



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: April 25, 2012
Subject: JFO #2556, #2557, #2558

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

JFO #2556 – \$159,776 grant from the Federal Emergency Management Agency (FEMA) to the Vermont Department of Public Safety. This grant is pass-through funding for hazard mitigation projects in the towns of Pawlet and Waitsfield in response to the December 2010 ice storm.
[JFO received 3/22/12]

JFO #2557 – \$10,000 grant from National Alcohol Beverage Control Association to the Vermont Department of Liquor Control. This grant will be used to create, produce and purchase community outreach and educational materials designed to prevent underage drinking.
[JFO received 3/22/12]

JFO #2558 – \$15,000 grant from National Historic Publications and Records Commission to the Vermont Secretary of State. This grant will be used to establish a program support local officials and other archives in the state to preserve and make accessible Vermont's historical records.
[JFO received 3/22/12]

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: Keith Flynn, Commissioner
Michael Hogan, Commissioner
Jim Condos, Secretary of State



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: March 23, 2012
Subject: Grant Requests

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration.

JFO #2555 – \$790,018 grant from the U.S. Department of Health and Human Services to the Vermont Department of Mental Health. This grant will be used to provide regular crisis counseling services to survivors of Tropical Storm Irene in Addison, Bennington, Caledonia, Chittenden, Franklin, Lamoille, Orange, Rutland, Washington, Windham and Windsor Counties.

[JFO received 3/19/12]

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[JFO received 3/22/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by April 9 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

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

Agency of Administration

JFO 2557

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM						
Grant Summary:		This grant is to enable Liquor Control to produce a teen information guide for the department's education program related to underage drinking.				
Date:		3/19/2012				
Department:		Liquor Control				
Legal Title of Grant:		2012 NABCA Educational Award Program				
Federal Catalog #:		NA				
Grant/Donor Name and Address:		National Alcohol Beverage Control Association				
Grant Period:		From:		To:		
		1/22/2012		12/31/2012		
Grant/Donation		\$10,000				
		SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:		\$10,000	\$	\$	\$10,000	
Position Information:		# Positions	Explanation/Comments			
		0				
Additional Comments:						
Department of Finance & Management		<i>SH</i>			<i>3/19/12</i>	(Initial)
Secretary of Administration					<i>12 03/19/12</i>	(Initial)
Sent To Joint Fiscal Office					<i>3/20/12</i>	Date <i>3/20/12</i>

RECEIVED
 MAR 22 2012
JOINT FISCAL OFFICE



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

BASIC GRANT INFORMATION					
1. Agency:					
2. Department:		Liquor Control			
3. Program:		Alcohol Education			
4. Legal Title of Grant:		2012 NABCA Educational Award Program			
5. Federal Catalog #:		N/A			
6. Grant/Donor Name and Address: National Alcohol Beverage Control Association 4401 Ford Avenue, Suite 700 Alexandria, Virginia 23202-1473					
7. Grant Period:		From: 1/22/2012	To: 12/31/2012		
8. Purpose of Grant: The purpose of this grant is to create, produce and purchase community outreach and educational materials specific to educating youth on alcohol.					
9. Impact on existing program if grant is not Accepted: If the grant is not accepted the DLC Education program will continue, however, the department will not be able to create materials to target underage drinking.					
10. BUDGET INFORMATION					
	SFY 1	SFY 2	SFY 3	Comments	
Expenditures:	FY 12	FY	FY		
Personal Services	\$	\$	\$		
Operating Expenses	\$10,000	\$	\$		
Grants	\$	\$	\$		
Total	\$10,000	\$	\$		
Revenues:					
State Funds:	\$	\$	\$		
Cash	\$	\$	\$		
In-Kind	\$	\$	\$		
Federal Funds:	\$	\$	\$		
(Direct Costs)	\$	\$	\$		
(Statewide Indirect)	\$	\$	\$		
(Departmental Indirect)	\$	\$	\$		
Other Funds:	\$	\$	\$		
Grant (source NABCA)	\$10,000	\$	\$	Funds received in FY12	
Total	\$10,000	\$	\$	for spending in cal yr 2012	
Appropriation No:	2300002000	Amount:	\$10,000		
			\$		
			\$		
			\$		

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

			\$
			\$
			\$
		Total	\$10,000

PERSONAL SERVICE INFORMATION

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

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

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

13. AUTHORIZATION AGENCY/DEPARTMENT

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

Signature: <i>Michael J. Hogan</i>	Date: 3/19/12
Title: <i>Commissioner</i>	
Signature: _____	Date: _____
Title: _____	

