committee for technical assistance as a result of the Department's regional and statewide network intake process.
- ◇ Process timely requests for reimbursement to pay for third party contracted technical assistance.
- ◇ Rural Development will identify Rural Development's point of contact to address program questions. The primary POC is identified in section VII below.
- ◇ Identify partnering opportunities, directly promote and insure knowledge of the technical assistance program within the affected counties.
- ◇ Provide information and access to the Department on ways USDA Rural Development may be able to assist identified businesses with Rural Development or other financial and technical resources.

V. Duties and Responsibilities of Department of Economic, Housing and Community Development

The Department will perform the following to implement the special disaster technical assistance initiative:

- ◇ Identify start-up or existing: Businesses, business networks or business clusters in need of third party technical assistance located in eligible counties. For the purposes of this Agreement, a business or individual businesses (start-up or existing) within a network or cluster must not exceed the U.S. Small Business Administration NAICS code for its industry sector.
- ◇ The Department shall establish an ad-hoc Committee including the Rural Development POC listed in item VII below to review and concur in all technical assistance requests PRIOR TO granting a work-order authorization to commence technical assistance.
- ◇ The Department will identify a Department point of contact to address program questions. The primary POC is identified in section VII below.
- ◇ Through meetings, newsletters, and other communications the Department will encourage participation in Rural Development business programs to assist Rural Development in meeting financing needs businesses in the disaster affected counties.
- ◇ The Department will maintain up-to-date records and prepare a final report, detailing all work done, jobs preserved and/or created and the results accomplished under this Agreement, and will provide the report to Rural Development within sixty (60) days of the end of the final draw on the technical assistance fund.

VI. Mutual Agreement

Rural Development and the Department mutually agree that:

1. Unpublished confidential data or information obtained during the course of this project shall not be made available to other persons except as authorized by or required of Rural Development or the Department under the Freedom of Information Act and the Privacy Act.
2. Both Rural Development and the Department will be responsible for their own expenses incurred as a result of the activities identified above. However, any participation by either agency is subject to appropriations and no provision of this agreement is a mandatory commitment of Rural Development or the Department's funds.
3. This Agreement may be amended at any time by mutual agreement of the parties in writing, or terminated by either party upon 30 days notice in writing to the other party.

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VII. Points of Contact

Rural Development and three Department employees conducting activities under the terms of this MOU shall be as follows:

◇ Department of Economic, Housing and Community Development. Personnel as required. William A. Noyes, Deputy Commissioner, will serve at the point of contact for the Department. Department POC information is as follows:

- Vermont Department of Economic, Housing and Community Development
- One National Life Drive-6th Floor Montpelier, VT 05620-0501
- Tel: (802) 828-5208
- E-mail: Bill.Noyes@state.vt.us

◇ Rural Development - Personnel as required. David H. Robinson, Business & Cooperative Programs Director, shall be the point of contact for Rural Development. Rural Development POC information is as follows:

- USDA Rural Development, 89 Main Street 3rd Floor
- Montpelier VT 05602
- Phone 828-6070
- E-mail: David.Robinson@vt.usda.gov

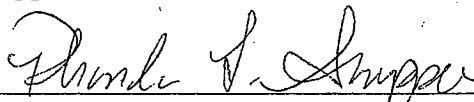
VIII. Effective Date

All conditions and provisions of this MOU shall become effective upon execution and shall continue in force until no later than December 1, 2011 at which time, or prior thereto, the parties may renew this MOU by further written agreement.

IX. Limitations

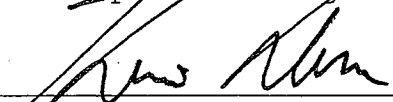
This document is a Cooperative Agreement. It is entered into only as a declaration of present intent. Nothing herein shall be construed as a legally binding commitment to any part of parties hereto either individually or collectively. This Cooperative Agreement does not create any rights either on the part of any party hereto or any third party. Any provision of this MOU that conflicts with federal law will be null and void.

X. Approvals



Date 12-01-09

RHONDA L. SHIPPEE
Acting State Director, Rural Development
U.S. Department of Agriculture



Date 12-07-09

KEVIN DORN
Secretary, Agency of Commerce and Community Development



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: February 18, 2010
Subject: Grant Requests

Enclosed please find four (3) requests that the Joint Fiscal Office has received from the administration.

