



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: December 19, 2008  
Subject: JFO #2352, #2353, #2354, #2355, #2356, #2357, #2360, #2361, #2362,  
#2363, #2364, #2365, #2366

At the December 19, 2008 meeting of the Joint Fiscal Committee, the following grant requests were approved:

**JFO #2352** — \$807,500 grant from the U.S. Department of Health and Human Services to the Vermont Agency of Human Services - Department of Health.

**JFO #2353** — \$9,000 grant from the U.S. Environmental Protection Agency to the Agency of Natural Resource – Environmental Conservation.

**JFO #2354** — \$161,407 grant from the U.S. Department of Justice to the Department of Corrections.

**JFO #2355** — \$20,000 grant from the State Justice Institute to the Judiciary – Vermont Supreme Court.

**JFO #2356** — \$333,002 grant from the U.S. Department of Justice to the Judiciary – Court Administrator's Office.

**JFO #2357** — \$212,408 grant from the U.S. Department of Justice to the Judiciary – Court Administrator's Office.

**JFO #2360** — \$2,000,000 grant from Substance Abuse and Mental Health Services Administration to the Agency of Human Services – Department of Mental Health.

**JFO #2361** — \$21,000 grant from the State Justice Institute to the Judiciary.

**JFO #2362** — \$32,125 grant from the U.S. Department of Education to the Vermont Department of Education.

**JFO #2363** — \$166,160 grant from the Center for Applied and Special Technology to the Vermont Department of Education.

**JFO #2364** — \$12,000 grant from the National Governor's Association to the Agency of Human Services – Department of Children and Families. **This grant was approved with the understanding that expenditure of the \$9,885 in state funds, as originally proposed, was no longer considered necessary and would not occur.**

**JFO #2365** — \$19,140 donation from the Vermont Veterinary Medical Association (VVMA) to the Agency of Agriculture, Food and Markets.

**JFO #2366** — \$500,000 grant from the U.S. Department of Homeland Security to the Agency of Transportation – Department of Motor Vehicles.

In accordance with 32 V.S.A. §5, these grants were placed on the Joint Fiscal Committee agenda and subsequently approved by vote of the Committee. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Robert Hofmann, Secretary  
Wendy Davis, Commissioner  
Michael Hartman, Commissioner  
Stephen Dale, Commissioner  
Andrew Pallito, Acting Commissioner  
Armando Vilaseca, Commissioner  
Lee Suskin, Court Administrator  
Roger Allbee, Secretary  
David Dill, Secretary  
Bonnie Rutledge, Commissioner  
George Crombie, Secretary  
Laura Pelosi, Commissioner



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Representative David Deen

From: Nathan Lavery

Date: December 3, 2008

Subject: JFO #2353 (Mercury in fish outreach efforts)

Representatives Michael Obuchowski and Shap Smith asked that I forward to you a copy of the enclosed request and cover memo. They are requesting you provide them with your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski  
Rep. Shap Smith  
Stephen Klein



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: December 3, 2008  
Subject: Grant Requests

Enclosed please find two (2) requests which the Joint Fiscal Office recently received from the Administration:

**JFO #2353** — \$9,000 grant from the U.S. Environmental Protection Agency (EPA) to the Agency of Natural Resource – Environmental Conservation. These grant funds will be used to conduct outreach to ethnic and tribal communities regarding mercury in fish.  
[JFO received 12/03/08]

**JFO #2354** — \$161,407 grant from the U.S. Department of Justice (DOJ) to the Department of Corrections. These grant funds will be used to study the accuracy of DOC's sex offender treatment model and determine if combining the model's components with other risk factors would improve the accuracy of the model.  
[JFO received 12/03/08]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

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](mailto:nlavery@leg.state.vt.us) or Stephen Klein at 802/828-5769; [sklein@leg.state.vt.us](mailto:sklein@leg.state.vt.us)) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by December 17 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner  
George Crombie, Secretary  
Laura Pelosi, Commissioner  
Robert Hoffman, Secretary  
Andy Pallito, Commissioner

STATE OF VERMONT  
GRANT ACCEPTANCE FORM

GRANT SUMMARY: Title: Healthy Communities Grant Program  
 This is a request for approval of a grant from US EPA for \$9,000.00 for outreach to ethnic and tribal communities regarding mercury in fish.

DATE: October 30, 2008

DEPARTMENT: Environmental Conservation (ANR)

GRANT / DONATION: \$9,000.00

FEDERAL CATALOG No.: 66.110

GRANTOR / DONOR: US EPA – New England Region 1

AMOUNT / VALUE: \$9,000.00

POSITIONS REQUESTED: None

GRANT PERIOD: 10/01/2008 to 9/30/2010

COMMENTS: See attachments.

*JA 10/30/08*

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DEPARTMENT OF FINANCE AND MANAGEMENT: (INITIAL) JA 11/9/08  
 SECRETARY OF ADMINISTRATION (INITIAL) JRM 11/10/08  
 SENT TO JOINT FISCAL OFFICE: DATE: 11/17/08



**STATE of VERMONT**  
**AGENCY of NATURAL RESOURCES**  
**DEPARTMENT of ENVIRONMENTAL CONSERVATION**  
~ COMMISSIONER'S OFFICE ~

**MEMORANDUM**

Tel: (802) 241-3810

Fax: (802) 244-5141

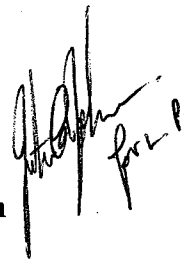
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**TO:** Jason Aronowitz, Budget Analyst  
Department of Finance & Management

**FROM:** Laura Pelosi, Commissioner  
Department of Environmental Conservation

**DATE:** October 28, 2008

**SUBJECT:** AA-1 request

Handwritten signature of Laura Pelosi, Commissioner of the Department of Environmental Conservation. The signature is written in black ink and includes the name 'Laura P.' below the main signature.

