



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: December 11, 2013
Subject: Grant/Position Requests

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration. Two limited service positions are associated with these items.

JFO #2656 – Request to establish **two (2) limited service positions** in the Department of Public Safety. These positions will perform accounting and audit functions associated with the monitoring of federal grants. Funding for these positions is available from existing federal grants that permit allocation of grant funds to audit functions.
[JFO received 12/11/13]

JFO #2657 – \$20,000 grant from the Permanent Fund for Vermont's Children and the Turrell Fund to the Vermont Agency of Human Services. These funds will be used to hire a contractor to develop the Early Childhood Framework Action Plan.
[JFO received 12/11/13]

JFO #2658 – \$186,000 grant from the Northern Border Regional Commission to the Vermont Department of Economic Development. These funds will support 16 ExporTech training sessions intended to help small and medium businesses and organizations obtain technical assistance related to international trade.
[JFO received 12/11/13]

JFO #2659 – \$200,000 grant from the University of Kansas Center for Research to the Vermont Agency of Education. These funds will be used to improve educational outcomes by providing technical assistance and other resources to schools as part of the Schoolwide Integrated Framework for Transformation project.
[JFO received 12/11/13]

JFO #2660 – \$53,994 donation (in the form of two Prius plug-in vehicles) from the Toyota Corporation to the Vermont Department of Buildings and General Services. These vehicles will become part of the Fleet Management Services.
[JFO received 12/11/13]

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 January 3 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

SFO 2658

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:	This grant funding will support the ExporTech training sessions provided in partnership between the Vermont Global Trade Partnership, Vermont Manufacturing Extension Center, Vermont Small Business Development Center, and others. Sixteen training sessions will help small and medium sized business and organizations to obtain technical assistance with international trade growth.
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Date:	11/22/2013
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Department:	Economic Development
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Legal Title of Grant:	Northern Border Region Commission Grant Award
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Federal Catalog #:	NBRC - 13 - G - VT - 0002
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Grant/Donor Name and Address:	NBRC, Margaret Chase Smith FOB, Suite 21100, 202 Harow Street, Bangot, ME 04401
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Grant Period:	From: 11/1/2013 To: 12/31/2014
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Grant/Donation	\$186,000
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	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$101,500	\$84,500	\$	\$186,000	

	# Positions	Explanation/Comments
Position Information:	0	

Additional Comments: .

Has Vantage budget detail been reviewed and reconciled? Yes No *HC* (Analyst Initial)

Department of Finance & Management	<i>11/23/13</i>	(Initial)
Secretary of Administration	<i>11/25/13</i>	(Initial)
Sent To Joint Fiscal Office	<i>11/27/13</i>	Date



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

BASIC GRANT INFORMATION			
1. Agency:	Commerce and Community Development		
2. Department:	Economic Development		
3. Program:	Vermont Global Trade Partnership		
4. Legal Title of Grant:	Northern Border Region Commission Grant Award		
5. Federal Catalog #:	NBRC - 13-G-VT-0002		
6. Grant/Donor Name and Address:	NBRC, Margaret Chase Smith FOB, Suite 21100, 202 Harow Street, Bangor, ME 04401		
7. Grant Period:	From:	11/1/2013	To: 12/31/2014
8. Purpose of Grant:	Export Promotion		
9. Impact on existing program if grant is not Accepted:	The successful national Export Tech program we will be introducing won't be able to be completed.		

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2014	FY 2015	FY	
Personal Services	\$122,500	\$105,500	\$	
Operating Expenses	\$1,500	\$1,500	\$	
Grants	\$	\$	\$	
Total	\$124,000	\$107,000	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$10,800	\$10,800	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$101,500	\$84,500	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source Sponsorship)	\$11,700	\$11,700	\$	
Total	\$124,000	\$107,000	\$	

Appropriation No:	7120010000	Amount:	\$186,000
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$

Has current fiscal year budget detail been entered into Vantage? Yes No

NOV 19 2013

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

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: Lucy Leriche Agreed by: *LL* (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: <u> <i>Lucy Leriche</i> </u>	Date: <u> 11/14/13 </u>
	Title: <u> Deputy Secretary </u>	
	Signature: _____	Date: _____
	Title: _____	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/>	Approved:	(Secretary or designee signature) <u> <i>Ann Deary</i> </u>	Date: <u> 11/25/13 </u>
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <u> <i>[Signature]</i> </u>	Date: <u> 11/27/13 </u>
<input type="checkbox"/>	Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation


- | | |
|---|---|
| <input checked="" type="checkbox"/> Request Memo
<input type="checkbox"/> Dept. project approval (if applicable)
<input checked="" type="checkbox"/> Notice of Award
<input checked="" type="checkbox"/> Grant Agreement
<input checked="" type="checkbox"/> Grant Budget | <input type="checkbox"/> Notice of Donation (if any)
<input checked="" 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

(*) 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).



