



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst **DWD**
Date: April 19, 2019
Subject: Grant Request – JFO #2959

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #2959 – \$50,000 from the National Alcohol Beverage Association to the VT Dept. of Liquor and Lottery. The Department will utilize the funding to hire a consultant to review training content and delivery systems and recommend improvements. This is part of an ongoing effort within the Department to modernize the various business areas and operating procedures. The Department's intent is to utilize the funds in State FY2019.

[JFO received 4/15/19]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by May 03, 2019 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
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 APR 15 2019

STATE OF VERMONT **JOINT FISCAL OFFICE**
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This is a grant of \$50,000 intended for the hiring of an outside resource to review the training materials and methods of the Department of Liquor and Lottery's <i>to training efforts.</i>			
Date:		3/7/2019			
Department:		Department of Liquor and Lottery (L&L)			
Legal Title of Grant:		2018 NABCA Grant supplemental			
Federal Catalog #:		N/A			
Grant/Donor Name and Address:		National Alcohol Beverage Control Association, 4401 Ford Ave, Suite 700, Alexandria, VA 22302-1443			
Grant Period:		From:	To:		
		1/1/2019	12/31/2019		
Grant/Donation		\$50,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$50,000	\$	\$	\$50,000	
Position Information:		# Positions	Explanation/Comments		
		0	N/A		
Additional Comments:		L&L has been engaging in an ongoing effort to modernize business areas, with training representing the last business area. This effort is seeking to improve the effectiveness of the training which will in turn improve compliance and better realize the department's objectives.			
Department of Finance & Management		<i>AMG</i>		(Initial)	
Secretary of Administration		<i>BZJ</i>		(Initial)	
Sent To Joint Fiscal Office		4/11/19		Date	



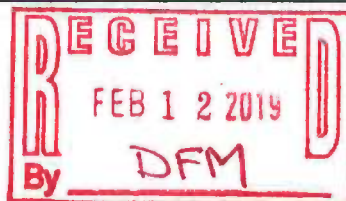
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JOINT FISCAL OFFICE

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

BASIC GRANT INFORMATION				
1. Agency:	Dept Liquor & Lottery			
2. Department:	Compliance, Education, and Licensing			
3. Program:	VT DLC Ed Program Review and Reset			
4. Legal Title of Grant:	2018 NABCA Grant supplemental			
5. Federal Catalog #:				
6. Grant/Donor Name and Address:	National Alcohol Beverage Control Association, 4401 Ford Avenue, Suite 700, Alexandria, VA 22302-1433			
7. Grant Period:	From:	1/1/2019	To:	12/31/2019
8. Purpose of Grant:	To hire an outside education/public health expert to evaluate the current DLC Educational Training content and delivery, and recommend areas of improvement to be come best in class for future trainings.			
9. Impact on existing program if grant is not Accepted:	Opportunities for improvement may be missed; In terms of RBA Program management, DLL may not be able to adequately determine how well we are doing and if we are doing enough to ensure the public safety of the State.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2019	FY	FY	
Personal Services	\$50,000	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$50,000	\$	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:				
Grant (source 21870)	\$50,000	\$	\$	
Total	\$	\$	\$	
Appropriation No:	2300002000	Amount:	\$50,000	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	



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

	Total \$50,000
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PERSONAL SERVICE INFORMATION

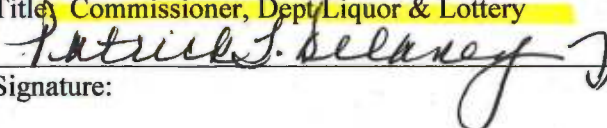
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Patrick Delaney Agreed by: PSD (initial)

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

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

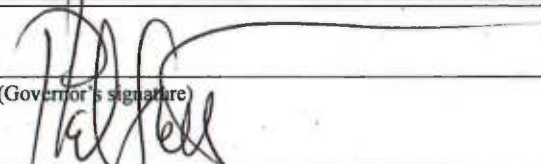
13. AUTHORIZATION AGENCY/DEPARTMENT

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:
	Title: <u>Commissioner, Dept/Liquor & Lottery</u>	
		
	Signature:	Date: <u>2/8/19</u>
Title:		

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: <u>3/9/18</u>
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature) 	Date: <u>4/11/19</u>
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input 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)
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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).

February 4, 2019

Vermont Department of Liquor and Lottery, Division of Liquor Control
Ms. Theresa Barrows, Director of Marketing
13 Green Mountain Drive
Montpelier, VT 05620

Dear Theresa:

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your project, **VT DLC Regulatory/Enforcement Educational Program Review and Reset (\$50,000)** and **In-House Training Video (\$10,000)** were both deemed appropriate efforts to be supported by the National Alcohol Beverage Control Association (NABCA) Educational & Supplemental Awards Program.

Enclosed is the *Education & Supplemental Award Program Report Guidelines* to submit with your report for the 2018-2019 year. You may also use these guidelines as a way to track and report your progress during the course of this year.

Please feel free to contact me if you have any questions or you may contact Lisa Dixon at lisa.dixon@nabca.org.

Sincerely,



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

Enclosure: Grant Award

cc: Martin Manahan, Chair
Lisa Dixon

2018/2019

SUPPLEMENTAL AWARD PROGRAM APPLICATION



PROJECT ADMINISTRATION		
Vermont Dept of Liquor and Lottery, Division of Liquor Control		
ABC AGENCY		
Theresa Barrows	Director of Marketing	
PROJECT COORDINATOR		TITLE
13 Green Mtn. Drive, Montpelier, VT 05620		
ADDRESS		
802-828-4932	802-828-2803	Theresa.barrows@vermont.gov
TELEPHONE	FAX NUMBER	EMAIL ADDRESS

PROJECT DESCRIPTION		
VT DLC Regulatory/Enforcement Educational Program Review and Reset		
PROJECT TITLE		
February 2019	August 2019	Please attach project description to application. See criteria listed
START DATE	END DATE	

BUDGET	
AMOUNT OF REQUEST (MAX. \$50,000)	\$ 50,000.00
INCOME FROM OTHER SOURCES (Please attach an itemized Project Budget with your application)	
None	\$
	\$
	\$

	AWARD PAYMENT INSTRUCTIONS - Please confirm the name and mailing address of the entity to whom the award check should be made payable. If this is a third-party entity, a W-9 form is required before processing the grant. You may email the W-9 form. Once the form is received, the agency will be informed, and the grant will be released to the appropriate contact.
	MAKE CHECK PAYABLE TO: Vermont DLL, Division of Liquor Control
	MAILING ADDRESS: 13 Green Mtn Drive, Montpelier, VT 05620
	PHONE NO.: 802-828-4932

SIGNATURES	
SIGNATURE OF PROJECT COORDINATOR	SIGNATURE OF ABC DIRECTOR/ADMINISTRATOR
THERESA BARROWS NAME OF PROJECT COORDINATOR (PRINT)	PATRICK T. DELANEY NAME OF ABC DIRECTOR/ADMINISTRATOR (PRINT)
11/30/18 DATE	11/30/18 DATE