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Attached is a request for a grant acceptance (AA-1) for a grant from US Environmental Protection Agency for the Outreach to Ethnic & Tribal Communities Regarding Mercury in Fish (Healthy Communities Grant Partnership). All relevant grant documentation has been attached.

If you have any questions or are in need of further information, please do not hesitate to contact me. Thank you for your attention in this matter.

Cc: Steve Chadwick, ANR  
Joanna Raycraft, DEC

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

<b>BASIC GRANT INFORMATION</b>				
<b>1. Agency:</b>	Natural Resources			
<b>2. Department:</b>	Environmental Conservation			
<b>3. Program:</b>	Environmental Assistance			
<b>4. Legal Title of Grant:</b>	Healthy Communities Grant Program			
<b>5. Federal Catalog #:</b>	66.110			
<b>6. Grant/Donor Name and Address:</b>				
EPA, Region 1; 1 Congress St., Boston MA 02114-2023				
<b>7. Grant Period:</b>	<b>From:</b>	10/1/2008	<b>To:</b>	9/30/2010
<b>8. Purpose of Grant:</b>				
To educate sensitive populations who consume fish as a staple in their diet to reduce their risk of toxic exposure to mercury through multi-lingual advisories and a "train the trainer program".				
<b>9. Impact on existing program if grant is not Accepted:</b>				
None				
<b>10. BUDGET INFORMATION</b>				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	
<b>Expenditures:</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY</b>	
Personal Services	\$3360	\$3373	\$	current staff in-kind
Operating Expenses	\$5620	\$5647	\$	printing, travel, etc.
Grants	\$0	\$0	\$	
<b>Total</b>	<b>\$8,980</b>	<b>\$9,020</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:	\$4490	\$4510	\$	
Cash	\$0	\$0	\$	
In-Kind	\$4490	\$4510	\$	
Federal Funds:	\$4490	\$4510	\$	
(Direct Costs)	\$4055	\$4070	\$	
(Statewide Indirect)	\$0	\$0	\$	
(Departmental Indirect)	\$435	\$440	\$	
Other Funds:	\$0	\$0	\$	
Grant (source )	\$0	\$0	\$	
<b>Total</b>	<b>\$8,980</b>	<b>\$9,020</b>	<b>\$</b>	
<b>Appropriation No:</b> 6140020000 <b>Amount:</b> \$9000				
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			<b>Total</b>	<b>\$9,000</b>

**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

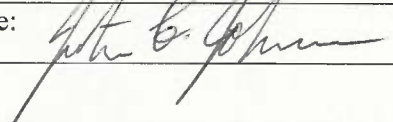
Appointing Authority Name: Laura Q. Pelosi, Commissioner Agreed by:  (initial)

12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

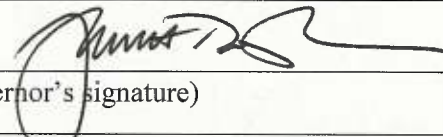
**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

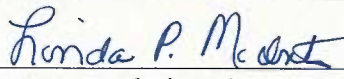
I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:

Signature: 	Date: 10/28/08
Title: _____	

**14. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Accepted		11/15/08
<input type="checkbox"/> Rejected		(Governor's signature)

**15. SECRETARY OF ADMINISTRATION**


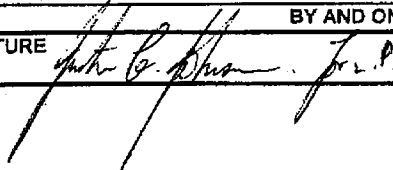
<input type="checkbox"/> Request to JFO		11/10/08
<input type="checkbox"/> Information to JFO		(Secretary's signature or designee)