Department of Economic Development
Agency of Commerce and Community Development

To: Heather Campbell, Dept. of Finance and Management
CC: Claudia Clark, Lucy Leriche, Brent Raymond, Lisa Gosselin
From: Ken Horseman, Senior Economic Development Specialist 
Re: NBRC Grant AA-1
Date: November 18, 2013

Enclosed please find an AA-1 Form for a grant of \$186,000 from the Northern Border Region Commission to the Vermont Global Trade Partnership to fund the *ExporTech* export training sessions in partnership with the Vermont Manufacturing Extension Center and the Vermont Small Business Development Center and other regional partners to assist businesses and organizations in obtaining technical assistance in international trade.

Sixteen training sessions for small and medium-sized Vermont companies will develop their own international trade growth plan to accelerate their export sales processes through:

- Export Strategy and Best Practices
- Mechanics of Exporting
- Export Growth Plan Presentations

The Vermont Agency of Commerce and Community Development will administer the grant.

I have enclosed the following:

- Notice of Award
- Grant agreement
- Grant Budget and Timeline

Let me know if you need any additional information. Thanks.

50% +
emph. LEAF IN
CONTRACT.

Office of the Federal Co-Chair

NORTHERN BORDER REGIONAL COMMISSION

Margaret Chase Smith FOB, Suite 21100
202 Harlow Street
Bangor, ME 04401

sblitz@nbroc.gov

202-590-6650

October 28, 2013

Secretary Lawrence Miller
Vermont Agency of Commerce & Community Development
Vermont Global Trade Partnership
1 National Life Drive, 6th Floor
Montpelier, VT

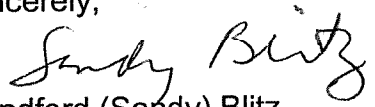
Dear Secretary Miller:

On behalf of Governor Shumlin and the NBRC Board, we congratulate you and your organization upon your selection of an NBRC Grant Award. The award is for \$186,000, to be matched by \$73,600 non-NBRC funds.

Enclosed are an original and a copy of the grant agreement. Please sign the original and return it to us (NBRC), by return mail. In addition, we have enclosed Part II of the Grant Agreement General Provisions; an NBRC Grant Administration Manual, as well as the ACH Vender Enrollment Form (SF-3881). You should complete the "Payee" section of the form and have your financial institution complete the last section of the form. Please return this to us along with the signed grant agreement. (This will allow you to receive payments).

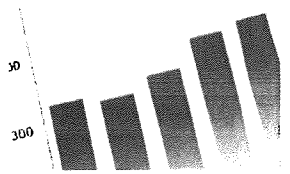
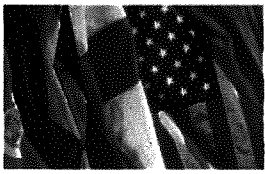
We look forward to working with you to successfully complete the project, and more importantly look forward to the outcomes that you presented in your application.

Sincerely,



Sandford (Sandy) Blitz

cc: Governor Peter Shumlin
Elizabeth Miller, Chief of Staff
Aly Richards, Policy Advisor
Ken Horseman



EXPORTECH™

*An Export Acceleration System
for Achieving Profitable Growth*

Do you believe your product has international sales potential, but don't know how to get started?

Have you received international inquiries, but haven't fully capitalized on them to generate significant sales growth?

Would you like to shift from a reactive to a proactive approach to expanding international sales?

EXPORTECH™ CAN DRIVE INTERNATIONAL SALES GROWTH TODAY!

- Provides your company with a systematic process for entering or expanding in global markets
- Connects you with the best international business experts in the region
- Assists you to develop a peer-reviewed export growth plan in 12 weeks
- Generates measurable results for committed C-level participants
- Involves a unique combination of innovative group sessions and individualized coaching

PAST EXPORTECH™ PARTICIPANTS ARE SAYING

"You can't put a price on the value of this program—the contacts, the resources, and the knowledge I gained saved us tons of time and tens of thousands of dollars."