JFO #2429 — \$200,000 grant from the U.S. Department of Agriculture Rural Development to the Vermont Department of Economic, Housing & Community Development. These funds will be used to provide assistance to new/existing Vermont businesses, include \$50,000 for businesses impacted by the Addison County bridge closing.

[JFO received 2/11/10]

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[JFO received 2/11/10]

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[JFO received 2/11/10]

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 legislative review. Unless we hear from you to the contrary by March 5 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Tayt Brooks, Commissioner
Gerald Myers, Commissioner
Bob Greemore, Court Administrator

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 cooperative agreement between USDA-Rural Development and the State Of Vermont (ACCD) is for aid to Vermont counties designated by Presidential Disaster in Federal Fiscal Year 2008. The \$200,000 available in this award is partly targeted to assist businesses devastated by the Addison County bridge closing, companies utilizing the Governor's Emergency Response Team business assistance program and a variety of other necessary applications (\$50,000) with the remaining \$150,000 to provide assistance to other existing and/or start up businesses located in Vermont counties designated by presidential Disaster Declaration in FFY2008.
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Date:	2/2/2010
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Department:	Department of Economic, Housing & Community Development
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Legal Title of Grant:	Cooperative Agreement for Vermont counties designated by Presidential Disaster in federal fiscal year 2008
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Federal Catalog #:	NA
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Grant/Donor Name and Address:	USDA Rural Development, 89 Main St., 3 rd Fl., Montpelier, VT 05602
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Grant Period:	From: 1/1/2010	To: 12/1/2011
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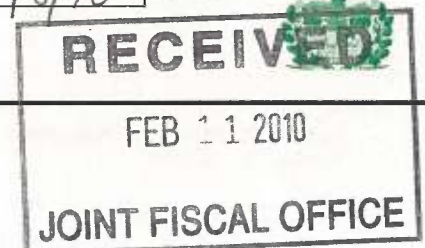
Grant/Donation	\$200,000
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	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$50,000	\$75,000	\$75,000	\$200,000	

Position Information:	# Positions	Explanation/Comments
	0	

Additional Comments:	
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Department of Finance & Management	<i>H</i>	<i>2/3/10</i>	(Initial)
Secretary of Administration	<i>JP</i>	<i>JP 2/3/10</i>	(Initial)
Sent To Joint Fiscal Office		<i>2/8/10</i>	Date



STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		



State of Vermont
Department of Economic, Housing and Community Development
One National Life Drive
Montpelier, VT 05620-0501
www.development.vermont.gov

Agency of Commerce and
Community Development

December 22, 2009

Mr. Thomas Pelham
Deputy Secretary of Administration
109 State Street
Montpelier, VT 05609-0201

Dear Deputy Secretary Pelham:

Attached please find form AA-1 (Request for Grant Acceptance) to enable the Agency of Commerce and Community Development to accept funds from the USDA-RD to provide technical assistance to businesses affected by Presidential Disaster Declaration and by the closure of the Champlain Bridge.

These funds (\$200,000) will be passed through the Agency to enable the VT-SBDC to hire a part-time technical assistance provider to work directly with affected businesses in the region, helping them to mitigate the impact of the bridge closure (\$50,000), and to provide assistance to other existing and/or start-up businesses located in Vermont counties designated by Presidential Disaster Declaration in the federal fiscal year 2008 (\$150,000).

Attached to the AA-1 is the ACCD Project Approval Form, a memo from USDA-RD to Commissioner Tayt Brooks concerning the technical assistance fund, and the Memorandum of Understanding between the Agency and USDA-RD.

I would respectfully ask that this request for grant acceptance be expedited so that these funds can be made available to provide assistance to the region as soon as possible.

Thank you for your consideration.