**16. DOCUMENTATION REQUIRED**

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

End Form AA-1



	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  <b>Cooperative Agreement</b>	<b>ASSISTANCE ID NO.</b>			<b>DATE OF AWARD</b> 09/23/2008	
		<b>PRG</b>	<b>DOC ID</b>	<b>AMEND#</b>		
		<b>HC - 97196101 - 0</b>			<b>MAILING DATE</b> 09/30/2008	
		<b>TYPE OF ACTION</b> New			<b>PAYMENT METHOD:</b> ASAP	
<b>RECIPIENT TYPE:</b> State		<b>Send Payment Request to:</b> Las Vegas Finance Center P.O. Box 98515 Las Vegas, NV 89193-8515 Tel: (702) 798-2406 Fax: (702) 798-2423				
<b>RECIPIENT:</b> Vermont D.E.C. 103 S. Main Street, Bldg. 1 So. Waterbury, VT 05671-0401 EIN: 03-6000274		<b>PAYEE:</b> Vermont D.E.C. 103 S. Main Street, Bldg. 1 So. Waterbury, VT 05671-0401				
<b>PROJECT MANAGER</b> Karen L. Knaebel 103 S. Main Street, Bldg. 1 So. Waterbury, VT 05671-0401 E-Mail: karen.knaebel@state.vt.us Phone: 802-241-3455		<b>EPA PROJECT OFFICER</b> Stacey Johnson 1 Congress Street, Suite 1100, CPT Boston, MA 02114-2023 E-Mail: Johnson.Stacey@epamail.epa.gov Phone: 617-918-1552		<b>EPA GRANT SPECIALIST</b> Cheryll Scott Grants Management Office, MGM E-Mail: Scott.Cheryll@epamail.epa.gov Phone: 617-918-1174		
<b>PROJECT TITLE AND DESCRIPTION</b> Outreach to Ethnic & Tribal Communities Regarding Mercury in Fish The goal of this project is to reduce the risk of toxic exposure to mercury in fish and in thermometers for vulnerable populations and increase understanding of public right to know about chemical risks in the environment. The Vermont Department of Environmental Conservation will update and develop multilingual advisories based on the linguistic and cultural realities of the target tribal and ethnic communities to raise public awareness about chemical risks. This project will reach approximately ten thousand people through multi-lingual fish consumption advisories distributed through internal and external partnerships. In addition, the project will identify twenty community members to participate in a train-the-trainer program and provide resources to exchange mercury thermometers for less toxic alternatives.						
<b>BUDGET PERIOD</b> 10/01/2008 - 09/30/2010		<b>PROJECT PERIOD</b> 10/01/2008 - 09/30/2010		<b>TOTAL BUDGET PERIOD COST</b> \$18,000.00	<b>TOTAL PROJECT PERIOD COST</b> \$18,000.00	
<b>NOTICE OF AWARD</b>						
Based on your application dated 07/10/2008, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$9,000. EPA agrees to cost-share 50.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$9,000. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.						
<b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>			<b>AWARD APPROVAL OFFICE</b>			
<b>ORGANIZATION / ADDRESS</b> EPA New England 1 Congress Street, Suite 1100 Boston, MA 02114-2023			<b>ORGANIZATION / ADDRESS</b> U.S. EPA, EPA New England 1 Congress Street, Suite 1100 Boston, MA 02114-2023			
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>						
<b>SIGNATURE OF AWARD OFFICIAL</b> Digital signature applied by EPA Award Official		<b>TYPED NAME AND TITLE</b> Linda Murphy, Director, Office of Administration & Resource Management			<b>DATE</b> 09/23/2008	
<b>AFFIRMATION OF AWARD</b>						
<b>BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION</b>						
<b>SIGNATURE</b> 		<b>TYPED NAME AND TITLE</b> Laura Q. Pelosi, Commissioner			<b>DATE</b> 10/10/2008	

## EPA Funding Information

HC - 97196101 - 0 Page 2

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 9,000	\$ 9,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$ 9,000	\$ 9,000
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 18,000	\$ 18,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.110 - Healthy Communities Grant Program	FIFRA: Sec. 20 Toxic Substances Control Act: Sec. 10	40 CFR PART 31

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	0801LZC057	0809	B	01L	503BD9E	4183			1,509
-	0801EZC050	0809	B	01E	401HD8E	4183			7,491
									9,000

Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$5,223
2. Fringe Benefits	\$1,510
3. Travel	\$800
4. Equipment	\$0
5. Supplies	\$745
6. Contractual	\$2,400
7. Construction	\$0
8. Other	\$5,572
9. Total Direct Charges	\$16,250
10. Indirect Costs: % Base	\$1,750
11. Total (Share: Recipient 50.00 % Federal 50.00 %.)	\$18,000
12. Total Approved Assistance Amount	\$9,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$9,000
15. Total EPA Amount Awarded To Date	\$9,000

**Administrative Conditions**

**1. REIMBURSEMENT LIMITATION**

EPA's financial obligations to the recipient are limited by the amount of federal funding awarded to date as shown on line 15 in its EPA approved budget. If the recipient incurs costs in anticipation of receiving additional funds from EPA, it does so at its own risk.

**2. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES**

**GENERAL COMPLIANCE, 40 CFR, Part 33**

The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements, contained in 40 CFR, Part 33.

**FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D**

A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE (MBE/WBE) participation in procurement under the financial assistance agreements.

**Current Fair Share Objective/Goal**

The award amount of this assistance agreement is \$250,000, or less; or the total dollar amount of all of the recipient's financial assistance agreements from EPA in the current Federal fiscal year is \$250,000, or less. Therefore, the recipient of this assistance agreement is exempt from the fair share objective requirements of 40 CFR, Part 33, Subpart D, and is not required to negotiate a fair share objective/goal for the utilization of MBE/WBEs in its procurements.

**SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C**

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

(a) Require DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

(b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a

minimum of 30 calendar days before the bid or proposal closing date.

(c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

(d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

(e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

**MBE/WBE REPORTING, 40 CFR, Part 33, Sections 33.502 and 33.503**

The recipient agrees to complete and submit EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" beginning with the Federal fiscal year reporting period the recipient receives the award, and continuing until the project is completed. **Only procurements with certified MBE/WBEs are counted toward a recipient's MBE/WBE accomplishments.** The reports must be submitted **semiannually** for the periods ending March 31<sup>st</sup> and September 30<sup>th</sup> for:

Recipients of financial assistance agreements that capitalize revolving loan programs (CWSRF, DWSRF, Brownfields); and

All other recipients not identified as annual reporters (40 CFR Part 30 and 40 CFR Part 35, Subpart A and Subpart B recipients are annual reporters).