Barbara Biller, IntelliTech, Inc.

"ExporTech™ is a great resource for any company considering expansion into foreign markets."

Ryan Pendleton, Beckwood Press Co.

"The ExporTech™ Program was very insightful and helped to grow Osagian Canoes to the next level. One thing I learned, and had not thought about before, is that through exporting there is a way to sell year round to countries being located in the Southern Hemisphere. Also, with all the resources available to help small businesses, no one is too small to export."

John Carr, Osagian Canoes

WHAT ARE THE BENEFITS OF PARTICIPATING?

Companies that have gone through the ExporTech™ program report significant impacts to their bottom lines:

- The average participant **increases sales by nearly \$170,000**
- Many companies **generate export sales within 3-6 months** of completing the program, and some have negotiated sales before the program's final session
- The average participant reported **cost savings of \$34,000**
- The program **saves the average company over 120 hours of labor time** by navigating them through the international growth process.

All of these sales increases and cost savings yield an impressive ROI for participating companies. The estimated average **gain in operating margin is 10x the typical investment** of staff labor time and program fees.

YOUR EXPORTECH™ PARTNERS



MEP • MANUFACTURING EXTENSION PARTNERSHIP

NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
U.S. DEPARTMENT OF COMMERCE



U.S. COMMERCIAL SERVICE
United States of America
Department of Commerce



CONTACT KARI REIDY AT 301-975-4919 OR KARI.REIDY@NIST.GOV



EXPORTECH™

*An Export Acceleration System
for Achieving Profitable Growth*

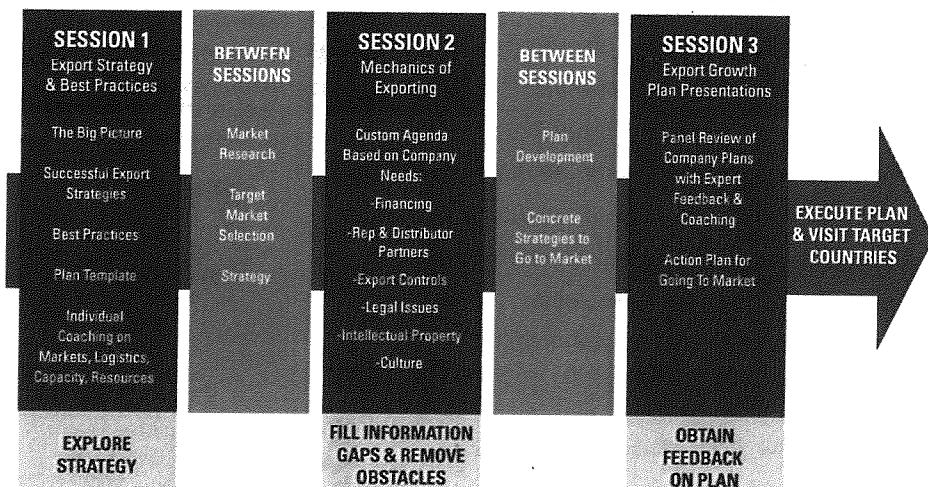
HOW DOES EXPORTECH™ WORK?

The ExporTech™ system has several hallmarks:

1. The process assists companies to develop a **simple, actionable international growth plan** – based on a series of carefully designed tools and templates.
2. We connect participants with a wide range of reputable international business experts who help them navigate the export process.
3. The program involves a unique combination of **group work, individual work, and personal coaching**, that allows companies to extract information that is critical to their export success:
 - During group sessions, experts are selected based on the specific needs of the participants, to educate the entire group and provide one-on-one consultations.
 - Planning exercises and peer discussions are employed to help executives apply knowledge to their own companies.
 - In the final group session, each company's plan will be reviewed and vetted by a panel of experienced international businesspeople, to help them avoid costly mistakes and see new opportunities.
 - Each company is assigned an experienced coach to provide focused, one-on-one support in the development and execution of their plans.
 - Each 3-Session program is limited to six to eight companies, to ensure quality, personalized service and attention to each company.

WHAT IS REQUIRED?

Companies participate in three one-day group sessions scheduled over a three-month period. In between, each company works on the development and implementation of their international growth plan, with the support of a coach.