14. SECRETARY OF ADMINISTRATION

Approved: _____ (Secretary or designee signature) Date: 03/19/12

15. ACTION BY GOVERNOR

Accepted Rejected

_____ (Governor's signature) Date: 3/20/12

16. DOCUMENTATION REQUIRED

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

End Form AA-1

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



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

Michael J. Hogan, Commissioner

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

February 17, 2012

The Honorable Jeb Spaulding
Secretary of Administration
109 State Street
Montpelier, VT 05609-0201

Dear Secretary Spaulding,

Enclosed is a new request by the Department of Liquor Control for approval of a one-time grant for a teen informational guide. The grant is being offered by the National Alcohol Beverage Control Association. The total amount of the grant is \$10,000 and does not have any new positions associated with it, nor does it add to the base budget of the department. It will entail the creation, printing and distribution of a high quality guidebook for teens featuring information in an effort to prevent underage drinking.

The booklets will be distributed by the Department of Liquor Control's Education Division to students throughout Vermont schools (specifically targeting middle and high school students). The materials will also be available at our community events, such as trade shows. These materials will be an asset to our department and we are hoping you will approve this request.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Hogan".
Michael J. Hogan
Commissioner



Liquor Control Board:

Stephanie M. O'Brien, Chair; John P. Cassarino, Member; Walter E. Freed, Member

Vermont Department of Liquor Control 2011 Educational Award

Project Description

Summary:

The Vermont Department of Liquor Control has elected to replicate our colleague's efforts in the State of Mississippi. Last year, they created, published and distributed nearly 20,000 copies of a teen informational guide (or what we will be calling the Teen Prevention Guide) to all Mississippi middle and high schools. These guidebooks are of a high quality, glossy nature and contain information on alcohol prevention and a wide array of topics targeted to youth.

Here in Vermont, we will be including information on myths and facts about alcohol; fake identification; alcohol poisoning; party survival guide; peer pressure and bullying.

As required by our policies and procedures, we will be requesting quotes from authorized printers for the guidebooks. We expect the completion time for the printing to be quite short as we have created other publications in the past for public consumption.

We will be working with our school counselors, community prevention specialists and others within the school environment to make sure the content is both timely and age specific.

Criteria:

1. The guidebook will assist Vermont youth in making well informed decisions not to use alcohol or other prohibited substances.
2. This project will be under the direct supervision of the Vermont Department of Liquor Control.
3. DLC Education Investigator Steven M. Waldo will be the project coordinator. He is also the Vermont representative to the NABCA Education Task Force.

Time Line:

While the grant is being processed, our Education Division will be modifying the content to our Vermont youth needs, while in consultation with our prevention and health experts. The final product will be quickly sent to various vetted printers for price quotes and a suitable printer will be chosen. We will be looking to our community coalitions to assist us in the distribution of the guidebooks throughout the State and anticipate they will be in the hands of our young people by Spring Break time.

Evaluation:

Armed with timely, truthful information, our Vermont youth will be able to correctly choose a healthy path to becoming productive and happy adults by not using alcohol as so many of their classmates seem to do.

Sustainability:

We will be converting the document into a PDF format so it might be placed on our department website for printing by any and all.

January 13, 2012

Steven Waldo
Vermont Dept. of Liquor Control
13 Green Mountain Dr., Drawer 20
Montpelier, VT 05620-4501

Dear Steven,

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your project(s), **Education Investigation**, was deemed an appropriate effort to be supported by the NABCA Educational Award in the amount of \$10,000.00.

Enclosed is an evaluation form to be used to track the program's progress. Please report back to us in the near future and then on a periodic basis, so that we may be kept apprised of its status.

We look forward to hearing from you. Should you feel the need to contact us at any time, please do not hesitate to do so.

Sincerely,



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

Enclosures

cc: Stephanie O'Brien
Lisa Dixon

copy

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
1/13/2012	01132012	2012 EDUCATIONAL AWARD PRG	10,000.00	0.00	10,000.00

Check: 028656 1/13/2012 VERMONT DEPT OF LIQUOR CONTROL Check Total: 10,000.00

NATIONAL ALCOHOL BEVERAGE CONTROL ASSOCIATION, INC.

25-80/440

No. 028656

4401 FORD AVENUE, SUITE 700
ALEXANDRIA, VIRGINIA 22302-1473
(703) 578-4200

028656

MERRILL LYNCH
CASH MANAGEMENT ACCOUNT*
BANK ONE, COLUMBUS, N.A.
COLUMBUS, OHIO 43271

*TEN THOUSAND AND XX / 100

Copy

PAY TO THE ORDER OF:

DATE

AMOUNT

1/13/2012

*****10,000.00*

VERMONT DEPT OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
Montpelier, VT 05620-4501

Patricia K. Calano

⑈028656⑈ ⑆044000804⑆ 040801217285⑈

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

Enclosures
cc: Stephanie O'Brien
Lisa Dixon