**The reports are due within 30 days of the end of the semiannual reporting periods (April 30<sup>th</sup> and October 30<sup>th</sup>). Reports should be sent to:**

**U.S. Environmental Protection Agency – Region I**

**One Congress Street, Suite 1100 (MGM)**

**Boston, MA 02114-2023**

**Attn: Ms. Valerie Bataille, Disadvantaged Business Utilization Program Manager**

**Final MBE/WBE reports must be submitted within 90 days after the project period of the grant ends. Your grant cannot be officially closed without all MBE/WBE reports.**

EPA Form 5700-52A may be obtained from the EPA Office of Small Business Program's Home Page on the Internet at [www.epa.gov/osbp](http://www.epa.gov/osbp).

## **CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302**

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

## **BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)**

Recipients and sub recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

## **3. OPEN COMPETITION**

The assistance recipient agrees to comply with Executive Order 13202 (Feb. 22, 2001, 66 Fed. Reg. 11225 ) of February 17, 2001, entitled "Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects," as amended by Executive Order 13208 (April 11, 2001, 66 Fed. Reg. 18717) of April 6, 2001, entitled "Amendment to Executive Order 13202, Preservation of Open Competition and Government Neutrality Towards Government Contractors' Labor Relations on Federal and Federally Funded Construction Projects."

## **4. HOTEL-MOTEL FIRE SAFETY**

Pursuant to 40 CFR 30.18, if applicable, and 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance (FEMA ID is currently not required), or to find other information about the Act.

## **5. Indirect Costs**

### **STATE AGENCIES**

If the recipient does not have a previously established indirect cost rate, it agrees that it will prepare its indirect cost rate proposal and/or cost allocation plan and in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments."

The recipient must send its proposal to its cognizant federal agency within six (6) months after the close of the governmental unit's fiscal year. If EPA is the cognizant federal agency, the state recipient must send its indirect cost rate proposal within six (6) months after the close of the governmental unit's fiscal year to:

Regular Mail

Financial Analysis and Rate Negotiation Service Center  
Office of Acquisition Management  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW, MC 3802R  
Washington, DC 20460

Mail Courier (e.g. FedEx, UPS, etc.)

Financial Analysis and Rate Negotiation Service Center  
Office of Acquisition Management  
US Environmental Protection Agency  
1300 Pennsylvania Avenue, NW, 6th floor  
Bid and Proposal Room Number 61107  
Washington, DC 20004

Recipients are entitled to reimbursement of indirect costs, subject to any statutory or regulatory administrative cost limitations, if they have a current rate agreement or have submitted an indirect cost rate proposal to their cognizant federal agency for review and approval. Recipients are responsible for maintaining an approved indirect cost rate. Recipients with differences between their provisional rates and final rates are not entitled to more than the award amount, without EPA approval.

Pursuant to 40 CFR 31.26, a recipient agrees to comply with the audit requirements prescribed in the Single Audit Act Amendments, and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

**6. LOBBYING AND LITIGATION - ALL RECIPIENTS**

The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The recipient shall abide by its respective OMB Circular (A-21, A-87, or A-122), which prohibits the use of federal grant funds for litigation against the United States or for lobbying or other political activities.

**7. LOBBYING - ALL RECIPIENTS**

The recipient agrees to comply with Title 40 CFR Part 34, *New Restrictions on Lobbying*. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.

In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such

expenditure.

## **8. MANAGEMENT FEES**

Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

## **9. A-133 AUDIT**

In accordance with OMB Circular A-133, which implements the single Audit Act, the recipient hereby agrees to obtain a single audit from an independent auditor if it expends \$500,000 or more in total Federal funds in any fiscal year. Within nine months after the end of a recipient's fiscal year or 30 days after receiving the report from the auditor, the recipient shall submit a copy of the SF-SAC and a Single Audit Report Package. **For fiscal periods 2002 to 2007 recipients are to submit hardcopy to the following address:**

Federal Audit Clearinghouse  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

**For fiscal periods 2008 and beyond the recipient MUST submit a copy of the SF-SAC and a Single Audit Report Package, using the Federal Audit Clearinghouse's Internet Data Entry System. Complete information on how to accomplish the 2008 and beyond Single Audit Submissions you will need to visit the Federal Audit Clearinghouse Web site:**  
<http://harvester.census.gov/fac/>

## **10. RECYCLING TERM AND CONDITION (1)**

In accordance with Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962) any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth. Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247.

## **11. RECYCLING TERM AND CONDITION (2)**

In accordance with the polices set forth in EPA Order 1000.25 and Executive Order 13423,



Strengthening Federal Environmental, Energy and Transportation Management (January 24, 2007), the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

## **12. SUSPENSION AND DEBARMENT**

Recipient shall fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons)." Recipient is responsible for ensuring that any lower tier covered transaction as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information as required at 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Recipient may access the Excluded Parties List System at [www.epls.gov](http://www.epls.gov). This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

## **13. To implement requirements of Section 106 of the Trafficking Victims Protection Act of 2000**, as amended, the following provisions apply to this award:

- a. We, as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity: (1) is determined to have violated an applicable prohibition in the Prohibition Statement below; or (2) has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in the Prohibition Statement below through conduct that is either: (a) associated with performance under this award; or (b) imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 1532. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in the Prohibition Statement below.
- b. Our right to terminate unilaterally that is described in paragraph a of this award term: (1) implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and (2) is in addition to all other remedies for noncompliance that are available to us under this award.
- c. You must include the requirements of the Prohibition Statement below in any subaward you make to a private entity.