EXPORTECH™ IS OFFERED NATIONWIDE

The program was developed by two of the leading organizations that provide assistance to manufacturers—the Manufacturing Extension Partnership and the U.S. Export Assistance Centers of the U.S. Department of Commerce—and is offered in collaboration with numerous state trade offices, and other regional partners throughout the country.

By the end of the program every company will have developed their own international growth plan and accelerated their export sales process.

Contact your regional MEP center for dates, location and cost. (Find your center at www.nist.gov/mep/find-your-local-center.cfm)

APPLY EARLY, SPACE IS LIMITED

Participation is limited to eight companies, to make sure sufficient time and attention is given to each company's specific challenges.

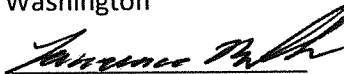
For more information about ExporTech, go to www.nist.gov/mep/exportech.cfm

CONTACT KARI REIDY AT 301-975-4919 OR KARI.REIDY@NIST.GOV

NORTHERN BORDER REGIONAL COMMISSION FISCAL YEAR 2013 FEDERAL GRANT PROGRAM

NBRC Uniform Grant Pre-Application Form

PLEASE REFER TO CLARIFICATION NOTES BEFORE COMPLETING THIS PRE-APPLICATION

<p>[1.] Applicant Information:</p> <p>Applicant: Vermont Global Trade Partnership, VT Agency of Commerce & Community Development</p> <p>Type of Entity: State Agency</p> <p>Authorized Official: Lawrence Miller, Secretary</p> <p>Street/PO Box: 1 National Life Drive/6th floor</p> <p>City/State/Zip: Montpelier, VT</p> <p>Telephone: 802-828-5204</p> <p>Fax Number:</p> <p>Email Address for Notification: Brent.Raymond@state.vt.us</p> <p>County: Washington</p> <p>No Stamps: Blue Ink</p> <p>Official's Signature: </p>	<p>[2.] Application Preparer:</p> <p>Relationship to Applicant: Director, VT Global Trade Partnership</p> <p>Name: Brent Raymond</p> <p>Agency: VT Agency of Commerce & Community Development</p> <p>Street/PO Box: 1 National Life Drive/6th floor</p> <p>City/State/Zip: Montpelier</p> <p>Telephone: 802-522-2540</p> <p>Fax Number:</p> <p>Email Address: Brent.raymond@state.vt.us</p>														
<p>[4.] Goal/Objective</p> <p><input checked="" type="checkbox"/> Committed Economic Development</p> <p><input type="checkbox"/> Committed Job Retention Project</p>	<p>[3.]</p> <p>Project's Congressional District: 01</p>														
<p>[6.] Funding Sources for the Project:</p> <p>NBRC Funds Requested: \$186,000.00 Choose an item.</p> <p>Applicant Funds: \$16,000.00 Committed</p> <p>Cash: In Kind: \$21,600.00 Committed</p> <p>Other State Funds: Committed</p> <p>Other Funds Label: Regional Dev Corps \$8,000.00 Committed</p> <p>Total Project Cost: \$231,600.00 Committed</p> <p>Private Entity Investment: Several (Allocca Enterprises; Stone Enterprises; AN Deringer) \$28,000 Committed</p> <p>Has a budget prepared with professional estimates of cost been used to determine total project costs?</p>	<p>[5.] Project Focus (check all that apply):</p> <p><input type="checkbox"/> Public Transportation</p> <p><input type="checkbox"/> Basic Public Infrastructure</p> <p><input checked="" type="checkbox"/> Workforce Development</p> <p><input checked="" type="checkbox"/> Business Development</p> <p><input checked="" type="checkbox"/> "Distressed County"</p>														
<p>[7.] Job Creation (Full-Time Equivalency) Impact of NBRC Project:</p> <p>Retention of Existing Jobs: Unknown FTE</p> <p>New Jobs to be Created: Unknown FTE</p> <p>Total Jobs: Unknown FTE</p>	<p>[8.] Business/Industry Information: Committed</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Company Name:</td><td>N/A</td></tr> <tr><td>Contact Person:</td><td></td></tr> <tr><td>Title:</td><td></td></tr> <tr><td>Street/PO Box:</td><td></td></tr> <tr><td>City/State/Zip:</td><td></td></tr> <tr><td>Telephone:</td><td></td></tr> <tr><td>Fax:</td><td></td></tr> </table> <p>Include per project type: 1. Participation Agreement from private business to document job retention/creation; 2. Application of incubator tenants; 3. Business commitment letter to use job training to fill immediate job openings, or retain current jobs.</p> <p><i>If jobs are to be retained, document how they will be lost but for this project and grant.</i></p>	Company Name:	N/A	Contact Person:		Title:		Street/PO Box:		City/State/Zip:		Telephone:		Fax:	
Company Name:	N/A														
Contact Person:															
Title:															
Street/PO Box:															
City/State/Zip:															
Telephone:															
Fax:															