Tayt R. Brooks
Commissioner
Department of Economic, Housing and Community Development

REC'D FEB 02 2010



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

BASIC GRANT INFORMATION				
1. Agency:	Commerce and Community Development			
2. Department:	Economic, Housing and Community Development			
3. Program:	Business Support			
4. Legal Title of Grant:	Cooperative Agreement for Vermont counties designated by Presidential Disaster in federal fiscal year 2008.			
5. Federal Catalog #:	none			
6. Grant/Donor Name and Address:				
USDA Rural Development, 89 Main St, 3 rd fl, Montpelier, VT 05602				
7. Grant Period:	From:	1/1/2010	To:	12/1/2011
8. Purpose of Grant:				
Technical assistance fund for businesses located in any 2008 Disaster Counties including businesses devastated by the Addison County bridge closing as well as a wide variety of other necessary applications in other counties that are affected.				
9. Impact on existing program if grant is not Accepted:				
The Department will not be able to provide Assistance				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY 2012	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$50,000	\$75,000	\$75,000	
Total	\$50,000	\$75,000	\$75,000	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$50,000	\$75,000	\$75,000	
(Direct Costs)	\$50,000	\$75,000	\$75,000	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$	\$	\$	
Appropriation No:	7120010110		Amount:	\$200,000
				\$
				\$
				\$
				\$
				\$

REC'D FEB 02 2008

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

		\$
	Total	\$200,000

PERSONAL SERVICE INFORMATION

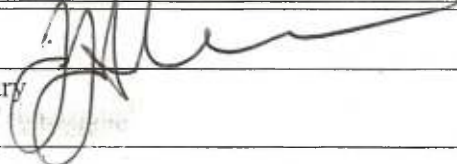
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

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.

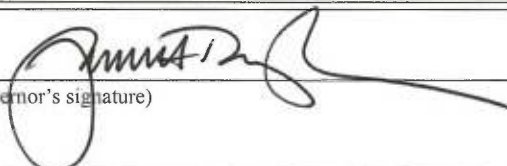
13. AUTHORIZATION AGENCY/DEPARTMENT

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: 	Date: 2/2/10
	Title: Secretary Deputy	
	Signature: _____	Date: _____
	Title: _____	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 2/5/10
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted		Date: 2/5/10
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1

ACCD PROJECT APPROVAL FORM

Department: Economic, Housing and Community Development
Division: Economic Development
Making Request: Bill Noyes
Date: Dec. 4, 2010

Describe briefly the project (if statutory please cite):
Establishment of an MOU with USDA-RD to receive \$200,000 in federal emergency grant money to provide technical assistance to businesses affected by the Champlain Bridge closing and those in regions affected by Presidential Disaster Declaration in Federal FY 2008.

ACCD Staff Involvement and Project Lead: No ACCD staff required. Project Lead: Bill Noyes/Tayt Brooks

Costs: N/A
Has your business manager been notified? Yes
Sources of Funding: Federal
Space Required: N/A
IT Requirements: N/A
Other Requirements: N/A
Sustainability: N/A

When will it begin? TBD End? Nov. 30, 30, 2011 Report Required? Yes

What is the Dept./Division/Agency's responsibility? To establish a grant with a technical assistance provider who will work directly with RDCs in affected counties, and affected businesses.

Any other Department or Agency involved? No

How does this serve the Agency Mission? To help mitigate the economic impact of the bridge closing, and other recently declared natural disasters, by assisting businesses in finding ways to minimize or overcome financial hardship.

Can this project serve other Agencies Missions?

Supervisor's Approval: _____ Date: _____

Commissioner Approval: [Signature] Date: 2/2/10

Secretary or Designee's: Approval [Signature] Date 2/2/10

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary or Secretary for final approval and a copy should be on file in the approving commissioner's files.



Committed to the future of rural communities.

**United States Department of Agriculture
Rural Development
Vermont/New Hampshire**

DATE: December 2, 2009

TO: Tayt Brooks
Commissioner
Department of Economic, Housing & Community Development

RE: USDA Rural Development – State of Vermont
Cooperative Agreement for Technical Assistance

FROM: David H. Robinson
Business & Cooperative Programs Director
Montpelier VT

A handwritten signature in black ink that reads "David Robinson". The signature is written in a cursive style.

I am pleased to present two original copies of the Cooperative Agreement for signatures by the Agency's Secretary, Kevin Dorn.

Please have both copies signed and return one original directly to me.

This technical assistance fund for businesses located in any 2008 Disaster Counties is a highly flexible tool. The fund is immediately available to assist businesses devastated by the Addison County bridge closing, companies utilizing the Governor's *Emergency Response Team* business assistance program and a wide variety of other necessary applications.