**Prohibition Statement** - You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

#### **14. Unliquidated Obligations Term and Condition: Part 31**

Pursuant to 40 CFR 31.41(b) and 31.50(b), EPA recipients shall submit a final Financial Status Report – also called the SF269 – to EPA's Las Vegas Finance Center (LVFC), within ninety (90) days after the expiration of the budget period end date. Completed SF269s must be faxed to 702-798-2423 or mailed to the following address: USEPA LVFC, P.O. Box 98515, Las Vegas, NV 89193-8515. The LVFC will make adjustments, as necessary, to obligated funds after reviewing and accepting a final Financial Status Report. Recipients will be notified and instructed by EPA if they must complete any additional forms for the closeout of the assistance agreement.

EPA may take enforcement actions in accordance with 40 CFR 31.43 if the recipient does not comply with this term and condition.

#### **15. ASAP METHOD OF PAYMENT**

No payment will be made to the recipient until the executed assistance agreement is returned to the Grants Management Office.

The recipient enrolled in the Automated Standard Application for Payment (ASAP) System should request cash drawdowns based on the recipient's projected cash requirements, not to exceed those amounts necessary for immediate disbursement needs, typically 3 to 5 days.

If the recipient fails to comply with the above conditions the recipient's payment method may be changed to reimbursement.

#### **FEDERAL CASH TRANSACTION REPORT**

The recipient agrees to submit a Federal Cash Transaction Report SF272 and continuation for multiple grants SF272a annually within 15 working days following the end of each calendar year for the reporting period January 1 ending December 31 (not required for international recipients).

Completed reports should be forwarded to the Las Vegas Finance Center (LVFC), P.O. Box 98515, Las Vegas, NV 89193 or faxed to 702-798-2423. For instructions on how to complete this form can be found at the following website:

<http://www.epa.gov/ocfo/finservices/payinfo.htm>

## **Programmatic Conditions**

### **2008 Healthy Communities Grant Program Programmatic Terms and Conditions**

#### **1. FEDERAL INVOLVEMENT**

EPA will be substantially involved in the award activities, including but not limited to: providing technical assistance and programmatic oversight; review/comment on the project's activities and products; and conducting site visits during the project period.

#### **2. FUNDING ALLOCATIONS**

The recipient must use EPA form 190-F-04-001 to request an advance or reimbursement. EPA will disburse the funds to the recipient when a completed EPA form 190-F-04-001 is received, preferably in conjunction with the submission of the quarterly progress reports (described below). All requested funds should be disbursed by the recipient within 3-5 days of receipt. Recipients should discuss project expenditures and payment needs with the EPA Project Officer.

#### **3. KEY PERSONNEL**

In the event of a change in key project personnel (i.e., Director, project manager, project coordinator, outreach worker, etc.), the recipient must inform the EPA Project Officer in writing within 10 days. Key personnel may include any person whose absence will substantially and/or adversely impact the quality or timeliness of the work. The letter to the EPA Project Officer should explain the reason for the change, detail the organization's plan of action for filling the vacancy, how project deliverables will be completed, and the name and telephone number for the interim project contact person.

#### **4. SITE VISITS**

In order to evaluate the adequacy of program progress, the recipient agrees to host a minimum of two (2) site visits with the EPA Project Officer upon request. The project review will include an overview of the project progress to date and project expenditures. The time frame for the project reviews will be negotiated between the recipient (project manager) and the EPA Project Officer.

#### **5. QUARTERLY REPORTS**

The recipient is required to submit a quarterly project progress report to the EPA Project Officer. The report should be at least one page and should follow the format provided by the Project Officer. A format for the quarterly progress report will also be distributed to the grantee at a training session to be conducted for all Healthy Communities grant recipients. The report is to be completed and mailed to the EPA Project Officer by the following dates:

January 30, April 30, July 30 and Oct. 30. Electronic submissions are also acceptable.

## **6. MANDATORY MEETINGS AND CONFERENCES**

The recipient will be required to send representatives to attend the Healthy Communities grantee training, and an End of Year meeting to report on project progress and final results. The dates, times and locations of these meetings will be communicated to the grantee ahead of time and at least one representative from the organization must attend both events.

## **7. FINAL REPORT**

The recipient agrees to submit a draft final report within 30 days after the end of the project period. Once the draft has been reviewed and approved by the EPA Project Officer, the recipient agrees to submit two (2) copies of the Final Report within 90 days after the end of the project period to the EPA Project Officer.

After review of the final report, the EPA Project Officer may request additional information from the recipient. Once an "acceptable final report" has been approved, the EPA Project Officer will keep one copy in the grant file and/or may share copies of the final report with organizations or other interested parties upon request. In addition to the report, the recipient should supply two copies to EPA of all tangible final products that were created for the purposes of the funded project (i.e., videos, research findings, curriculum, presentations, etc.) If an exhibit or slide show was created or an item too large and/or expensive to duplicate, photos or transcripts of the product may be substituted.

## **8. PUBLICATIONS**

EPA encourages the publication of the results of its assistance programs. However, before an assistance recipient may publish these results as an EPA Product, it must comply with EPA's publication review process. The following steps must be completed:

- a. The recipient submits three copies of the material it intends to publish to the EPA Project Officer.
- b. EPA reviews the material and provides the recipient in writing, with any changes it wishes to suggest.
- c. The recipient prepares a revised draft. In so doing, the recipient should make every effort to accommodate the suggestions provided by EPA review.
- d. EPA agrees that the material is appropriate for publication as an EPA document, the recipient must include the following statement:

The information in this document has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to (recipient). It

has been subjected to the Agency's publications review process and has been approved for publication as an EPA document. Mention of trade names or commercial products does not constitute endorsement or recommendation of use.

e. If EPA does not agree that the material is appropriate as an EPA document, the recipient may publish the material for its own use if it includes with the published material the following statement:

Although the information in this document has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to (recipient), it may not necessarily reflect the views of the Agency and no official endorsement should be inferred.

f. EPA also encourages recipients to publish reports independently in refereed journals at any time. (A refereed journal is one which subjects material to review by a panel of experts before publication.) In order to do so, recipients must meet the following requirements:

A. Submit a copy of the material to be published to the EPA Project Officer at the time it is submitted to the journal for publication.