NORTHERN BORDER REGIONAL COMMISSION FISCAL YEAR 2013 FEDERAL GRANT PROGRAM

[9.] Project Description: Please provide a brief specific description of the proposed project, along with specific outcomes of the project activities. State how this project conforms to any of the objectives of the NBRC Funding Categories, your state's Development Plan, including regional strategies, CANAM connections study or Sustainable Economic Initiative. You can use one additional page, if necessary.

The Vermont Global Trade Partnership (VGTP), Vermont Manufacturing Extension Center (VMEC) and the Vermont Small Business Development Center (VtSBDC) are coordinating with other state, federal and regional partners to conduct the nationwide Manufacturing Extension Partnership (MEP) ExportTech program combined with company website export development services. We will organize two Vermont project programs based on the highly successful export acceleration system for achieving profitable growth. The ExportTech program was developed by two of the leading organizations that provide assistance to manufacturers – the MEP and the U.S. Export Assistance Centers of the U.S. Department of Commerce. It's been offered in collaboration with numerous state trade offices, and other regional partners throughout the country.

The program would dovetail perfectly with economic development initiatives taking place both in the Northeast Kingdom (NEK) involving EB-5 and other economic initiatives, as well as in Franklin County where the Franklin County Economic Development Corporation has hired a consultant to increase cross border business activity with Canada. In addition, the Northeastern Vermont Development Association and Newport City Renaissance have partnered and obtained a new federally approved Foreign Trade Zone (FTZ). The Newport airport is a focal point of the FTZ and Federal Aviation Administration and Vermont state are scheduled to fund a 1,000 foot runway expansion. Now is a unique opportunity to seize initiatives and use them as a catalyst to properly train Vermont businesses either new to exporting or looking for improvements to their export sales.

By the end of the program two sessions of eight (sixteen total) small and medium sized companies each will have developed their own international growth plan and accelerated their export sales process. The program is based upon three sessions broken out into:

- (1) Export Strategy & Best Practices
- (2) Mechanics of Exporting
- (3) Export Growth Plan Presentations

with assignments and coaching in-between.

\$ 80,000 Grant Budget Justification Breakdown (VMEC ExportTech):

16 companies at a cost of \$5,000 per company. This is a break-even amount for VMEC to administer the program.

Nationally, the average participant increases sales by nearly \$170,000. Many companies generate export sales within three to six months of completing the program, and some have negotiated sales before the program's final session. The average participant reported cost savings of \$34,000. The program saves the average company over 120 hours of labor time by navigating them through the international growth process. These average sales increases and cost savings yield an impressive ROI for participating companies. The estimated average gain in operating margin is 10x the typical investment of staff labor time and program fees.

In addition, the VtSBDC will provide sub-grants to defray the costs of website foreign language translation fees and/or design of international marketing media. After the business reaches a step in the Export Tech program, they will meet with the VtSBDC project manager or consultant to assess need/match consulting

\$1,600	VT Procurement Tech Assistance Ctr (state in kind for foreign government contracting)
\$8,000	Business Sponsorships (in-kind and cash)
\$20,000	Export Professionals Training and Coaching Services (in kind) <ul style="list-style-type: none"> • Allocca Enterprises • A.N. Deringer • Stone Associates • Fed Ex

[11.] If the project is presumed to be "on-going", please detail the project's ability to sustain itself WITHOUT future NBRC funding.

We expect to roll the program out state-wide in the next fiscal year, and hope the success of this first year will create strong interest for additional businesses in the specific counties within the NBRC VT region. VGTP and VTP in-kind and VT Training Program cash assistance of up to 40% coverage of ExportTech cost will continue to be offered.

[12.] Include a resolution by the "board of directors" authorizing the executive to make and sign this pre-application to Northern Border Regional Commission, and the authority to sign any NBRC grant documents to bind this entity. N/A – Secretary Miller and VGTP Director Brent Raymond are both state employees with the VT Agency of Commerce & Community Development.