USDA RD and the Agency will be cooperating partners in implementing the program. It is critical that prior to committing to funding a specific project, the referenced "Ad-Hoc Committee" concurs in the proposed activity.

Please let me know how I can be of assistance and if you have any questions.

City Center 3rd Floor • 89 Main Street • Montpelier, VT 05602
802-828-6070 (v) 802-828-6093 (f) 802-223-6365 (tty) david.robinson@vt.usda.gov
<http://www.rurdev.usda.gov/vt>
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"USDA is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W.,
Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TDD).



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RURAL DEVELOPMENT
WWW.RURDEV.USDA.GOV/VT

Business Program Division
89 Main Street 3rd Floor
Montpelier VT 05602
802-828-6070
802-828-6011

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
Vermont / New Hampshire State Office
&
STATE OF VERMONT
AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT
Department of Economic, Housing and Community Development

COOPERATIVE AGREEMENT

I. Purpose and Basis for this Cooperative Agreement

This Cooperative Agreement ("Agreement") formalizes a relationship between the State of Vermont, Agency of Commerce and Community Development (ACCD) and the United States Department of Agriculture - Rural Development (RD) (hereinafter collectively referred to as "the Parties").

This Agreement establishes guidelines for an increased working relationship between the ACCD and the United States Department of Agriculture - Rural Development. The objective is to provide cumulative technical assistance not to exceed \$200,000 to existing and start-up businesses located in Vermont counties designated by Presidential Disaster in the federal fiscal year 2008. Eligible counties include:

Disaster	Counties Affected	Declaration Date
1790	Essex, Caledonia, Lamoille, Washington Addison, Orange & Windsor Counties	September 12, 2008
1784	Grand Isle, Lamoille, Caledonia Counties	August 15, 2008
1778	Franklin, Addison Counties	July 15, 2008
1816	Bennington, Windham Counties	January 14, 2009

Excluded Counties: Businesses located in Rutland, Chittenden and Orleans Counties are specifically excluded from assistance.

While existing and start-up businesses in any disaster declared county are eligible for assistance, special emphasis will be placed on existing and start-up businesses located in the Northeast Kingdom counties of Essex and Caledonia to overcome the adverse economic impact of the downsizing at *Ethan Allen Manufacturing* in Beecher Falls, Vermont. The objective of this technical assistance fund is to enhance the economic well-being of disaster affected communities and to expand and create new markets to provide jobs for rural Americans.

Through this Agreement, the Parties will work collaboratively through the Vermont Regional Development Corporation network and network of non-profit regional and statewide economic development technical assistance providers to identify start-up and existing business technical assistance opportunities in the eligible counties that would benefit from this Agreement.

II. USDA-Rural Development

Rural Development administers a variety of programs to help create jobs and stimulate rural economies by providing financial assistance and advisory services to rural businesses and cooperative organizations. These programs are delivered in Vermont through three (3) Rural Development Area Offices. Program management, fiscal control and compliance are managed by the Vermont USDA Rural Development State Office located in Montpelier, Vermont. Rural Development is interested in partnering with ACCD to provide technical assistance to start-up and existing businesses located in federal fiscal year 2008 presidentially declared disaster counties.

The Vermont State Office shall be the responsible cooperative partner for the purposes of this agreement. The Vermont State Office shall liaison with its respective Area Offices to further the objectives of this Agreement.

III. State of Vermont - Department of Economic, Housing and Community Development

The Department of Economic, Housing and Community Development (the "Department") is a Department within the Vermont Agency of Commerce and Community Development that promotes the development of businesses and community development throughout Vermont. Specifically, the Department serves as the hub of the State of Vermont's economic development mission. The Department offers services to businesses related to the development and expansion assistance, permitting, government contracting and advocacy.

IV. Duties and Responsibilities of Rural Development

Rural Development will provide the following to the Department:

- ◇ Participate in the review and concurrence of projects recommended by the Department's ad-hoc committee for technical assistance as a result of the Department's regional and statewide network intake process.
- ◇ Process timely requests for reimbursement to pay for third party contracted technical assistance.
- ◇ Rural Development will identify Rural Development's point of contact to address program questions. The primary POC is identified in section VII below.
- ◇ Identify partnering opportunities, directly promote and insure knowledge of the technical assistance program within the affected counties.
- ◇ Provide information and access to the Department on ways USDA Rural Development may be able to assist identified businesses with Rural Development or other financial and technical resources.