B. After publication, submit three copies of the published material to the EPA Project Officer.

C. Include the following statement in the published material:

Although the information in this document has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to, (recipient), it has not been subjected to the Agency's publications review process and therefore, may not reflect the views of the Agency and no official endorsement should be inferred.

## **9. REQUIRED DOCUMENTATION FOR CLOSEOUT AND FINAL PAYMENT**

Within 90 days after the end of the project period, the recipient agrees to submit a Financial Status Report using Standard Form 269, and a MBE/WBE utilization report, using EPA Form 5700-52A. Both reports document how the Federal share of funds was utilized and will be provided at the Grantee Training. In order to receive the remaining balance of funds, EPA form 190-F-04-001 must also be submitted.

## HEALTHY COMMUNITIES GRANT PROPOSAL

**Organization Name:** Vermont Department of Environmental Conservation  
**Project Title:** Outreach to Ethnic and Tribal Communities Regarding Mercury in Fish

### Narrative Overview

#### **a. The Organization**

The Vermont Department of Environmental Conservation (DEC) has been working with representatives on the Advisory Committee on Mercury Pollution (ACMP), and staff of the Vermont Department of Health (VDH) to plan coordinated efforts to increase awareness in Vermont about the health risks in association with the consumption of fish that contain mercury.

DEC's Mercury Education and Reduction Coordinator has been responsible for overseeing mercury-added product labeling and mercury education and reduction efforts for the past nine years. This position has conducted many statewide outreach efforts at the community level and has worked extensively with the Vermont Department of Health programs to educate sensitive populations and the general public on fish consumption advisories.

The goals of this project are to: (1) educate sensitive populations who consume fish as a staple in their diet; (2) evaluate individual ethnic and tribal communities to more specifically tailor mercury fish advisories according to cultural fish consumption and language barriers; and (3) reduce the percentage of ethnic and tribal women of childbearing age, with mercury body burden exceeding FDA/EPA levels.

Through a previous EPA PBT grant in 2004 (Outreach to Sensitive Populations, Grant #X1-98190101), DEC developed goals, objectives and tasks to improve outreach to sensitive populations on consumption of mercury contaminated fish. The project was completed in September 2007 with the successful development and dissemination of advisory materials (including over 27,500 mercury fish cards) that were made readily available across the state primarily through healthcare providers, schools and childbirth educators. Re-order cards for these materials are still being utilized for resupplying inventories for distribution to sustain the program. VDH has replaced its previous education materials with the products developed during this grant. VDH and DEC jointly compiled and analyzed results from a two-year survey of parents of newborns to better understand what Vermonters know about the advisories, how they learned of advisories and resulting fish consumption behaviors. From this grant an animated video was also developed for use in schools to educate students about all aspects of mercury. This video was duplicated for use in EPA Region 3 and is available on line at [www.mercvt.org](http://www.mercvt.org). Semi-annual reports and a final report were filed on time as required by EPA to describe the project outcomes, together with copies of all materials produced for distribution. All grant monies were successfully utilized and dispersed during the grant project period.

#### **b. The Partners**

The successful fulfillment of this grant, should it be awarded, necessitates the collaboration with the Vermont Department of Health (VDH) and the Vermont Department of Fish and Wildlife.

VDH already has many established programs to specifically meet the health needs of various ethnic and tribal communities. Their work with these communities as it relates to mercury fish consumption advisories has been limited because of budget constraints. Distribution of language-related materials in the past has solely been through Women, Infants and Children (WIC) clinics and upon demand. The most recent work through the previous grant opened many doors to understanding the needs of these ethnic and tribal communities with a realization that their needs were not being met. Although VDH does not have the funding to implement effective outreach to these populations, they do have the expertise.

Dr. Bill Bress, Vermont state toxicologist, has worked with DEC not only through the previous grant but also as a member of the ACMP. Dr. Bress conducted many Hospital Grand Rounds (training in hospitals for doctors) related to this issue as a part of the PBT grant mentioned above. He will continue that work as needed and also be a part of this program through train-the-trainer projects for various lay community health leaders and through possible partnership with an Area Health Education Center (AHEC). Dr. Bress works with VDH Community Public Health District Offices to disseminate mercury advisory information and will be a technical advisor for the project regarding the scientific correctness of various language brochures. DEC along with Dr. Bress will be coordinating with the VDH marketing personnel to achieve the outreach goals associated with brochure development.

Kathleen Hall, Refugee Health Coordinator and Health Improvement Administrator, is also Vermont Department of Health's Limited English Proficiency (LEP) representative for the Agency of Human Services. Ms. Hall will assist with ensuring that the process of outreach to LEP communities uses a participatory approach. This participatory approach will include: (1) identification of informal leaders in target communities and (2) meetings between VDH/DEC staff and informal leaders. The goal is that all parties share in the ownership of the message being communicated and the process by which the message is communicated to community members. Ms. Hall brings many connections to this program by her work with varying ethnic and tribal communities and her connections with programs affiliated with these communities as well as corresponding VDH programs (such as Refugee Resettlement, Minority Health, Tribal District Coordinators, and Area Health Education Centers).

A participatory action approach will be used by VDH to identify and engage community partners. Community-based organizations that work directly with limited English proficient populations will be approached and staff within those organizations will be identified. VDH will facilitate meetings with these community partners during which the project's message (the health effects of mercury and how to avoid mercury consumption through safer fish choices) will be articulated. Community members will build consensus on how to phrase the message and the methods by which the message will be disseminated. Finally, community partners will serve as conduits through which the message is disseminated throughout their agencies, serving as the trainers of other staff and members of the public within their own agencies.

Other partnerships through WIC clinics currently serviced by VDH district offices will be established to determine the needs of their patients. Materials will continue to be distributed utilizing existing connections through VDH district office representatives.

All VDH representatives have made a commitment to this project and those listed above have dedicated their time to its success. VDH is anxious for the opportunity to more adequately serve ethnic and tribal populations as it is the goal of their Department to provide information and education to Vermont citizens related to fish consumption and its related health risks. VDH budget constraints have been a detriment in achieving this goal.

Fish and Wildlife will assist in fish identification during evaluations of test groups. They will be utilizing their knowledge of fish species, and locations of fish in water bodies associated with various pockets of populations to better formulate the final advisories. In addition, the Vermont Fish and Wildlife Department has an aquatic resource education program that focuses on introducing people of all ages to fishing and aquatic resources, with an emphasis on families. The Department strongly believes that fishing is more than just catching fish, and feels obligated to teach people this. Fishing gives people a chance to re-connect with the land, experiencing the outdoors in a healthy, happy and ethical manner. Fishing education teaches participants this, along with developing an understanding for the sport and the natural resources it depends upon. The "Let's Go Fishing" program is designed to use trained volunteers to carry out hands-on workshops that focus on four themes: (1) fishing skills/techniques; (2) tackle craft; (3) aquatic ecology and management; and (4) ethics. This "Let's Go Fishing" program will help educate individuals in the Refugee Resettlement Center in Burlington, Vermont on all of these critical elements needed to ensure that fishing among the participants will be sustainable. As a part of this grant, each participant will be provided fishing tackle (purchased through the Aquatic Resources Education Program under a special state discount program) and a license for the first year. Fish identification listed on the mercury fish advisory card will be compared to fish caught so that participants will have a hands-on learning experience so they can make good choices when catching and choosing fish from Vermont waters.

### c. The Project Overview

The objective of this project is to focus on specific sensitive populations (women of childbearing age, pregnant women, young children, and populations that consume fish as a staple in their diet) and provide essential communication on fish consumption in order to reduce the exposure of Vermont's sensitive populations to mercury. In addition, the goal of this project is to educate many of these same populations who consume fish as a staple in their diet to reduce mercury exposure risks to tribes and other ethnic communities to improve health. This project will also target specific language needs within Vermont's population that may not understand the message due to language barriers.

Recently, Vermont's fish advisories were updated because of new data regarding mercury levels in fish. The multi-language advisories are now outdated due to new advisory information, and the seven VDH targeted language translations have not been updated because of lack of funding.

A steering committee will be formed with various partners during the process to discuss and evaluate progress and how to move forward to achieve the necessary goals. This project will address Capacity Building on Environmental and Public Health Issues by addressing current deficiencies in conveying the message as follows:

- Communicating accurate information to ethnic communities:

In our previous EPA PBT grant there was a small amount of funding allocated in which to begin work with tribal and ethnic populations. For communities other than tribal communities, we worked primarily through the Refugee Resettlement Center in Burlington, Vermont. What appeared to be a straightforward approach to simply the distribution of existing multi-language materials, proved to be an inadequate method to meet the needs of the targeted communities.

During our previous grant project, we learned more about the cultures we were trying to reach. For instance, we learned that some cultures did not know how to fish in the conventional "American" way, but in fact trapped their fish for consumption; consequently, the advisories were insignificant to them. We also significantly identified that many other ethnic groups could not identify the fish in the advisory by the associated "Vermont" fish name. Even Americans from different regions of the country will often name the fish with different names to identify the same fish. Because of this, the advisories, as they were previously presented, still did not effectively convey the message.

In addition, studies through other states and regions have concluded that fish consumption is sometimes defined by the culture. Many Asian communities commonly consume fish that can be presented whole and fit easily on the size of a dinner plate. Portraying fish purchased in the supermarket as a filet photo does not identify culturally with the audience.

Each ethnic community will be individually contacted and evaluated. Group and one-on-one interviews utilizing interpreters will be established to help identify fish types and proper cultural names. Evaluations will also be made on the needs of various language translations that may entail dropping some translations and/or adding others.

Along with this, advisories will be re-developed and translated into languages in new formats, which will include visual illustrations of the fish. Other methods such as replacing wording with symbols to achieve clearer understanding of the message may be used. The end products may be a brochure, or a combination of products such as PowerPoint presentations to be utilized by lay community leaders as needed to effectively relay the message. Test groups will be formed using draft materials to identify clarity of the message and possible changes needed.

Various ethnic populations will be identified who do not know how to fish by conventional methods. We anticipate 20 participants from various groups who can be equipped, taught, and licensed to fish in Vermont.



- Distribution of materials:

Previous translations of fish consumption advisories were distributed solely through WIC clinics and upon request, thus not serving those sensitive populations that do not utilize the WIC services or are not aware due to language barriers that the information is available. Many low-income populations utilize federally qualified health centers where translated materials will be made available and these locations and other locations, based on what is discovered during our communications with the individual ethnic groups.

Targeted mailings to physicians' offices will be made to identify, through return order postcards, the various translation needs for patients. We will be partnering with WIC clinics in each district through VDH and also working through the Refugee Resettlement Programs and various ethnic communities affiliated with these programs to distribute materials. There are various Vietnamese organizations, primarily in the Burlington area, that will be targeted for material distribution due to the higher levels of mercury in fish in Lake Champlain, which borders the Burlington area.

The Refugee Resettlement Program has monthly events whereby various ethnic groups have gatherings with cultural foods and guest speakers (and interpreters) to discuss issues that may directly affect them. We will be attending these events. Through many Asian communities, we found this to be a viable avenue to reach the elders of the population who most commonly influence the actions of the younger pregnant women, nursing mothers and young children.

- Reaching effective and significant tribal contacts:

The Abenaki is the only remaining tribe in Vermont and the tribe primarily speaks English. The barrier to reaching this tribe with outreach materials related to fish consumption in our previous grant efforts has been making connections with key contacts within the tribe. VDH has identified a Minority Health contact in the northeast region of the state as well as two District Directors, one in the northwest region and the other in the Burlington area that specifically work with the Abenaki tribes. We will also be utilizing contacts through the Abenaki self-help representative on the Advisory Committee for Mercury Pollution. Through our previous EPA grant there were two other connections made that will be re-established: one through a small tribe in the northwest and the other through a tribal educational group in the northeast. At minimum, 2,000 advisories will be distributed through tribal channels along with the availability of re-order cards.

Through our work with these new contacts, we will make an effort to tap into other tribal events such as pow wows and other meetings. We plan to set up a mercury fever thermometer exchange as an opportunity to present the message relating to fish consumption advisories as well as recycling opportunities for fluorescent bulbs and mercury thermostats. A fever thermometer exchange was conducted across the state in 2001 with an overwhelming response. We believe a targeted thermometer exchange with the Abenaki tribe will serve as an effective tool to raise mercury awareness.

#### **d. Project Deliverables and Results**

Short-term outcomes will be to provide educational materials to sensitive population communities in their own languages to reduce mercury exposure risks from fish consumption. Long-term goals will be to increase knowledge within these communities related to making wise choices for fish consumption and ultimately changing behaviors. The communities to be addressed are those who consume large quantities of fish as a staple in their diets, women of childbearing age and young children. Other long-term goals will be to establish lay community leaders and other key contacts (including VDH) that will continue to provide the message within their communities and sustain the program.

- A minimum of 10,000 language specific fish consumption advisories will be distributed through various partnerships with and outside of VDH, with a goal of at least 2,000 to be disseminated to the Abenaki tribe.

- A report on the process of development and distribution of train-the-trainer materials will be prepared.
- Data will be maintained on the number of brochures or other forms of materials disseminated to various ethnic and tribal populations. Records on train-the-trainer meetings will be maintained identifying the population targeted, the trainers that were recruited and their willingness to sustain the outreach.
- Data from the final results of the grant will be provided, at minimum, to the Vermont Advisory Committee on Mercury Pollution, the NEIWPC Mercury Fish Workgroup and the mercury task force of the New England Governors and Eastern Canadian Premiers.
- 20 key ethnic community persons will be taught to fish, supplied with basic fishing equipment and provided a Vermont fishing license for the year.

DEC's previous EPA grant provided data for a two-year survey of women of newborns on knowledge of the advisories and their fish consumption habits during pregnancy. The data were collected by DEC and analyzed by VDH and the information provided to the EPA and presented at the National Contaminants in Fish Conference, the Vermont Advisory Committee on Mercury Pollution, NEIWPC Mercury Fish Workgroup, and at the annual mercury task force meeting of the New England Governors and Eastern Canadian Premiers. Also the final EPA report identified the quantities of materials distributed over the entire period of the grant.

#### **e. Project Evaluation**

Language-specific test groups, assembled by VDH, will be interviewed during the development of the advisories to determine whether the draft materials are comprehensive.

A collaborative effort will be made during the process by the project partners: **Dr. Bill Bress** will be consulted to provide an evaluation of the advisory message contained in the materials; **Kathleen Horton**, VDH marketing, will evaluate the visual and verbal effectiveness of the message; **Kathleen Hall**, VDH LEP will determine the literacy of the translation; and **Fish and Wildlife** will verify the correctness of the fish identification.

A final report will be provided to EPA identifying the outcomes of this effort along with any challenges during and after implementation of the program.

Project coordinators will be appointed through the deliberations of the steering committee established during this project to sustain and maintain distribution of materials and information through various channels. Relationships established through the work of this project will be maintained to keep channels of communication open to address the needs of various communities. The Vermont Advisory Committee on Mercury Pollution will be updated on the progress and sustained efforts of this program at least annually, and information relating to outreach to sensitive populations will be included in its annual report to the Legislature. The achievements of this project will be posted on the Vermont Mercury Education and Reduction web site.

#### **f. Budget**

The primary use of this budget (\$9,000) will be for development, dissemination and printing of mercury fish advisory materials for ethnic and tribal communities in Vermont. There is no current funding for these efforts. Printing will be primarily for 12,000 full color, card stock, two sided fish advisory cards as well as post cards mailed to doctor's offices. An approximate amount of \$2,400 will be needed for contracting the language translations and interpretations during the development process. Funding of \$700 will provide fish licenses and equipment for 20 participants. The majority of the remaining monies will be used for printing, postage and reproduction of various materials used for direct distribution and/or training materials to be utilized for future trainers and community lay leaders. Training materials may include PowerPoint presentations provided on CDs with accompanying printed materials. The Agency match will fund the staff time necessary to implement this program.