V. Duties and Responsibilities of Department of Economic, Housing and Community Development

The Department will perform the following to implement the special disaster technical assistance initiative:

- ◇ Identify start-up or existing: Businesses, business networks or business clusters in need of third party technical assistance located in eligible counties. For the purposes of this Agreement, a business or individual businesses (start-up or existing) within a network or cluster must not exceed the U.S. Small Business Administration NAICS code for its industry sector.
- ◇ The Department shall establish an ad-hoc Committee including the Rural Development POC listed in item VII below to review and concur in all technical assistance requests PRIOR TO granting a work-order authorization to commence technical assistance.
- ◇ The Department will identify a Department point of contact to address program questions. The primary POC is identified in section VII below.
- ◇ Through meetings, newsletters, and other communications the Department will encourage participation in Rural Development business programs to assist Rural Development in meeting financing needs businesses in the disaster affected counties.
- ◇ The Department will maintain up-to-date records and prepare a final report, detailing all work done, jobs preserved and/or created and the results accomplished under this Agreement, and will provide the report to Rural Development within sixty (60) days of the end of the final draw on the technical assistance fund.

VI. Mutual Agreement

Rural Development and the Department mutually agree that:

1. Unpublished confidential data or information obtained during the course of this project shall not be made available to other persons except as authorized by or required of Rural Development or the Department under the Freedom of Information Act and the Privacy Act.
2. Both Rural Development and the Department will be responsible for their own expenses incurred as a result of the activities identified above. However, any participation by either agency is subject to appropriations and no provision of this agreement is a mandatory commitment of Rural Development or the Department's funds.
3. This Agreement may be amended at any time by mutual agreement of the parties in writing, or terminated by either party upon 30 days notice in writing to the other party.

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VII. Points of Contact

Rural Development and thee Department employees conducting activities under the terms of this MOU shall be as follows:

- ◊ Department of Economic, Housing and Community Development. Personnel as required. William A. Noyes, Deputy Commissioner, will serve at the point of contact for the Department. Department POC information is as follows:

- Vermont Department of Economic, Housing and Community Development
- One National Life Drive-6th Floor Montpelier, VT 05620-0501
- Tel: (802) 828-5208
- E-mail: Bill.Noyes@state.vt.us

- ◊ Rural Development - Personnel as required. David H. Robinson, Business & Cooperative Programs Director, shall be the point of contact for Rural Development. Rural Development POC information is as follows:

- USDA Rural Development, 89 Main Street 3rd Floor
- Montpelier VT 05602
- Phone 828-6070
- E-mail: David.Robinson@vt.usda.gov

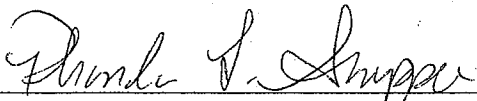
VIII. Effective Date

All conditions and provisions of this MOU shall become effective upon execution and shall continue in force until no later than December 1, 2011 at which time, or prior thereto, the parties may renew this MOU by further written agreement.

IX. Limitations

This document is a Cooperative Agreement. It is entered into only as a declaration of present intent. Nothing herein shall be construed as a legally binding commitment to any part of parties hereto either individually or collectively. This Cooperative Agreement does not create any rights either on the part of any party hereto or any third party. Any provision of this MOU that conflicts with federal law will be null and void.

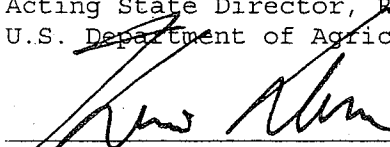
X. Approvals



12-01-09

Date

RHONDA L. SHIPPEE
Acting State Director, Rural Development
U.S. Department of Agriculture


KEVIN DORN

12-07-09

Date

Secretary, Agency of Commerce and Community Development



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Bill Botzow

From: Nathan Lavery, Fiscal Analyst

Date: February 18, 2010

Subject: JFO #2429

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski