

JFO 2483



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: March 18, 2011  
Subject: JFO #2483, #2484, #2485, #2486, #2488, #2489, #2490, #2491

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

**JFO #2483** — \$194,800 grant from the U.S. Department of Housing and Urban Development (HUD) to the Vermont Department of Economic, Housing and Community Development. These funds will be used to support repair and restoration work on 13 landmark historic buildings around the state.  
*[JFO received 2/09/11]*

**JFO #2484** — \$561,915 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to establish an evidence-based nurse home visiting program for families with young children who are identified to be “at risk” by pre-set parameters. This grant is awarded under the Affordable Care Act. **One limited service position is associated with this request.**  
*[JFO received 2/09/11]*

**JFO #2485** — \$211,840 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant funds two modules for the Vermont Automated Notification Service (VANS) to provide services to victims of domestic violence, and expand services currently available to victims.  
*[JFO received 2/09/11]*

**JFO #2486** — \$420,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to expand the capacity of the Office of Minority Health by funding **one limited service position.**  
*[JFO received 2/09/11]*

**JFO #2488** — \$1,250,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to establish evidence-based comprehensive sexuality education for high risk and vulnerable youth in Vermont. This grant is awarded under the Affordable Care Act. **One limited service position is associated with this request.**  
*[JFO received 2/14/11]*

**JFO #2489** — \$2,803,443 grant from the U.S. Department of Health and Human Services to the Vermont Department of Children and Families. These funds will be used to implement the Learning Together Program, a parent training initiative for adolescent parents and parents-to-be.  
[JFO received 2/14/11]

**JFO #2490** — \$48,505 grant from the U.S. Department of Agriculture to the Vermont Department Education. These funds will be used to provide grants to low-income designated schools for investment in their food service programs.  
[JFO received 2/14/11]

**JFO #2491** — \$33,393,402 grant from the U.S. Department of Commerce to the Vermont Telecommunications Authority (VTA). These funds will be used to construct an approximately 770 mile fiber optic communications network designed to provide high-capacity connections to specific community anchor institutions.  
[JFO received 2/23/11]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Noelle MacKay, Commissioner  
Harry Chen, Commissioner  
Andrew Pallito, Commissioner  
Dave Yacovone, Commissioner  
Armando Vilaseca, Commissioner  
Chris Campbell, Executive Director



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: February 10, 2011  
Subject: Grant Requests

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

**JFO #2483** — \$194,800 grant from the U.S. Department of Housing and Urban Development (HUD) to the Vermont Department of Economic, Housing and Community Development. These funds will be used to support repair and restoration work on 13 landmark historic buildings around the state. *[JFO received 2/09/11]*

**JFO #2484** — \$561,915 grant from the U.S. Department of Health and Human Services to the Vermont Health. These funds will be used to establish an evidence-based nurse home visiting program for families with young children who are identified to be “at risk” by pre-set parameters. This grant is awarded under the Affordable Care Act. *[JFO received 2/09/11]*

**JFO #2485** — \$211,840 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant funds two modules for the Vermont Automated Notification Service (VANS) to provide services to victims of domestic violence, and expand services currently available to victims. *[JFO received 2/09/11]*

**JFO #2486** — \$420,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to expand the capacity of the Office of Minority Health by funding **one limited service position**. *[JFO received 2/09/11]*

**JFO #2487** — Request to establish **one limited service position** in the Department of Economic, Housing and Community Development (DEHCD). This position will be funded through a grant previously approved by the Joint Fiscal Committee (JFO #2325, approved June 4, 2008). The original grant is for the Barns Census Project. This position was not requested as par of the original submission to JFC because DEHCD envisioned using a contractor for this work. DEHCD subsequently learned that a limited service position was the appropriate staffing mechanism. **Expedited review of this item has been requested. Joint Fiscal Committee members will be contacted by February 24 with a request to waive the statutory review period and accept this item.** *[JFO received 2/09/11]*

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto: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 February 24 we will assume that you agree to consider as final the Governor's acceptance of these requests.

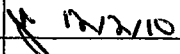
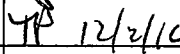
cc: James Reardon, Commissioner  
Noelle MacKay, Commissioner  
Harry Chen, Commissioner  
Andrew Pallito, Commissioner

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

Agency of Administration

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

**STATE OF VERMONT**  
**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		This grant is for an Economic Development Initiative (EDI) Special Project Historic Preservation Grant. The Historic Preservation Division plans to subgrant the funds for 13 landmark historic buildings across the state for repair and restoration work. Individual subgrants will be \$13,907 each.			
<b>Date:</b>		11/23/2010			
<b>Department:</b>		Department of Economic and Community Development			
<b>Legal Title of Grant:</b>		Economic Development Initiative - EDI Special Project			
<b>Federal Catalog #:</b>		14.251			
<b>Grant/Donor Name and Address:</b>		U.S. Department of Housing and Urban Development (HUD) Congressional Grants, Community Planning and Development, 451 Seventh St. SW, Washington, DC 20410			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		10/15/2010	10/15/2012		
<b>Grant/Donation</b>		\$194,800			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$65,628	\$129,172	\$	\$194,800	
<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>			
	0				
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>			 12/2/10		(Initial)
<b>Secretary of Administration</b>			 12/2/10		(Initial)
<b>Sent To Joint Fiscal Office</b>					Date 12/8/10

**RECEIVED**  
 FEB 08 2011  
**JOINT FISCAL OFFICE**

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

Agency of Commerce and  
Community Development

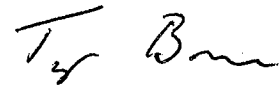
## MEMO

**To:** Neale F. Lunderville, Secretary of Administration

**From:** Tayt Brooks, Commissioner  
Department of Economic, Housing and Community Development  
Agency of Commerce and Community Development

**Date:** November 15, 2010

**Re:** Grant Acceptance Request for EDI Historic Preservation Grants



Enclosed please find a Request for Grant Acceptance Form AA-1 from the Division for Historic Preservation for accepting a \$194,800 federal Economic Development Initiative Special Project grant: **EDI Historic Preservation Grants**. We request that the application be reviewed at the December 2010 Joint Fiscal Committee meeting.

The Division received the \$194,800 EDI grant from HUD, through an appropriation requested by Senator Bernie Sanders. The Division plans to subgrant the funds to 13 landmark historic buildings around the state (list enclosed) for needed repair and restoration work. All projects will be competitively bid and will meet preservation guidelines, the *Secretary of the Interior's Standards for Rehabilitation*. It is expected that the grant will directly provide 1,820 days of employment for skilled carpenters, masons, roofers, painters and laborers who will be carrying out the work. A small amount of the grant, 7.19%, will be used for a consultant to provide grant administration assistance to subgrantees, many of whom do not have the capacity to easily administer federal funds.

The federal appropriation was part of the Consolidated Appropriations Act, 2010 (P.L. 111-117) that was signed into law on December 16, 2009. On April 21, 2010, the Division received official notice of the appropriation, and materials to apply for the grant, a required post-appropriation part of the process. After numerous technical difficulties with the on-line grant application, the Division submitted the SF-424 Application for Federal Assistance on September 10. HUD approved the Application by e-mail on October 15. We are awaiting the final award documents in the mail and will submit them as soon as they are received. In order to meet the AA-1 schedule for review in December, we were advised by JFO staff to submit the enclosed package now and submit the final award documents as soon as possible.

The list of subgrantees was derived from a list of "shovel-ready" projects that the Division developed in 2009 to convey historic preservation project needs to the Legislature in the context of possible state stimulus funding for preservation projects (which did not materialize). Senator Sanders' office chose



the projects from that list. Each subgrant recipient will receive \$13,907. Cash match is not required, although many of the recipients will be spending more than the amount of the grant to carry out the work.

The grant-funded repair and restoration work will be carried out in the 2011 construction season. Since the season spans two state fiscal years, and since the grant funds will be disbursed upon completion of grant work, the disbursements of the subgrants will occur in SFY11 and SFY12. The budget in the AA-1 anticipates that 4 projects will close out in SFY11 and the rest in SFY12. If any of the subgrantees are unable to use the EDI-Special Grant, the Division may substitute a project on another historic building or increase the per building grant amount.

Included with the AA-1 form are copies of some background materials that give more detail on the EDI Historic Preservation Grants project:

- The initial notification of the appropriation from HUD
- The SF-424 Application for Federal Assistance form that the Division submitted to HUD
- A spreadsheet with the name, location, award, cost and description of subgrant projects
- An environmental review conditional clearance letter dated September 10, 2010
- HUD e-mail re: approval of EDI award
- ACCD Project Approval form

We plan to commence the project as soon as the Grant Acceptance Request is approved. Grant agreements and detailed scopes of work will be developed over the winter and projects will go out to bid in late winter for construction in the spring, summer and fall of 2011.

Please feel free to contact Nancy Boone at 828-3045 if you have any questions regarding this Request. Thank you very much for your assistance.



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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>	Commerce and Community Development			
<b>2. Department:</b>	Economic, Housing and Community Development -- Division for Historic Preservation			
<b>3. Program:</b>	EDI Historic Preservation Grants			
<b>4. Legal Title of Grant:</b>	Economic Development Initiative - EDI Special Project			
<b>5. Federal Catalog #:</b>	14.251			
<b>6. Grant/Donor Name and Address:</b>	U.S. Department of Housing and Urban Development (HUD) Congressional Grants, Community Planning and Development 451 Seventh St., SW Washington, D.C. 20410			
<b>7. Grant Period:</b>	<b>From:</b>	10/15/2010	<b>To:</b>	10/15/2012
<b>8. Purpose of Grant:</b>	The EDI Special Project grant will be used to fund repair and restoration of 13 landmark historic buildings owned by municipalities and non-profit organizations throughout the state of Vermont. It is expected that the expenditure will directly provide 1,820 days of employment for skilled carpenters, masons, roofers, painters and laborers. A small amount of the grant, 7.19%, will be used for a personal services contract to provide grant administration assistance to the sub-grantees.			
<b>9. Impact on existing program if grant is not Accepted:</b>	Needed restoration work will be delayed or not done on important public buildings. Out-of-work building tradespeople will not have the opportunity to be employed on these projects.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2011	FY 2012	FY	
Personal Services	\$10,000	\$4,009	\$	
Operating Expenses	\$	\$	\$	
Grants	\$55,628	\$125,163	\$	
<b>Total</b>	<b>\$65,628</b>	<b>\$129,172</b>	<b>\$</b>	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$65,628	\$129,172	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$65,628</b>	<b>\$129,172</b>	<b>\$</b>	
<b>Appropriation No:</b>	7110010140	<b>Amount:</b>	\$194,800	

REC'D NOV 19 2010

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

		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total</b>	\$194,800

**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: Tayt Brooks Agreed by: T B (initial)

<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
	0	
<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/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):	<b>Signature:</b> <u>T B</u>	<b>Date:</b> <u>11/15/10</u>
	<b>Title:</b> <u>DEHCD Commissioner</u>	
	<b>Signature:</b>	<b>Date:</b>
	<b>Title:</b>	

**14. SECRETARY OF ADMINISTRATION**

Approved: (Secretary or designee signature) T B Date: 12/2/10

**15. ACTION BY GOVERNOR**

Check One Box: Accepted (Governor's signature) [Signature] Date: 12/7/10

Rejected

**16. DOCUMENTATION REQUIRED**

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

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

End Form AA-1



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

APR 21 2010

Ms. Giovanna Peebles  
Preservation Officer  
Vermont Division for Historic Preservation  
One National Life Drive, North Building  
Montpelier, VT 05620-3377

RECEIVED  
APR 23 2010

BY:.....

Dear Ms. Peebles:

The Consolidated Appropriations Act, 2010 (P.L. 111-117 ) (the Act), signed into law by President Obama on December 16, 2009, provided the Department of Housing and Urban Development (the Department) with Economic Development Initiative (EDI) funds for certain special projects specified in the Conference Report accompanying the Act (H.R.111-366). The following project was specified in the Conference Report to receive grant funding in the listed amount:

<b>Project Description:</b>	Vermont Division for Historic Preservation, Montpelier, VT for preservation of historic assets
<b>Grant Amount:</b>	\$194,800
<b>Grant Number:</b>	B-10-SP-VT-0378

All materials necessary to apply for the grant listed above are enclosed. In order to access these grant funds, an application must be completed and returned to the Department as explained in the Application Kit. Upon receipt of your completed application, the Department will review it for consistency with the intent of Congress and notify you regarding any questions about the application.

**Environmental Review Requirements**

Under the environmental review requirements for this grant, you may not take any actions nor commit any HUD or any non-HUD funds that would cause actions that are choice-limiting among reasonable alternatives or would produce an adverse environmental impact before HUD has approved the environmental certification of compliance, and the request for release of funds. Therefore, you are encouraged to commence the environmental review process for your project as soon as possible. Please carefully review the detailed information on these environmental requirements provided in Attachment IV of the Application Kit before proceeding with your application or with any project related activities.

The Application Kit directions require that you prepare a simple, line item project budget that identifies only the use of the EDI funds. Please keep the above administrative and operational cost limitations established by Congress in mind as you prepare the project budget.

**Limitations on the Use of Funds for Projects Involving Eminent Domain**

The Act also provides that no funds made available under the Act may be used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For purposes of this provision, public use shall not be construed to include economic development that primarily benefits private entities.

**Submission of Applications**

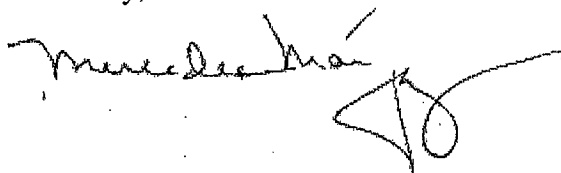
EDI grant applicants may submit their application electronically, through the federal government's grants.gov website. While applicants will also retain the option of submitting their FY2010 grant application in paper form, the Department strongly encourages applicants to submit their applications electronically.

Instructions for submitting your FY2010 EDI grant application electronically are included in ATTACHMENT I of this Application Kit. All questions regarding the electronic submission of your application should be directed to the Department's Office of Departmental Grants Management and Oversight, at (202) 402-2206. Instructions for submitting a paper application are included in ATTACHMENT II of this Application Kit.

If you or your staff have any questions regarding the Application Kit or your grant in general, please contact, Tracy Garner, Congressional Grants Division, at (202) 402-4701, or by fax at (202) 708-7543, or by e-mail at [Katressa.L.Garner@hud.gov](mailto:Katressa.L.Garner@hud.gov).

The Department looks forward to assisting you in the successful implementation of your project.

Sincerely,



Mercedes Márquez  
Assistant Secretary for Community  
Planning and Development

Enclosure

**EXHIBIT A**

GRANT #	PROJECT	TOWN	AWARD	PROJECT COST	PROJECT DESCRIPTION
1	Athenaeum	St. Johnsbury	13,907	\$30k	Restoration of skylights- 2 phases -
2	Richmond Town Center	Richmond	13,907	\$50-75k	Entrance Portico
3	Yellow Barn	Arlington	13,907	\$25k	Replace failed concrete block foundation with poured concrete
4	Latchis Theater	Brattleboro	13,907	\$300k	Restoration of the Theater
5	Enosburg Opera House	Enosburg	13,907	\$15k	Repair of windows and doors, repointing foundation.
6	NEK Community Action Building	Newport	13,907	\$110k	Repair/replace deteriorated copper gutters (\$10k+). Repair slate roof (\$100k+).
7	Memorial Hall	Calais	13,907		Restoration of the Hall
8	Burnham Hall	Lincoln	13,907	\$28k	Repair concrete window sills, stucco, dormers, and oval windows in portico
9	Old Alburg Firehouse	Alburg	13,907		Repair windows
10	Kimball Public Library	Randolph	13,907		Restoration of the Library
11	Norton Town Hall	Norton	13,907		Install period schoolhouse light fixtures, repair windows.
12	Worcester Town Hall	Worcester	13,907	\$20k	Need exterior painting (\$15k), foundation ventilation hole repair, floor refinishing, window repair (\$5k)
13	Poverty Law Center, VLS	Royalton	13,907	\$2 million	Old Freck's Dept Store
<p><b>Federal Appropriations of \$194,800.00 will be distributed as follows: \$14,009.00 for grants administration - \$180,791.00 to be divided among 13 approved projects for a total of \$13,907.00 for each project.</b></p>					

State of Vermont  
Division for Historic Preservation  
One National Life Drive, Floor 2  
Montpelier, VT 05620-1201  
www.HistoricVermont.org

[phone] 802-828-3211  
[Division fax] 802-828-3206

Agency of Commerce and  
Community Development

September 10, 2010

U.S. Department of Housing  
And Urban Development  
Community Planning and Development  
Washington, D.C. 20410

**Re: Environmental Requirements for  
Preservation of Historic Assets Grants, Multiple Towns, Vermont  
HUD Grant #B-10-SP-VT-0378**

To Whom It May Concern:

Thank you for the opportunity to comment on the above-referenced projects involving the Department of Housing and Urban Development.

The Division for Historic Preservation is reviewing these proposed undertakings pursuant to 36 CFR 800.4, regulations established by the Advisory Council on Historic Preservation to implement Section 106 of the National Historic Preservation Act. Project review consists of identifying the project's potential impacts to historic buildings and structures, historic districts, historic landscapes and settings, and to known or potential archeological resources.

The proposed project involves the restoration of thirteen historic buildings throughout the state of Vermont. The projects are as follows:

	Location	Project Name	Project Description
1.	St. Johnsbury	Athenaeum	Restore two gallery skylights
2.	Richmond	Town Center Building	Restore entrance portico
3.	Arlington	Yellow Barn	Repair failed foundation
4.	Brattleboro	Latchis Theater	Building rehabilitation
5.	Enosburg	Opera House	Repair widows and doors; repoint foundation
6.	Newport	NEKCA Building	Repair copper gutters and slate roof
7.	Calais	Memorial Hall	Building rehabilitation
8.	Lincoln	Burnham Hall	Repair windows, dormers and stucco
9.	Alburg	Old Alburg Firehouse	Repair windows
10.	Randolph	Kimball Public Library	Building rehabilitation
11.	Norton	Town Hall	Install period fixtures and repair windows
12.	Worcester	Town Hall	Paint exterior, refinish floors and repair windows
13.	Royalton	Poverty Law Center	Rehabilitate old Freck's Department Store



## Boone, Nancy

---

To: Nancy Boone  
Subject: FW: 10-EDI-SP

-----Original Message-----

From: McNally, Francis P [<mailto:Francis.P.McNally@hud.gov>]  
Sent: Friday, October 15, 2010 9:05 AM  
To: Kelly, Holly A; McInerney, Diane  
Cc: Garner, Katressa L  
Subject: RE: Sanders Grant - 10-EDI-SP

Your application has been approved and you should be receiving award documents from this office in approximately 2-3 weeks.

Frank McNally  
Director  
Congressional Grants Division, Rm 7146  
US Department of Housing and Urban Development  
451 7th Street SW  
Washington DC 20410  
P: (202)402-7100  
F: (202)708-7543

-----Original Message-----

From: Kelly, Holly A  
Sent: Thursday, October 14, 2010 7:22 PM  
To: McInerney, Diane  
Cc: McNally, Francis P; Garner, Katressa L  
Subject: RE: Sanders Grant - 10-EDI-SP

Ms. McInerney:

Your email message has been forwarded to the Congressional Grants Division for response.

Thank you.

Holly A. Kelly

---

From: McInerney, Diane [[Diane.McInerney@state.vt.us](mailto:Diane.McInerney@state.vt.us)]  
Sent: Thursday, October 14, 2010 7:16 AM  
To: 'holly.kelly@hud.gov'  
Subject: Sanders Grant - 10-EDI-SP

Holly,

I was wondering if what the status of our grant application might be, if you are the person I should be contacting. Please let me know if there is someone else I should be asking or if you have this information. Thanks!

Grant # B-10-SP-VT-0378

Diane McInerney

Executive Administrative Assistant





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

Agency of Administration

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

**STATE OF VERMONT**  
**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		This grant is for an Economic Development Initiative (EDI) Special Project Historic Preservation Grant. The Historic Preservation Division plans to subgrant the funds for 13 landmark historic buildings across the state for repair and restoration work. Individual subgrants will be \$13,907 each.			
<b>Date:</b>		11/23/2010			
<b>Department:</b>		Department of Economic and Community Development			
<b>Legal Title of Grant:</b>		Economic Development Initiative - EDI Special Project			
<b>Federal Catalog #:</b>		14.251			
<b>Grant/Donor Name and Address:</b>		U.S. Department of Housing and Urban Development (HUD) Congressional Grants, Community Planning and Development, 451 Seventh St. SW, Washington, DC 20410			
<b>Grant Period:</b>	<b>From:</b>	10/15/2010	<b>To:</b>	10/15/2012	
<b>Grant/Donation</b>		\$194,800			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$65,628	\$129,172	\$	\$194,800	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>				<i>MM</i>	(Initial)
<b>Secretary of Administration</b>				<i>JP</i>	(Initial)
<b>Sent To Joint Fiscal Office</b>					<b>Date</b> 12/8/10

**RECEIVED**  
 FEB 08 2011  
**JOINT FISCAL OFFICE**



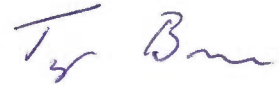
## MEMO

**To:** Neale F. Lunderville, Secretary of Administration

**From:** Tayt Brooks, Commissioner  
Department of Economic, Housing and Community Development  
Agency of Commerce and Community Development

**Date:** November 15, 2010

**Re:** Grant Acceptance Request for EDI Historic Preservation Grants



Enclosed please find a Request for Grant Acceptance Form AA-1 from the Division for Historic Preservation for accepting a \$194,800 federal Economic Development Initiative Special Project grant: **EDI Historic Preservation Grants**. We request that the application be reviewed at the December 2010 Joint Fiscal Committee meeting.

The Division received the \$194,800 EDI grant from HUD, through an appropriation requested by Senator Bernie Sanders. The Division plans to subgrant the funds to 13 landmark historic buildings around the state (list enclosed) for needed repair and restoration work. All projects will be competitively bid and will meet preservation guidelines, the *Secretary of the Interior's Standards for Rehabilitation*. It is expected that the grant will directly provide 1,820 days of employment for skilled carpenters, masons, roofers, painters and laborers who will be carrying out the work. A small amount of the grant, 7.19%, will be used for a consultant to provide grant administration assistance to subgrantees, many of whom do not have the capacity to easily administer federal funds.

The federal appropriation was part of the Consolidated Appropriations Act, 2010 (P.L. 111-117) that was signed into law on December 16, 2009. On April 21, 2010, the Division received official notice of the appropriation, and materials to apply for the grant, a required post-appropriation part of the process. After numerous technical difficulties with the on-line grant application, the Division submitted the SF-424 Application for Federal Assistance on September 10. HUD approved the Application by e-mail on October 15. We are awaiting the final award documents in the mail and will submit them as soon as they are received. In order to meet the AA-1 schedule for review in December, we were advised by JFO staff to submit the enclosed package now and submit the final award documents as soon as possible.

The list of subgrantees was derived from a list of "shovel-ready" projects that the Division developed in 2009 to convey historic preservation project needs to the Legislature in the context of possible state stimulus funding for preservation projects (which did not materialize). Senator Sanders' office chose



the projects from that list. Each subgrant recipient will receive \$13,907. Cash match is not required, although many of the recipients will be spending more than the amount of the grant to carry out the work.

The grant-funded repair and restoration work will be carried out in the 2011 construction season. Since the season spans two state fiscal years, and since the grant funds will be disbursed upon completion of grant work, the disbursements of the subgrants will occur in SFY11 and SFY12. The budget in the AA-1 anticipates that 4 projects will close out in SFY11 and the rest in SFY12. If any of the subgrantees are unable to use the EDI-Special Grant, the Division may substitute a project on another historic building or increase the per building grant amount.

Included with the AA-1 form are copies of some background materials that give more detail on the EDI Historic Preservation Grants project:

- The initial notification of the appropriation from HUD
- The SF-424 Application for Federal Assistance form that the Division submitted to HUD
- A spreadsheet with the name, location, award, cost and description of subgrant projects
- An environmental review conditional clearance letter dated September 10, 2010
- HUD e-mail re: approval of EDI award
- ACCD Project Approval form

We plan to commence the project as soon as the Grant Acceptance Request is approved. Grant agreements and detailed scopes of work will be developed over the winter and projects will go out to bid in late winter for construction in the spring, summer and fall of 2011.

Please feel free to contact Nancy Boone at 828-3045 if you have any questions regarding this Request. Thank you very much for your assistance.

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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>		Commerce and Community Development		
<b>2. Department:</b>		Economic, Housing and Community Development -- Division for Historic Preservation		
<b>3. Program:</b>		EDI Historic Preservation Grants		
<b>4. Legal Title of Grant:</b>		Economic Development Initiative - EDI Special Project		
<b>5. Federal Catalog #:</b>		14.251		
<b>6. Grant/Donor Name and Address:</b>				
U.S. Department of Housing and Urban Development (HUD) Congressional Grants, Community Planning and Development 451 Seventh St., SW Washington, D.C. 20410				
<b>7. Grant Period:</b>		<b>From:</b>	10/15/2010	<b>To:</b> 10/15/2012
<b>8. Purpose of Grant:</b>				
The EDI Special Project grant will be used to fund repair and restoration of 13 landmark historic buildings owned by municipalities and non-profit organizations throughout the state of Vermont. It is expected that the expenditure will directly provide 1,820 days of employment for skilled carpenters, masons, roofers, painters and laborers. A small amount of the grant, 7.19%, will be used for a personal services contract to provide grant administration assistance to the sub-grantees.				
<b>9. Impact on existing program if grant is not Accepted:</b>				
Needed restoration work will be delayed or not done on important public buildings. Out-of-work building tradespeople will not have the opportunity to be employed on these projects.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2011	FY 2012	FY	
Personal Services	\$10,000	\$4,009	\$	
Operating Expenses	\$	\$	\$	
Grants	\$55,628	\$125,163	\$	
<b>Total</b>	<b>\$65,628</b>	<b>\$129,172</b>	<b>\$</b>	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$65,628	\$129,172	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$65,628</b>	<b>\$129,172</b>	<b>\$</b>	
<b>Appropriation No:</b>		7110010140	<b>Amount:</b>	\$194,800

REC'D NOV 19 2010



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

			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$194,800

**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: Tayt Brooks Agreed by: TRB (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
<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/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>Tayt Brooks</u>	Date: <u>11/15/10</u>
	Title: <u>DEHCD Commissioner</u>	
	Signature:	Date:
	Title:	

**14. SECRETARY OF ADMINISTRATION**

<input checked="checked" type="checkbox"/> Approved:	(Secretary or designee signature) <u>Tom Bell</u>	Date: <u>12/2/10</u>
--	---	----------------------

**15. ACTION BY GOVERNOR**

<input checked="checked" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <u>[Signature]</u>	Date:
<input type="checkbox"/>	Rejected		<u>12/7/10</u>

**16. DOCUMENTATION REQUIRED**

Required GRANT Documentation	
<input checked="checked" type="checkbox"/> Request Memo <input checked="checked" 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)

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

End Form AA-1





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

APR 21 2010

Ms. Giovanna Peebles  
Preservation Officer  
Vermont Division for Historic Preservation  
One National Life Drive, North Building  
Montpelier, VT 05620-3377

RECEIVED  
APR 23 2010

BY:.....

Dear Ms. Peebles:

The Consolidated Appropriations Act, 2010 (P.L. 111-117 ) (the Act), signed into law by President Obama on December 16, 2009, provided the Department of Housing and Urban Development (the Department) with Economic Development Initiative (EDI) funds for certain special projects specified in the Conference Report accompanying the Act (H.R.111-366). The following project was specified in the Conference Report to receive grant funding in the listed amount:

<b>Project Description:</b>	Vermont Division for Historic Preservation, Montpelier, VT for preservation of historic assets
<b>Grant Amount:</b>	\$194,800
<b>Grant Number:</b>	B-10-SP-VT-0378

All materials necessary to apply for the grant listed above are enclosed. In order to access these grant funds, an application must be completed and returned to the Department as explained in the Application Kit. Upon receipt of your completed application, the Department will review it for consistency with the intent of Congress and notify you regarding any questions about the application.

**Environmental Review Requirements**

Under the environmental review requirements for this grant, you may not take any actions nor commit any HUD or any non-HUD funds that would cause actions that are choice-limiting among reasonable alternatives or would produce an adverse environmental impact before HUD has approved the environmental certification of compliance, and the request for release of funds. Therefore, you are encouraged to commence the environmental review process for your project as soon as possible. Please carefully review the detailed information on these environmental requirements provided in Attachment IV of the Application Kit before proceeding with your application or with any project related activities.

### **Limitations on Planning, Management and Administrative Expenses**

The Act contains the following language with regard to planning, management and administrative costs payable with the grant funds:

“That unless explicitly provided for under this heading, ...not to exceed 20 percent of any grant made with funds appropriated under this heading...shall be expended for planning and management development and administration.”

The 20 percent limitation is applicable to your EDI grant and encompasses general management expenses associated with administration of the grant as well as direct project delivery costs, including, but not limited to:

- Professional services necessary to implement the project (e.g., architectural, engineering, surveying, appraisal, legal, accounting, etc.);
- Development and construction management fees and costs;
- Project financing fees, expenses, taxes, and insurance; and
- On-site services during construction (e.g., security, temporary utilities, etc.)

### **Limitations on Eligible Activities**

The Act contains the following language with regard to the activities that are payable with FY2010 grant funds:

“...no unobligated funds for EDI grants may be used for any purpose except acquisition, planning, design, purchase of equipment, revitalization, redevelopment, or construction.”

The Conference Report specifies the activities that may be financed with your EDI grant. The language specified by Congress for your grant is provided in the above project description. The Department cannot approve any activities that are not specified in the language for your individual grant, that are not eligible under one of the categories of activity specified above, or that are otherwise not in compliance with other provisions of the Act.

### **Prohibition on Expenses for Program Operations**

In describing the use of EDI funds the Act states that:

“none of the [EDI] funds provided under this paragraph may be used for program operations.”

The intent of Congress expressed by this language is to prohibit the use of grant funds for program operations. The language is intended to ensure that EDI grant recipients use the funds for construction or other “hard cost” activities as specified in the above project description and consistent with the eligible activities described under the previous heading.

The Application Kit directions require that you prepare a simple, line item project budget that identifies only the use of the EDI funds. Please keep the above administrative and operational cost limitations established by Congress in mind as you prepare the project budget.

### **Limitations on the Use of Funds for Projects Involving Eminent Domain**

The Act also provides that no funds made available under the Act may be used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For purposes of this provision, public use shall not be construed to include economic development that primarily benefits private entities.

### **Submission of Applications**

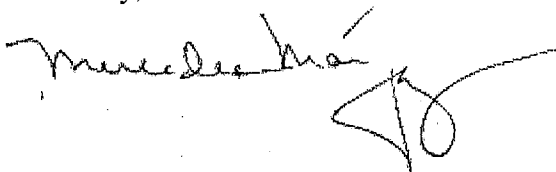
EDI grant applicants may submit their application electronically, through the federal government's grants.gov website. While applicants will also retain the option of submitting their FY2010 grant application in paper form, the Department strongly encourages applicants to submit their applications electronically.

Instructions for submitting your FY2010 EDI grant application electronically are included in ATTACHMENT I of this Application Kit. All questions regarding the electronic submission of your application should be directed to the Department's Office of Departmental Grants Management and Oversight, at (202) 402-2206. Instructions for submitting a paper application are included in ATTACHMENT II of this Application Kit.

If you or your staff have any questions regarding the Application Kit or your grant in general, please contact, Tracy Garner, Congressional Grants Division, at (202) 402-4701, or by fax at (202) 708-7543, or by e-mail at [Katressa.L.Garner@hud.gov](mailto:Katressa.L.Garner@hud.gov).

The Department looks forward to assisting you in the successful implementation of your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Mercedes Márquez", with a stylized flourish extending to the right.

Mercedes Márquez  
Assistant Secretary for Community  
Planning and Development

Enclosure

**EXHIBIT A**

GRANT #	PROJECT	TOWN	AWARD	PROJECT COST	PROJECT DESCRIPTION
1	Athenaeum	St. Johnsbury	13,907	\$30k	Restoration of skylights- 2 phases -
2	Richmond Town Center	Richmond	13,907	\$50-75k	Entrance Portico
3	Yellow Barn	Arlington	13,907	\$25k	Replace failed concrete block foundation with poured concrete
4	Latchis Theater	Brattleboro	13,907	\$300k	Restoration of the Theater
5	Enosburg Opera House	Enosburg	13,907	\$15k	Repair of windows and doors, repointing foundation.
6	NEK Community Action Building	Newport	13,907	\$110k	Repair/replace deteriorated copper gutters (\$10k+). Repair slate roof (\$100k+).
7	Memorial Hall	Calais	13,907		Restoration of the Hall
8	Burnham Hall	Lincoln	13,907	\$28k	Repair concrete window sills, stucco, dormers, and oval windows in portico
9	Old Alburg Firehouse	Alburg	13,907		Repair windows
10	Kimball Public Library	Randolph	13,907		Restoration of the Library
11	Norton Town Hall	Norton	13,907		Install period schoolhouse light fixtures, repair windows.
12	Worcester Town Hall	Worcester	13,907	\$20k	Need exterior painting (\$15k), foundation ventilation hole repair, floor refinishing, window repair (\$5k)
13	Poverty Law Center, VLS	Royalton	13,907	\$2 million	Old Freck's Dept Store
<p><b>Federal Appropriations of \$194,800.00 will be distributed as follows: \$14,009.00 for grants administration-- \$180,791.00 to be divided among 13 approved projects for a total of \$13,907.00 for each project.</b></p>					

**State of Vermont**  
**Division for Historic Preservation**  
One National Life Drive, Floor 2  
Montpelier, VT 05620-1201  
[www.HistoricVermont.org](http://www.HistoricVermont.org)

[phone] 802-828-3211  
[Division fax] 802-828-3206

*Agency of Commerce and  
Community Development*

September 10, 2010

U.S. Department of Housing  
And Urban Development  
Community Planning and Development  
Washington, D.C. 20410

**Re: Environmental Requirements for  
Preservation of Historic Assets Grants, Multiple Towns, Vermont  
HUD Grant #B-10-SP-VT-0378**

To Whom It May Concern:

Thank you for the opportunity to comment on the above-referenced projects involving the Department of Housing and Urban Development.

The Division for Historic Preservation is reviewing these proposed undertakings pursuant to 36 CFR 800.4, regulations established by the Advisory Council on Historic Preservation to implement Section 106 of the National Historic Preservation Act. Project review consists of identifying the project's potential impacts to historic buildings and structures, historic districts, historic landscapes and settings, and to known or potential archeological resources.

The proposed project involves the restoration of thirteen historic buildings throughout the state of Vermont. The projects are as follows:

	<b>Location</b>	<b>Project Name</b>	<b>Project Description</b>
1.	St. Johnsbury	Athenaeum	Restore two gallery skylights
2.	Richmond	Town Center Building	Restore entrance portico
3.	Arlington	Yellow Barn	Repair failed foundation
4.	Brattleboro	Latchis Theater	Building rehabilitation
5.	Enosburg	Opera House	Repair windows and doors; repoint foundation
6.	Newport	NEKCA Building	Repair copper gutters and slate roof
7.	Calais	Memorial Hall	Building rehabilitation
8.	Lincoln	Burnham Hall	Repair windows, dormers and stucco
9.	Alburg	Old Alburg Firehouse	Repair windows
10.	Randolph	Kimball Public Library	Building rehabilitation
11.	Norton	Town Hall	Install period fixtures and repair windows
12.	Worcester	Town Hall	Paint exterior, refinish floors and repair windows
13.	Royalton	Poverty Law Center	Rehabilitate old Freck's Department Store



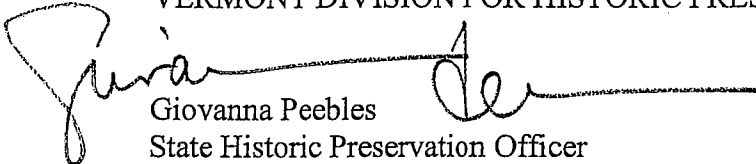
Based on the materials submitted for each project, it is our opinion that there will be No Adverse Effect on historic resources, provided the following conditions are met:

1. Each project will comply with the *Secretary of the Interior's Standards for Rehabilitation*; and
2. A 36 CFR Part 61-qualified historic preservation consultant will review the final plans for each project to ensure compliance with the *Standards*.

If you have any questions or need clarification regarding any of the above, please do not hesitate to contact Devin Colman, Historic Buildings Specialist, at [devin.colman@state.vt.us](mailto:devin.colman@state.vt.us) or 802-828-3043.

Regarding NEPA compliance, the projects are all restoration work on existing buildings and we anticipate a finding of Categorical Exclusion. After the review of individual project details, and prior to the start of project work, we will provide documentation of the finding for HUD's review and approval.

Sincerely,  
VERMONT DIVISION FOR HISTORIC PRESERVATION



Giovanna Peebles  
State Historic Preservation Officer

C: Julie Kelliher, Agency of Commerce and Community Development

## Boone, Nancy

---

To: Nancy Boone  
Subject: FW: 10-EDI-SP

-----Original Message-----

From: McNally, Francis P [<mailto:Francis.P.McNally@hud.gov>]  
Sent: Friday, October 15, 2010 9:05 AM  
To: Kelly, Holly A; McInerney, Diane  
Cc: Garner, Katressa L  
Subject: RE: Sanders Grant - 10-EDI-SP

Your application has been approved and you should be receiving award documents from this office in approximately 2-3 weeks.

Frank McNally  
Director  
Congressional Grants Division, Rm 7146  
US Department of Housing and Urban Development  
451 7th Street SW  
Washington DC 20410  
P: (202)402-7100  
F: (202)708-7543

-----Original Message-----

From: Kelly, Holly A  
Sent: Thursday, October 14, 2010 7:22 PM  
To: McInerney, Diane  
Cc: McNally, Francis P; Garner, Katressa L  
Subject: RE: Sanders Grant - 10-EDI-SP

Ms. McInerney:

Your email message has been forwarded to the Congressional Grants Division for response.

Thank you.

Holly A. Kelly

---

From: McInerney, Diane [[Diane.McInerney@state.vt.us](mailto:Diane.McInerney@state.vt.us)]  
Sent: Thursday, October 14, 2010 7:16 AM  
To: 'holly.kelly@hud.gov'  
Subject: Sanders Grant - 10-EDI-SP

Holly,

I was wondering if what the status of our grant application might be, if you are the person I should be contacting. Please let me know if there is someone else I should be asking or if you have this information. Thanks!

Grant # B-10-SP-VT-0378

Diane McInerney

Executive Administrative Assistant

**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

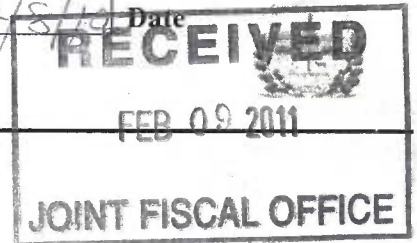
**STATE OF VERMONT  
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>	This grant is for a Federal Affordable Care Act (ACA) Maternal and Child Home Visiting Grant. The Health Department will collaborate with the Department of Children and Families to establish an evidence based nurse home visiting program.				
<b>Date:</b>	11/23/2010				
<b>Department:</b>	Department of Health				
<b>Legal Title of Grant:</b>	Affordable Care Act-Maternal, Infant and Early Childhood Home Visiting Program				
<b>Federal Catalog #:</b>	93.505				
<b>Grant/Donor Name and Address:</b>	Health Resources and Services Administration, United State Department of Health and Human Services				
<b>Grant Period:</b>	<b>From:</b>	7/15/2010	<b>To:</b>	9/30/2012	
<b>Grant/Donation</b>	\$561,915				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$79,356	\$469,106	\$13,453	\$561,915	

<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>
	1	Limited Service Position- Public Health Nurse to coordinate the project

**Additional Comments:** The specific geographic areas of the State where this program will be implemented are not yet identified because the Department of Health is waiting for final grant guidelines from the Health Resources and Services Administration with instructions for choice of the areas.

<b>Department of Finance &amp; Management</b>	<i>TP</i> 12/2/10	(Initial)
<b>Secretary of Administration</b> <i>Tan Bell</i>	<i>TP</i>	(Initial)
<b>Sent To Joint Fiscal Office</b>	<i>12/8/10</i>	Date





**State of Vermont**

Department of Health  
108 Cherry Street, PO Box 70  
Burlington, VT 05402

[phone] 802-863-7200  
[fax] 802-865-7754

MEMORANDUM

To: Jim Giffin, AHS CFO  
From: Leo Clark, VDH CFO  
Re: Grant Acceptance & Establishment of Position Packet  
Home Visiting ACA  
Date: 11/18/10

.....

The Department of Health has received a grant from the Health Resources and Services Administration for \$561,915, to fund a Maternal, Infant and Early Childhood Home Visiting program. The funds were awarded under the Affordable Care Act (ACA).

We are requesting approval to receive these funds and to establish a limited service position. We are enclosing the Grant Acceptance Request (AA1-ACA) and attached summary, the Position Request Form, a copy of the grant award document, a copy of the grant application, and the Request for Review form, with organization chart, for the position.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.

---

<b>VERMONT GRANT ACCEPTANCE REQUEST</b> <b>Affordable Care Act (Form AA-1-ACA)</b>	<b>Priority Level (check one box):</b> Expedited 14 Days <input type="checkbox"/> Normal 30 days <input checked="" type="checkbox"/>
---	---

**BASIC GRANT INFORMATION**

<b>1. Agency:</b>	Agency of Human Services
<b>2. Department:</b>	Health
<b>3. Program:</b>	Maternal and Child Health
<b>4. Legal Title of Grant:</b>	Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting
<b>5. Federal Catalog #:</b>	93.505
<b>6. Grant/Donor Name and Address:</b> Health Resources and Services Administration, United States Department of Health and Human Services	
<b>7. Grant Period:</b>	<b>From:</b> 7/15/2010 <b>To:</b> 9/30/2012
<b>8. Purpose of Grant:</b> (see summary attached)	
<b>9. Impact on existing program if grant is not Accepted:</b> none	

**10. BUDGET INFORMATION**

	SFY 1 FY 2011	SFY 2 FY 2012	SFY 3 FY 2013	Comments
<b>Expenditures:</b>				
Personal Services	\$73,856	\$113,606	\$13,453	
Operating Expenses	\$5,500	\$5,500	\$0	
Grants	\$0	\$350,000	\$0	
<b>Total</b>	<b>\$79,356</b>	<b>\$469,106</b>	<b>\$13,453</b>	
<b>Revenues:</b>				
State Funds:				
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:				
(Direct Costs)	\$79,356	\$469,106	\$13,453	
(Statewide Indirect)	\$70,628	\$436,689	\$9,417	
(Departmental Indirect)	\$524	\$1,945	\$242	
(Departmental Indirect)	\$8,204	\$30,472	\$3,794	
Other Funds:				
Grant (source )	\$0	\$0	\$0	
<b>Total</b>	<b>\$79,356</b>	<b>\$469,106</b>	<b>\$13,453</b>	

Appropriation No:	Amount:	\$
3420010000		\$3,928
3420021000		\$75,428
		\$
		\$
		\$
		\$
	<b>Total</b>	<b>\$79,356</b>

REC'D NOV 23 2010

**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: Wendy Davis, MD Commissioner of Health Agreed by: WDH (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Public Health Nurse (Project Coordinator)
<b>Total Positions</b>	1	

**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>Dixie Henry Jr</u>	Date: 11/18/2010
Title: Commissioner of Health	
Signature: <u>Patrick Flood</u>	Date: <u>11/19/10</u>
Title: <u>DEPUTY SECRETARY</u>	

**14. SECRETARY OF ADMINISTRATION**

Approved: (Secretary or designee signature) TH Tom Bell Date: 12/2/10

**15. ACTION BY GOVERNOR**

Check One Box: Accepted  
 (Governor's signature) [Signature] Date: 12/7/10

Rejected

**16. DOCUMENTATION REQUIRED**

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

**End Form AA-1**

Summary of ACA Maternal, Infant and Early Childhood Home Visiting Program  
Vermont Department of Health, November, 2010

The Vermont Department of Health has been awarded \$561,915 for the Maternal, Infant and Early Childhood Home Visiting Program from the Affordable Care Act legislation of March, 2010. The funds will support the VDH, in collaboration with the Department for Children and Families, to establish an evidenced based nurse home visiting program to be implemented in specific geographic areas for Vermont families with young children who are identified to be "at risk" by pre-set parameters. The approved grant budget contains funds for the VDH, Division of MCH, to hire a nurse as the grant administrator. A major duty of this position is to oversee the distribution of funds from these ACA monies to selected community organizations (such as home health agencies and parent child centers) in order to carry out nurse home visiting services within a pre-approved, evidenced based model. The VDH nurse will be responsible for the basic implementation of the nurse home visiting grant within selected communities, oversight of the hiring and training of the nurse home visitors, curriculum development for the nurses, and QI and program evaluation.

This project involves close coordination with the Department for Children and Families' Children's Integrated Services (CIS) initiative. This past summer, as part of the ACA Maternal, Infant and Early Childhood Home Visiting Program grant requirements, all states were required to conduct needs assessments of existing home visiting services. The Vermont inventory of home visiting services described the strengths of existing home visiting services and delineated areas for home visiting systems' improvement. Thus, this ACA specialized home visiting program for at-risk families will act to stimulate quality improvement efforts for those programs that are now servicing Vermont families.

(Please contact Sally Kerschner, VDH, Division of Maternal and Child Health, @ 802-652-4179, for further program details.)

The Health Department is hereby requesting acceptance of \$79,356 in new Federal funds in State Fiscal Year 2011 and the establishment of a new limited service position. The remainder of the Federal funding under this grant will be included in the Department's future budget requests. The "Position Request Form" is attached and a copy of the grant application and award document are included for your information.





**STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Human Services, Department of Health Date: 11/18/10

Name and Phone (of the person completing this request): Leo Clark 863-7284

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
 Health Resources and Services Administration, United States Department of Health and Human Services  
 Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Public Health Nurse	1	Maternal Child Health	7/15/2010 thru 9/30/2012

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This is the position described in our application (copy attached), approved for funding by the Health Resources and Services Administration and necessary to carry out the proposed activities.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Dixie H \_\_\_\_\_ Date: 11/18/10  
 Signature of Agency or Department Head

Molly Paul \_\_\_\_\_ Date: 11/19/10  
 Approved/Denied by Department of Human Resources

[Signature] \_\_\_\_\_ Date: 12/12/10  
 Approved/Denied by Finance and Management

[Signature] \_\_\_\_\_ Date: 11/30/10  
 Approved/Denied by Secretary of Administration

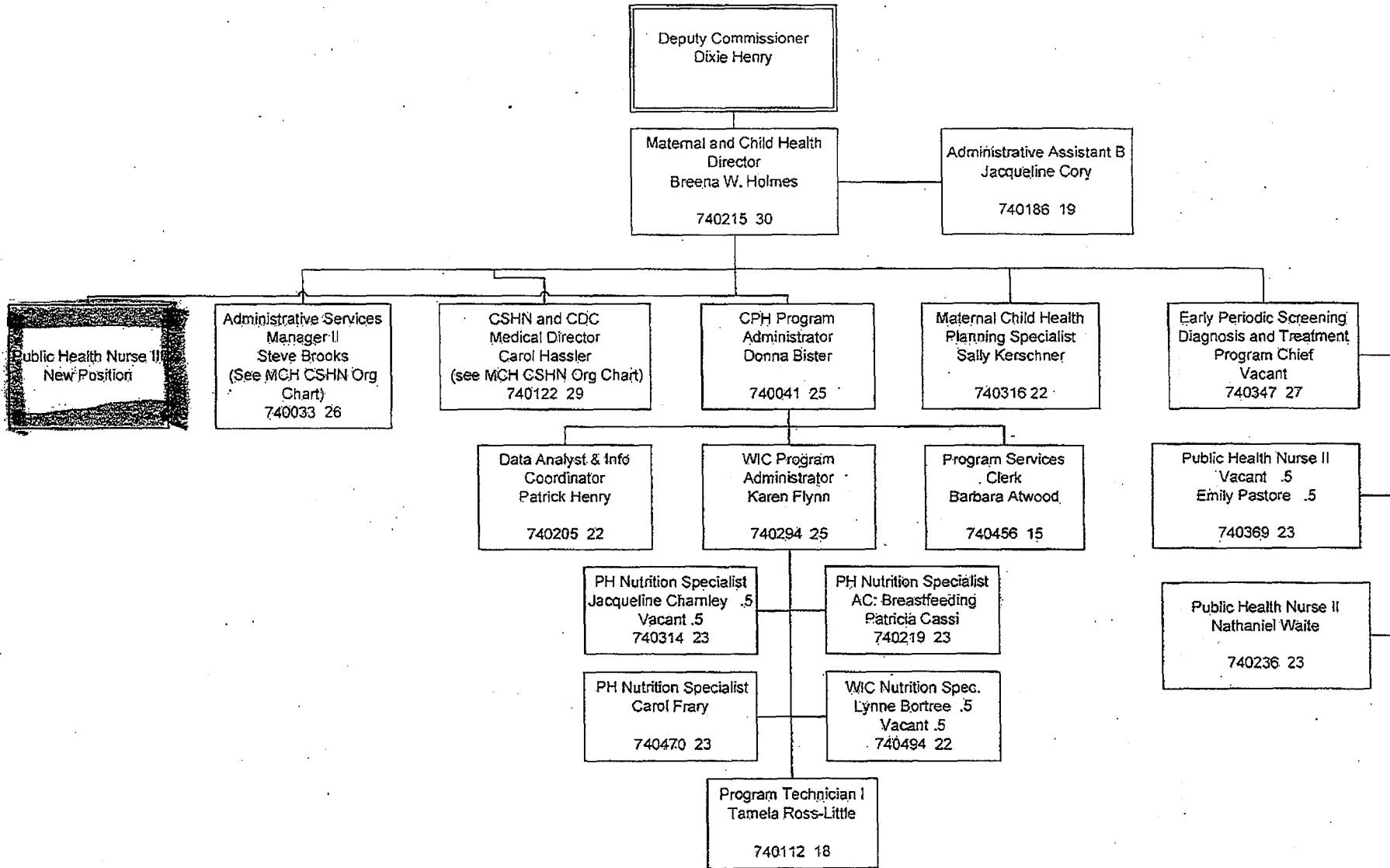
Comments:

**RECEIVED**

NOV 19 2010

State of Vermont  
Dept. of Human Resources  
Classification & Compensation Division

**Division of Maternal and Child Health**  
November 1, 2010



**VERMONT DEPARTMENT OF HEALTH**

SFY11 Home Visiting ACA Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$0	\$11,637	\$11,637
Fringe Benefits	\$0	\$3,491	\$3,491
3rd Party Contracts	<u>\$0</u>	<u>\$50,000</u>	<u>\$50,000</u>
Total Personal Services	\$0	\$65,128	\$65,128
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Other	\$0	\$0	\$0
Travel	<u>\$0</u>	<u>\$5,500</u>	\$5,500
Total Operating Expenses	\$0	\$5,500	\$5,500
Subgrants	\$0	\$0	\$0
Total Direct Costs	\$0	\$70,628	\$70,628
Total Indirect Costs	<u>\$3,928</u>	<u>\$4,800</u>	<u>\$8,728</u>
Total SFY11 Grant Costs	\$3,928	\$75,428	\$79,356

Appropriation Summary

Total Personal Services	\$3,928	\$69,928	\$73,856
Total Operating Expenses	\$0	\$5,500	\$5,500
Total Subgrants	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	\$3,928	\$75,428	\$79,356



**VERMONT DEPARTMENT OF HEALTH**

SFY12 Home Visiting ACA Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$0	\$43,222	\$43,222
Fringe Benefits	\$0	\$12,967	\$12,967
3rd Party Contracts	<u>\$0</u>	<u>\$25,000</u>	<u>\$25,000</u>
Total Personal Services	\$0	\$81,189	\$81,189
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Other	\$0	\$0	\$0
Travel	<u>\$0</u>	<u>\$5,500</u>	<u>\$5,500</u>
Total Operating Expenses	\$0	\$5,500	\$5,500
Subgrants	\$0	\$350,000	\$350,000
Total Direct Costs	\$0	\$436,689	\$436,689
Total Indirect Costs	<u>\$14,588</u>	<u>\$17,829</u>	<u>\$32,417</u>
Total SFY12 Grant Costs	<u>\$14,588</u>	<u>\$454,518</u>	<u>\$469,106</u>

Appropriation Summary

Total Personal Services	\$14,588	\$99,018	\$113,606
Total Operating Expenses	\$0	\$5,500	\$5,500
Total Subgrants	<u>\$0</u>	<u>\$350,000</u>	<u>\$350,000</u>
	\$14,588	\$454,518	\$469,106

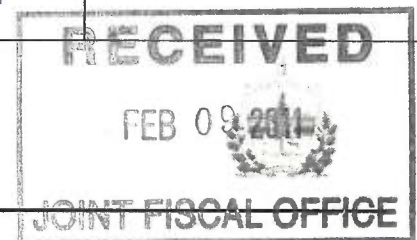
**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

Agency of Administration

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

**STATE OF VERMONT  
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		This grant funds two additional modules for the Vermont Automated Notification Service (VANS) providing services for victims of domestic violence and expand the services available to other victims. The required 50% in-kind match includes current staff time, some operating costs and a portion of contractors time related to this project.			
<b>Date:</b>		12/15/2010			
<b>Department:</b>		Department of Corrections			
<b>Legal Title of Grant:</b>		VANS(Vermont Automated Notification Service) Enhancement Project			
<b>Federal Catalog #:</b>		16.740			
<b>Grant/Donor Name and Address:</b>		Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Office of the Attorney General, Washington, D.C. 20531			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		10/1/2010	9/30/2012		
<b>Grant/Donation</b>		\$211,840			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$141,569	\$70,271	\$	\$211,840	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>					(Initial)
<b>Secretary of Administration</b>					(Initial)
<b>Sent To Joint Fiscal Office</b>					Date



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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>	Agency of Human Services			
<b>2. Department:</b>	Department of Corrections			
<b>3. Program:</b>	Victim Services			
<b>4. Legal Title of Grant:</b>	VANS (Vermont Automated Notification Service) Enhancement Project			
<b>5. Federal Catalog #:</b>	16.740 (Grant Award #2010-VN-CX-0007)			
<b>6. Grant/Donor Name and Address:</b> Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Office of the Attorney General, Washington, D.C. 20531				
<b>7. Grant Period:</b>	<b>From:</b>	10/1/2010	<b>To:</b>	9/30/2012
<b>8. Purpose of Grant:</b> To improve the services of the Vermont Automated Notification Service (VANS) by adding two modules that would provide services to victims of domestic violence, and expand the services now available to victims who are registered to receive notification				
<b>9. Impact on existing program if grant is not Accepted:</b> The program will remain as it is and will not be able to expand its services to victims of domestic violence in particular and to victims of all crimes in general				
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY</b>	
Personal Services	\$231,976	\$166,976	\$	
Operating Expenses	\$17,308	\$7,420	\$	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$249,284</b>	<b>\$174,396</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$107,715	\$104,125	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$141,569	\$70,271	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$249,284</b>	<b>\$174,396</b>	<b>\$</b>	
<b>Appropriation No:</b>	3480004000	<b>Amount:</b>	\$211,840	
			\$	
			\$	
			\$	
			\$	

REC'D NOV 24 2010

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

			\$
			\$
		<b>Total</b>	\$211,840

## 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: Andrew Pallito Agreed by: *AP* (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/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>Andrew Pallito</i></u>	Date: <u>11/15/10</u>
	Title: Department of Corrections Commissioner	
	Signature: <u><i>Robert Duff</i></u>	Date: <u>11/24/10</u>
	Title: Agency of Human Services Secretary	

## 14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u><i>Tom Sullivan</i></u>	Date: <u>12/16/10</u>
---	---	-----------------------

## 15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted		
<input type="checkbox"/> Rejected	(Governor's signature) <u><i>Robert Duff</i></u>	Date: <u>12/20/10</u>

## 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**

*AP*  
11/10/10

Supporting Data for SAVIN Enhancement Grant

	SFY 11	SFY 12	Totals
Media Campaign	\$ 15,000		
Vendor Court Event	\$ 25,000		
	\$ 34,250	\$ 34,250	
Vendor Protective Order	\$ 25,000		
	\$ 34,250	\$ 34,250	
Service Point	\$ 2,730	\$ 2,730	
Appris	\$ 27,000	\$ 27,000	\$ 261,460
Amy (salary & benefits)	\$ 44,758	\$ 44,758	\$ 89,515
	\$ 23,989	\$ 23,989	\$ 47,977
<b>Personal Services</b>	<b>\$ 231,976</b>	<b>\$ 166,976</b>	<b>\$ 398,952</b>
Travel	\$ 4,169	\$ 871	\$ 5,040
Travel (Match)	\$ 7,075	\$ 3,485	\$ 10,560
Equipment	\$ 3,000		\$ 3,000
Supplies	\$ 1,620	\$ 1,620	\$ 3,240
Photocopying			\$ -
Training Materials			\$ -
Promotional Materials	\$ 900	\$ 900	\$ 1,800
Other Costs	\$ 544	\$ 544	\$ 1,088
<b>Operating</b>	<b>\$ 17,308</b>	<b>\$ 7,420</b>	<b>\$ 24,728</b>
	\$ 249,284	\$ 174,396	\$ 423,680
<b>State Share</b>	<b>\$ 107,715</b>	<b>\$ 104,125</b>	<b>\$ 211,840</b>
<b>Federal Funds</b>	<b>\$ 141,569</b>	<b>\$ 70,271</b>	<b>\$ 211,840</b>
	<b>\$ 249,284</b>	<b>\$ 174,396</b>	<b>\$ 423,680</b>

**ATTACHMENT 3**

**Budget Narrative for VANS Enhancement Project**

**Total Budget: \$423,680      Federal \$211,840      Match \$211,840**

**\* Indicates Federal funded expenses**

**A. Personnel \$89,515**

Salary: Victim Services Program Director

\$26.39 / hour \* 64 hours per pay period \* 53 pay periods = \$89,514.88

The Vermont Department of Corrections Victim Services Director will devote 80% of her time to this project as the VANS Enhancement Grant Project Director at a rate of \$26.39 an hour plus benefits. The Victim Services Program Director will do the following:

- ◇ Serve as point person for the VANS Enhancement Project
- ◇ Organize and coordinate the kick off Summit and work group meetings
- ◇ Negotiate contracts
- ◇ Provide training to law enforcement, court personnel and advocacy staff
- ◇ Work with Vendor to create interfaces for the VAN Service
- ◇ Write reports/Manage the grant

The VAN Service Administrative Coordinator and the Victim Services Specialists throughout the state will back fill the Victim Services Director's position and take over much of the responsibility of providing direct services to victims.

**B. Fringe Benefits \$47,977**

The following table contains salary and benefit information for the Project Director position.

Department of Corrections - VANS Enhancement Grant Project Director - Position and Benefit Detail

Position	Salary 80% Time	LTD	Health	Dental	Life	Retirement	FICA	EAP	Total Benefits	Total Salary & Benefits
Project Director	\$89,515	\$224	\$27,531	\$1,933	\$386	\$11,010	\$6,848	\$45	\$47,977	\$137,492

**C. Travel: \$15,600**

**In-state: \$13,200**

Average 1,100 miles a month @\$0.50/mile – Two years travel by the Project Director to conduct meetings, trainings and public awareness events throughout the state; Reimbursement to members of the Enhancement Work Group, many of whom will be traveling long distance to participate in the meetings/trainings.

21,120 miles @\$0.50/mile \$10,560

\*5,280 miles @\$0.50/mile \$ 2,640

Summit: \$2,400 (\$40 per person \* 60 = \$2,400) Cost of 60 participants attending the VANS Enhancement Kick-Off Summit. Costs include rental of space, food, invitations, and training materials.



## ATTACHMENT 3

### **D. \*Equipment : \$3,000**

Necessary equipment to facilitate statewide training processes, produce documents and record minutes:

Laptop	\$2,000	Training presentations
Printer/scanner	\$ 200	
Projector	\$ 800	Training presentations

### **E. Supplies \$5,040**

#### **Postage: \$960**

Disburse 250 packets of materials to law enforcement agencies, courts, domestic violence agencies, libraries, and town offices throughout the course of the project.

#### **Photo-copying: \$1,500**

Produce 30,000 copies of VANS related materials (training manuals and information packets) at \$.05 each.

#### **Training materials: \$780**

Purchase 390 binders for law enforcement and court personnel training manuals at \$2.00 each.

#### **\*Promotional Materials: \*\$1,800**

Purchase 3,000 pens, magnets, chip clips and other promotional items at \$0.60 each to distribute throughout the state during displays, presentations, health fairs, meetings, and conferences.

### **F. Consultant/Contracts \$261,460**

#### **\*Media Consultant/ Television Ad: \$15,000**

Produce a television/radio ad campaign to advertise the VAN Service Enhancement throughout the State. Public Service announcements do not seem to have the same impact as a more extensive media campaign.

#### **\*Vendor Contract for Court Events and Protective Order features: \$187,000**

#### **Includes start-up and annual maintenance:**

Court Events Technology Contract	\$25,000 Start-up	\$34,250 x 2	Yearly Maintenance Contract	\$ 68,500
Protective Order Contract	<u>\$25,000 Start-up</u>	<u>\$34,250 x 2</u>	<u>Yearly Maintenance Contract</u>	<u>\$ 68,500</u>
	<b>\$50,000</b>			<b>\$137,000</b>

#### **Service Point : \$5,460 50 % of hosting the Victim Services Database for two years**

The Vermont Department of Health currently contracts with ServicePoint to provide the database collection capacity for its HMIS system as required by HUD. The Department of Corrections Victim Services Program uses ServicePoint as a case management tool in conjunction with VANS. The Victim Services Program will maintain a MOU with the Department of Health for the use of the software for the victim services database. Yearly total for 5 users is \$5,460.

#### **Appris Contract to support the VAN Service; \$54,000 (54% of contract @ \$50,000/year for two years)**

### **G. Other Costs:**

#### **Indirect Costs: \$1,088**

\$45.33/month for 24 months for office overhead including rent and telephone



Department of Justice  
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 17, 2010

Ms. Marcey Hodgdon  
Vermont Department of Corrections  
103 South Main Street  
Waterbury, VT 05671-0000

Dear Ms. Hodgdon:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 10 Statewide Automated Victim Information and Notification (SAVIN) Enhancement in the amount of \$211,840 for Vermont Department of Corrections.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, E. Tracey A. Willis, Program Manager at (202) 305-1766; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

Laurie Robinson  
Assistant Attorney General

Enclosures

*MLH*





## Statewide Automated Victim Information Notification (SAVIN) Program

SAVIN

Number: 16.740

Agency: Department of Justice

Office: Bureau of Justice Assistance

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### PROGRAM INFORMATION

#### Authorization (040):

Consolidated Appropriations Act, 2008, Public Law 110-161.

#### Objectives (050):

The purpose of the SAVIN grant program is to assist States in building, implementing or improving their statewide automated victim notification system, thereby enabling them to provide critical information to victims in near-real time and to build a nationwide information sharing capability.

#### Types of Assistance (060):

PROJECT GRANTS

#### Uses and Use Restrictions (070):

Technology improvement programs. SAVIN grantees are required to use the National Information Exchange Model (NIEM) ([www.niem.gov](http://www.niem.gov)), follow associated SAVIN implementation guidelines, and adopt the guidelines as part of their SAVIN program planning. Funds may not be used to supplant State and local funds.

#### Eligibility Requirements (080)

##### Applicant Eligibility (081):

Qualified agencies of State governments or other agencies authorized by State governments are eligible to apply for grant funds to establish new statewide automated victim notification programs in their States, or to expand the functionality of existing statewide automated victim notification programs. American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal counsel or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

##### Beneficiary Eligibility (082):

States, Territories and Tribal governments.

##### Credentials/Documentation (083):

Each applicant must submit a completed application that meets the requirements specified in the program guidance. OMB Circular No. A-87 applies to this program.

**Application and Award Process (090)**

**Preapplication Coordination (091):**

The standard application forms (SF-424) as furnished by the Federal agency in accordance with 28 CFR, Part 66 must be used with this program. Environmental impact information is not required for this program. This program is excluded from coverage under E.O. 12372.

**Application Procedures (092):**

This program is excluded from coverage under OMB Circular No. A-102. This program is excluded from coverage under OMB Circular No. A-110. All competitive grant applications must be submitted electronically through the Grant Management System (GMS) at: <http://grants.ojp.usdoj.gov>. Applications or supplemental materials received by facsimile or postal mail will not be accepted.

**Award Procedure (093):**

A letter and copies of the grant award are sent to the applicant agency upon approval by the Assistant Attorney General. One copy of the grant award must be signed by the grantee's authorized official and returned to the Office of Justice Programs.

**Deadlines (094):**

Contact the headquarters or regional office, as appropriate, for application deadlines.

**Range of Approval/Disapproval Time (095):**

The Bureau of Justice Assistance shall not finally disapprove any application (or amendment to that application) without affording the applicant reasonable notice of any deficiencies and providing an opportunity to correction and reconsideration.

**Appeals (096):**

Hearing and appeal procedures will follow 28 CFR Part 18, Code of Federal Regulations.

**Renewals (097):**

Renewals are subject to annual appropriations.

**Assistance Consideration (100)**

**Formula and Matching Requirements (101):**

Statutory formulas are not applicable to this program.

Matching Requirements: Percent: 50:%. Congress has mandated that Federal funds provided under the SAVIN program "require a 50 percent match from State, local or private sources." For each Federal dollar awarded, the managing agency must provide \$0.50 towards the planning, implementation, operation and/or assessment of the project from state, local or private sources. Matching contributions may be a cash match, an 'in-kind' match, or a combination of the two. For the purpose of this grant, cash match contributions consist of cash funds contributed to the planning, implementation, operation and/or assessment of the SAVIN project. For the purpose of this grant, in-kind matching contributions consist of indirect expenditures in support of the SAVIN project, including the cost of state/local program staffing, facilities, communication infrastructure, and equipment used in the planning,

implementation, operation, management or assessment of the program.  
MOE requirements are not applicable to this program.

**Length and Time Phasing of Assistance (102):**

BJA will award funding to deploy and operate the program for 24 months from the date of award. See the following for information on how assistance is awarded/released: Reimbursement.

**Post Assistance Requirements (110)**

**Reports (111):**

No program reports are required. No cash reports are required. Progress reports are required in accordance with the Office of Justice Programs Financial Guide. Financial reports are required in accordance with the Office of Justice Programs Financial Guide. To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work.

**Audits (112):**

In accordance with the provisions of OMB Circular No. A-133 (Revised, June 27, 2003), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that expend financial assistance of \$500,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

**Records (113):**

In accordance with the requirements set forth in 28 CFR Parts 66 and 70, grantees must maintain all financial reports and other supporting documents pertinent to the award for at least 3 years following the close of the most recent audit.

**Financial Information (120)**

**Account Identification (121):**

15-0401-0-1-754.

**Obligations (122):**

(Project Grants) FY 09 \$11,365,519; FY 10 est \$11,900,000; FY 11 est \$12,000,000

**Range and Average of Financial Assistance (123):**

BJA will determine the number of awards based on available resources, the number of submissions received, and criteria set forth in this grant announcement.

**Program Accomplishments (130):**

Fiscal Year 2009: No Current Data Available Fiscal Year 2010: No Current Data Available Fiscal Year 2011: No Current Data Available

**Regulations, Guidelines, and Literature (140):**

Office of Justice Programs Financial Guide.

**Information Contacts (150)**

**Regional or Local Office (151) :**

None.

**Headquarters Office (152):**

Michael Dever, 810 7th Street, N.W., 4th Floor, Washington, District of Columbia 20531 Email:

[AskBJA@usdoj.gov](mailto:AskBJA@usdoj.gov) Phone: (202) 616-6500 or 1-866-859-2687

**Website Address (153):**

<http://www.ojp.usdoj.gov/BJA/>

**Related Programs (160):**

Not Applicable.

**Examples of Funded Projects (170):**

Not Applicable.

**Criteria for Selecting Proposals (180):**

Applications are reviewed to determine compliance with applicable guideline requirements.

RECEIVED

NOV 24 2010

Agency of Human Services  
Office of the Secretary

**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

**STATE OF VERMONT**  
**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>	This three year federal grant is to expand the resources of the Department of Health's Office of Minority Health. It funds a limited service position for a Health Disparities Coordinator and some other Minority Health Program costs.				
<b>Date:</b>	11/10/2010				
<b>Department:</b>	Health				
<b>Legal Title of Grant:</b>	State Partnership Grant Program to Improve Minority Health				
<b>Federal Catalog #:</b>	93.296				
<b>Grant/Donor Name and Address:</b>	Office of the Secretary, United States Department of Health and Human Services.				
<b>Grant Period:</b>	<b>From:</b>	9/1/2010	<b>To:</b>	8/31/2013	
<b>Grant/Donation</b>	\$420,000				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$52,725	\$140,000	\$140,000	\$420,000	The remaining \$87,275 not spent in the first three State fiscal years will be expended in the 4 <sup>th</sup> state fiscal year.
<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>			
	1	Limited Service Position - Health Disparities Coordinator			
<b>Additional Comments:</b>					

Department of Finance &amp; Management

Secretary of Administration

24

(Initial)

(Initial)

**RECEIVED**  
 FEB 09 2011  
**JOINT FISCAL OFFICE**

**STATE OF VERMONT**  
**FINANCE & MANAGEMENT GRANT REVIEW FORM**

**Sent To Joint Fiscal Office**

**Date**


1/11/11

**State of Vermont**

Department of Health  
108 Cherry Street, PO Box 70  
Burlington, VT 05402

[phone] 802-863-7200  
[fax] 802-865-7754

MEMORANDUM

To: Jim Giffin, AHS CFO  
From: Leo Clark, VDH CFO   
Re: Grant Acceptance & Establishment of Position Packet  
Minority Health  
Date: 11/5/10

.....

The Department of Health has received a grant from the Office of the Secretary, United States Department of Health and Human Services, providing \$140,000 each year for three years, to expand the resources of the Department's Office of Minority Health.

We are requesting approval to receive these funds and to establish one limited service position. We are enclosing the Grant Acceptance Request (AA1) and attached summary, the Position Request Form, a copy of the grant award document, a copy of the grant application, and the Request for Review form, with an organization chart.

We appreciate your support in moving this request forward to meet the Joint Fiscal Office's November 15<sup>th</sup> deadline. Please let me know if you have questions or need additional information. Thank you.

---



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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>		Agency of Human Services		
<b>2. Department:</b>		Health		
<b>3. Program:</b>		Public Health Planning		
<b>4. Legal Title of Grant:</b>		State Partnership Grant Program to Improve Minority Health		
<b>5. Federal Catalog #:</b>		93.296		
<b>6. Grant/Donor Name and Address:</b> Office of the Secretary, United States Department of Health and Human Services				
<b>7. Grant Period:</b>		<b>From:</b> 9/1/2010	<b>To:</b> 8/31/2013	
<b>8. Purpose of Grant:</b> (see summary attached)				
<b>9. Impact on existing program if grant is not Accepted:</b> none				
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	
Personal Services	\$44,448	\$112,447	\$112,447	
Operating Expenses	\$7,027	\$22,553	\$22,553	
Grants	\$1,250	\$5,000	\$5,000	
<b>Total</b>	<b>\$52,725</b>	<b>\$140,000</b>	<b>\$140,000</b>	
<b>Revenues:</b>				
State Funds:	\$0	\$0	\$0	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$52,725	\$140,000	\$140,000	
(Direct Costs)	\$40,649	\$108,601	\$108,601	
(Statewide Indirect)	\$725	\$1,884	\$1,884	
(Departmental Indirect)	\$11,351	\$29,515	\$29,515	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$52,725</b>	<b>\$140,000</b>	<b>\$140,000</b>	
<b>Appropriation No:</b>		<b>Amount:</b>	\$	
	3420010000		\$43,725	
	3420021000		\$9,000	
			\$	
			\$	
			\$	
			\$	
		<b>Total</b>	<b>\$52,725</b>	

REC'D NOV 10 2010

**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: Wendy Davis, MD Commissioner of Health Agreed by: WD (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Public Health Specialist (Health Disparities Coordinator)
<b>Total Positions</b>	1	

**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>Barbara Cunningham</u>	Date: 11/5/2010
	Title: Commissioner of Health <u>DEPUTY</u>	
	Signature: <u>Patrick Flood</u>	Date: 11/10/10
	Title: Deputy Secretary, A&S	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u>[Signature]</u>	Date: 11/10/11
---	---	----------------

**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Accepted	<u>[Signature]</u>	Date: 11/10/11
<input type="checkbox"/> Rejected	(Governor's signature)	Date:

**16. DOCUMENTATION REQUIRED**

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

**End Form AA-1**

Request for Grant Acceptance and Establishment of Position  
State Partnership Grant Program to Improve Minority Health  
Summary 11/5/2010

The Department of Health has received a grant from the Office of the Secretary, United States Department of Health and Human Services, providing \$140,000 each year for three years, to expand the resources of the Department's Office of Minority Health, specifically to establish a position for a Health Disparities Coordinator.

With the additional staffing provided by this grant, the Department has set five goals for the Office of Minority Health – improve data quality, collection and reporting; support a diverse and culturally competent public health workforce; enhance community development and leadership to reduce health disparities; reduce risk factors leading to chronic disease among racial and ethnic minorities and enhance Vermont's infrastructure to coordinate disparities elimination initiatives with State and external partners.

Funds will be used to cover the costs of the new position, including related travel and supply costs, and to underwrite the part-time support of an Epidemiologist, who will provide data analysis and assist in developing and supporting evaluation processes. Funds will also be used to provide cultural competency training for State employees, a behavioral survey, conferences, and several small grants to youth groups in the state. The Health Department is hereby seeking approval to receive \$52,725 in new Federal funds in State Fiscal Year 2011 and the establishment of a new limited service position. The remainder of the Federal funding under this grant will be included in the Department's future budget requests. The "Position Request Form" is attached and a copy of the grant application and award document are included for your information.

**VERMONT DEPARTMENT OF HEALTH**

SFY11 Minority Health Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$15,512	\$4,616	\$20,127
Fringe Benefits	\$5,429	\$1,615	\$7,045
3rd Party Contracts	<u>\$5,200</u>	<u>\$0</u>	<u>\$5,200</u>
Total Personal Services	\$26,141	\$6,231	\$32,372
Equipment	\$0	\$0	\$0
Supplies	\$977	\$0	\$977
Other	\$4,250	\$0	\$4,250
Travel	<u>\$1,800</u>	<u>\$0</u>	<u>\$1,800</u>
Total Operating Expenses	\$7,027	\$0	\$7,027
Subgrants	\$1,250	\$0	\$1,250
Total Direct Costs	\$34,418	\$6,231	\$40,649
Total Indirect Costs	<u>\$9,307</u>	<u>\$2,769</u>	<u>\$12,076</u>
Total SFY11 Grant Costs	\$43,725	\$9,000	\$52,725

Appropriation Summary

Total Personal Services	\$35,448	\$9,000	\$44,448
Total Operating Expenses	\$7,027	\$0	\$7,027
Total Subgrants	<u>\$1,250</u>	<u>\$0</u>	<u>\$1,250</u>
	\$43,725	\$9,000	\$52,725

**VERMONT DEPARTMENT OF HEALTH**

SFY12 Minority Health Budget

<u>VISION Account</u>	<u>Admin &amp; Support</u> (3420010000)	<u>Public Health</u> (3420021000)	<u>VDH Total</u>
Employee Salaries	\$40,331	\$12,001	\$52,332
Fringe Benefits	\$14,116	\$4,200	\$18,316
3rd Party Contracts	<u>\$10,400</u>	<u>\$0</u>	<u>\$10,400</u>
Total Personal Services	\$64,847	\$16,201	\$81,048
Equipment	\$0	\$0	\$0
Supplies	\$1,953	\$0	\$1,953
Other	\$17,000	\$0	\$17,000
Travel	<u>\$3,600</u>	<u>\$0</u>	<u>\$3,600</u>
Total Operating Expenses	\$22,553	\$0	\$22,553
Subgrants	\$5,000	\$0	\$5,000
Total Direct Costs	\$92,400	\$16,201	\$108,601
Total Indirect Costs	<u>\$24,199</u>	<u>\$7,200</u>	<u>\$31,399</u>
Total SFY12 Grant Costs	\$116,599	\$23,401	\$140,000
 <u>Appropriation Summary</u>			
Total Personal Services	\$89,046	\$23,401	\$112,447
Total Operating Expenses	\$22,553	\$0	\$22,553
Total Subgrants	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>
	\$116,599	\$23,401	\$140,000

**STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Human Services, Department of Health Date: 11/5/10

Name and Phone (of the person completing this request): Leo Clark (802)863-7284

Request is for:

- Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Office of the Secretary, United States Department of Health and Human Services  
 State Partnership Grant Program to Improve Minority Health

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Public Health Specialist (Health Disparities Coordinator)	1	Planning	9/1/10 through 8/31/13

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This is the position approved, funded and required under the Federal grant identified above. See grant application attached.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Barbara Cimaflo 11-9-2010  
 Signature of Agency or Department Head Date

Melen Pankle 11/10/10  
 Approved/Denied by Department of Human Resources Date

[Signature] 11/12/10  
 Approved/Denied by Finance and Management Date

[Signature] 11/14/10  
 Approved/Denied by Secretary of Administration Date

Comments:

REC'D NOV 10 2010



## **1. Project Summary**

In 1994, the Vermont Department of Health created the Office of Minority Health by administrative order in response to community requests to address persistent gaps in health status and access to health services among racial and ethnic populations in Vermont. The Office of Minority Health is located within the Commissioner's Office and reports to the Deputy Commissioner for Public Health. The Director of the VOMH is also the Director of planning and a member of the Executive Team. As such, the OMH is in a strong position to affect change within the Department of Health. The Office of Minority Health is currently funded through state general funds and is responsible for the development and implementation of a strategic plan that identifies, coordinates and determines the extent to which policies, programs, and services can be improved to address the needs of Vermont's racial and ethnic populations. That plan was completed in 2007 and work on the plan has taken place over the last two years with very little infrastructure or funding. Through the work of the Director of the VOMH, staff at VDH have become more aware of and dedicated to reducing health disparities and have come to understand more about the challenges faced by minorities in Vermont.

Vermont's proposed program for the Vermont State Partnership to Improve Minority Health is designed to improve the infrastructure of the VOMH through increased staffing with the addition of a Health Disparities coordinator. With the improved infrastructure internally, we expect to be able to expand our activities and presence in the Department of Health, in state government and in Vermont as a whole. The five goals of the project are to: improve data quality, collection and reporting; support a diverse and culturally competent public health workforce; enhance

community development and leadership to reduce health disparities; reduce risk factors leading to chronic disease among racial and ethnic minorities and enhance Vermont's infrastructure to coordinate disparities elimination initiatives with state and external partners. This plan aligns with VOMH's Strategic Plan and also supports the following strategies of the National Plan of Action: Workforce Training, Diversity, Leadership, and Youth (please see section 2 and 3 for more details of how these are addressed in the program). The evaluation of the plan will be supported by an epidemiologist and will utilize a variety of methods including focus group discussions, surveys, BRFSS data, and program document review.

The Vermont Department of Health (VDH) will serve as the lead agency with fiscal control over this grant and will be responsible for the implementation and management of this grant. VDH is not a current OMH grantee.

## **2. Background and Experience**

### 1.1 Demographics

Twenty years ago in 1990, the United States Census estimated Vermont's racial and ethnic minority populations to be about 2 percent of the total population. By 2007, that figure had doubled to 4 percent, representing about 24,500 Vermonters. While these numbers are still proportionally small compared to the rest of the U.S., Vermont's racial and ethnic populations are growing at a much faster rate than the population overall. Between 1990 and 2007, Blacks or African Americans have been the fastest growing population in Vermont, with their numbers more than tripling in the past 18 years<sup>1</sup>. The second fastest growing racial group in Vermont are

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<sup>1</sup> \*\*\*Data for this proposal was obtained from the Vermont Department of Health, *Health Disparities of Vermonters 2010* unless otherwise footnoted.



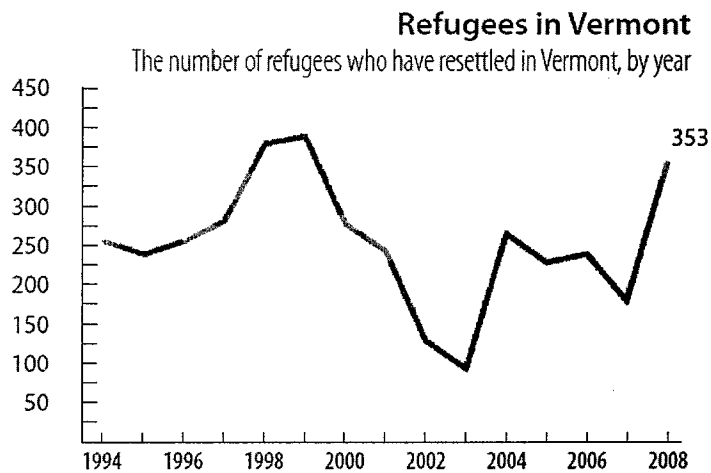
Asians, including Native Hawaiian and other Pacific Islanders—with populations increasing from 0.5 percent of the total population in 1990, to 1.2 percent in 2007.

### Vermont Population, by Racial & Ethnic Category

	1990 U.S. Census –		2007 Estimate –	
	Total #	Percent	Total #	Percent
White Non-Hispanic	552,413	98.2%	596,777	96.0%
Hispanic or Latino	5,687	0.7%	8,170	1.3%
<b>Asian*</b>	3,215	0.5%	7,573	1.2%
Black/African American	1,951	0.3%	6,485	1.0%
American Indian/ Alaskan Native	1,696	0.3%	2,839	0.5%
<b>Total Population</b>	<b>562,758</b>	<b>100%</b>	<b>621,254</b>	<b>100%</b>

\* This category also includes Native Hawaiian/Other Pacific Islander

Vermont’s Refugee Resettlement Program welcomed 353 people from countries throughout Africa and Asia in 2008. Since 1994, more than 4,000 refugees have resettled in the state.



**STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form**

JFO 2487

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: ACCD / DEHCD/ Division for Historic Preservation Date: December 30, 2010

Name and Phone (of the person completing this request): Nancy Boone 828-3045

Request is for:

- Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # 2325

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
National Park Service, Preserve America Grant, Barn Census Project \$150,000

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Barn Census Director	1	Historic Preservation	\$150,000 October 31, 2012

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

The position was included as part of the original grant acceptance approval. This request changes the position from a consultant hired through a RFP process to a Limited Service position. See attached memo.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b).

Ty A Boone \_\_\_\_\_ Date 12/30/10  
 Signature of Agency or Department Head

Molly Paul \_\_\_\_\_ Date 1/5/11  
 Approved  Denied by Department of Human Resources

[Signature] \_\_\_\_\_ Date 2/1/11  
 Approved  Denied by Finance and Management

[Signature] \_\_\_\_\_ Date 12/30/10  
 Approved  Denied by Secretary of Administration

Comments: DHR approval is contingent upon F&M review & approval of funding.



**STATE OF VERMONT**  
**Department of Finance and Management**  
**MEMO**

**TO:** Jim Reardon, Michael Clasen  
**FROM:** Toni Hartrich  
**DATE:** January 13, 2011  
**SUBJECT:** Request for authorization of a Position on a JFO approved Grant.

Attached is a grant related Limited Service Position Request from DEHCD that requires JFC approval. The original Barn Census Project Grant was approved by JFC (JFO#2325) in June, 2008. ACCD had not included a position on the original grant. As covered in their explanatory memo, ACCD finds that it will need a staff person to do the work required by this grant. The position is expected to be needed for 1 year and nine months. Molly Paulger reviewed the work needed and stated that this work is best done by a staff person and not a contractor.

The \$150,000 Federal Funds for this grant have not been expended, so there is funding to cover the position salary and benefits. I will cost approximately \$96,315 to pay the personnel costs for the year and nine months needed.

## MEMO

TO: Neal Lunderville, Secretary of Administration

FROM: Tayt Brooks, Commissioner, DEHCD



DATE: December 30, 2010

RE: **Request for Expedited Review of an Amendment to Barn Census Project Approval - JFO#2325 for Limited Service Position for Barn Census Director**

The National Park Service awarded a \$150,000 federal Preserve America grant to the Division for Historic Preservation for the Barn Census project, a statewide inventory of historic agricultural buildings, and it was approved through the state grant acceptance process in 2008. The project approval included hiring a Barn Census Director through an RFP process. We did not proceed with hiring a Director at that time, but are now prepared to move forward in staffing the Barn Census so that we can complete the project. The extended completion date, recently approved by the National Park Service, is October 31, 2012. We are requesting approval of a Limited Service position to begin in February 2011 and to extend up to October 31, 2012, with the still available funds from the Preserve America grant. Attached please find a Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form for the Barn Census Director position.

The Barn Census is a statewide inventory of historic barns that is being carried out by volunteers who send information and photographs of the barns into a central GIS (Geographic Information System) database via the Internet. The project has received national attention as a model of how to conduct volunteer surveys of threatened historic agricultural resources, but we have learned that more Division support is needed to make the project a success. Volunteers have inventoried over 2,000 barns thus far; the goal is to document 5,000. To encourage additional participation in the Barn Census, we are going to organize a system of local Barn Census coordinators, in schools and in communities at large, and provide regional training for them. This needs to occur this winter to be ready for survey opportunities in the spring, while school is still in session. **Thus, we are requesting an expedited review of this request.**

The project also calls for making the information and photos available to the public through the Division's database and the state's tourism website. To facilitate the close coordination and cooperation needed to realize these technical goals, it is critical that the Director work with Division and Agency IT staff on a daily basis in a Limited Service position. We are in the process of migrating the Barn Census database from an off-site host to a state server and the Barn Census Director will support that work. The further challenges of delivering an interactive, Internet-based GIS database is best served by the daily involvement of the Barn Census Director, not the occasional involvement of a consultant.

Please feel free to contact Nancy Boone, 828-3045, with any questions on this request. Thank you very much.

cc: Giovanna Peebles, Director/SHPO



VERMONT DIVISION FOR HISTORIC PRESERVATION  
 NATIONAL PARK SERVICE / DEPARTMENT OF THE INTERIOR  
 PRESERVE AMERICA GRANT PROGRAM / BARN CENSUS PROJECT  
 RECONCILIATION OF FUNDS

updated: 01/05/11

GRANT PERIOD OF NOVEMBER 1, 2007 TO SEPTEMBER 30, 2010 - Extended to October 31, 2012

PA-BARN

Grant Award	\$ 150,000.00
Less: Expenditures (07/01/08 - 01/05/11)	\$ (5,006.18) See attached VISION report
Total Remaining Balance	\$ 144,993.82

7110010140	CONSULTANTS FEES							
22005	GRANT EXPENDITURES	113,200.00						113,200.00
DATE	VENDOR	INVOICE AMOUNT	PAID FY08	PAID FY09	PAID FY10/11	TOTAL PAID		BALANCE

Unobligated	113,200.00							113,200.00
Fund Balance	113,200.00	0.00	0.00	0.00	0.00	0.00		113,200.00

7110010140	TRAVEL AND PER DIEM							
22005	GRANT EXPENDITURES	16,800.00						16,649.30
DATE	VENDOR	INVOICE AMOUNT	PAID FY08	PAID FY09	PAID FY10/11	TOTAL PAID		BALANCE

07/30/09	Visser, Thomas D.	150.70			150.70	150.70		0.00
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Unobligated	16,649.30							16,649.30
Fund Balance	16,800.00	0.00	0.00	150.70	150.70			16,649.30

7110010140	EQUIPMENT							
22005	GRANT EXPENDITURES	14,000.00						14,000.00
DATE	VENDOR	INVOICE AMOUNT	PAID FY08	PAID FY09	PAID FY10/11	TOTAL PAID		BALANCE

Unobligated	14,000.00							14,000.00
Fund Balance	14,000.00	0.00	0.00	0.00	0.00	0.00		14,000.00

7110010140	OTHER							
22005	GRANT EXPENDITURES	6,000.00						1,144.52
DATE	VENDOR	INVOICE AMOUNT	PAID FY08	PAID FY09	PAID FY10/11	TOTAL PAID		BALANCE

07/07/08	Historic Windsor, Inc.	736.00		736.00		736.00		0.00
07/07/08	Lewandowski, Jan	454.00		454.00		454.00		0.00
07/07/08	Visser, Thomas D.	474.88		474.88		474.88		0.00
09/05/08	Boone, Nancy (NGC Conference)	25.00		25.00		25.00		0.00
07/02/09	Lewandowski, Jan	511.60			511.60	511.60		0.00
07/30/09	Visser, Thomas D.	400.00			400.00	400.00		0.00
11/23/10	Historic Windsor, Inc.	2,254.00			2,254.00	2,254.00		0.00

Unobligated	1,144.52							1,144.52
Fund Balance	6,000.00	0.00	1,689.88	3,165.60	4,855.48			1,144.52

<b>TOTAL GRANT EXPENDITURES</b>		<b>150,000.00</b>	<b>0.00</b>	<b>1,689.88</b>	<b>3,165.60</b>	<b>4,855.48</b>		<b>145,144.52</b>
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STATE OF VERMONT  
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: June 4, 2008  
Subject: JFO #2325

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

**JFO #2325** — \$150,000 grant from the National Park Service to the Department of Housing and Community Affairs - Division for Historic Preservation. These grant funds will be used for the Barns Census Project which involves identifying and documenting 5,000 historic barns and outbuildings throughout the state. Information on the barns will be put into a central GIS database and will be available to the public through the internet.

[JFO received 05/05/08]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Linda Morse, Administrative Assistant  
Kevin Dorn, Secretary  
John Hall, Commissioner

REC'D JUN 0 8 2008

0070 16288

**FY 2010 EDI-SPECIAL PROJECT NO. B-10-SP-VT-0378****GRANT AGREEMENT**

This Grant Agreement between the Department of Housing and Urban Development (HUD) and Commerce & Community Development, Vermont Agency of (the Grantee) is made pursuant to the authority of Public Law 111-117 (Consolidated Appropriations Act, 2010) and a listing of certain specific Economic Development Initiative Special Projects specified in the Conference Report accompanying the Act (HR 111-366). The Grantee's application, as may be amended by the provisions of this Grant Agreement, is hereby incorporated into this Agreement.

In reliance upon and in consideration of the mutual representations and obligations hereunder, HUD and the Grantee agree as follows:

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$194,800 available to the Grantee.

The Grantee agrees to abide by the following:

**ARTICLE I. HUD Requirements.**

The Grantee agrees to comply with the following requirements for which HUD has enforcement responsibility.

A. The grant funds will only be used for activities described in the application, which is incorporated by reference and made part of this Agreement as may be modified by Article VII (A) of this Grant Agreement.

**B. EQUAL OPPORTUNITY REQUIREMENTS**

The grant funds must be made available in accordance with the following:

1. For projects involving housing, the requirements of the Fair Housing Act (42 U.S.C. 3601-20) and implementing regulations at 24 CFR Part 100; Executive Order 11063 (Equal Opportunity in Housing) and implementing regulations at 24 CFR Part 107.
2. The requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1.
3. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146, and the prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.

- C. The Grantee shall provide to HUD the following documentation:
1. A Certification of Project Completion.
  2. A Grant Close-out Agreement.
  3. A final financial report giving the amount and types of project costs charged to the grant (that meet the allowability and allocability requirements of OMB Circular A-122, A-87 or A-21 as applicable, including the "necessary and reasonable" standard); a certification of the costs; and the amounts and sources of other project funds.
  4. A final performance report providing a comparison of actual accomplishments with each of the project commitments and objectives in the approved application, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.
- D. The Grantee agrees that the grant funds are allowable only to the extent that the project costs, meeting the standard of OMB Circular A-122, A-87 or A-21 as applicable, equal the grant amount plus other sources of project funds provided.
- E. When HUD has determined that the grant funds are allowable, the activities were completed as described by the Grant Agreement, and all Federal requirements were satisfied, HUD and the Grantee will sign the Close-out Agreement and Close-out Certificate.
- F. The Close-out Agreement will include the Grantee's Agreement to abide by any continuing federal requirements.

#### ARTICLE VI. Default.

A default under this Grant Agreement shall consist of using grant funds for a purpose other than as authorized by this Agreement, any noncompliance with legislative, regulatory, or other requirements applicable to the Agreement, any other material breach of this Agreement, or any material misrepresentation in the application submissions.

#### ARTICLE VII. Additional Provisions.

- A. Project Description. The project is as described in the application with the following changes:
- B. Changes or Clarification to the Application Related to Participating Parties:  
The Administrative Agent if any:
- C. Special Conditions:  
The Consolidated Appropriations Act, 2010 provides that no funds made available under the Act may be used to support any Federal, State or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For purposes of this provision, public use shall not be construed to include economic development that primarily benefits private entities.



U.S. Department of Housing  
and Urban Development

Commerce & Community  
Development, Vermont Agency of  
Tayt Brooks

\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Authorized Signature

Robert Duncan \_\_\_\_\_  
Associate Deputy Assistant Secretary  
for Economic Development

DEHCO Commissioner  
Title

\_\_\_\_\_  
Date

12/6/10  
\_\_\_\_\_  
Date

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

B-10-SP-VT-0378

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

Commerce & Community Development, VERmont Agency of

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

036000264

\* c. Organizational DUNS:

8093762880000

**d. Address:**

\* Street1:

1 National Life Drive

Street2:

6th Floor

\* City:

Montpelier

County/Parish:

Washington

\* State:

VT: Vermont

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

05602-3377

**e. Organizational Unit:**

Department Name:

Vermont ACCD

Division Name:

Historic Preservation

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Nancy

Middle Name:

E.

\* Last Name:

Boone

Suffix:

Title:

Architectural Historian/Deputy SHPO

Organizational Affiliation:

Division for Historic Preservation

\* Telephone Number:

(802) 828-3045

Fax Number:

(802) 828-3206

\* Email:

nancy.boone@state.vt.us

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.251

CFDA Title:

Economic Development Initiative-Special Project, Neighborhood Initiative and Miscellaneous Grants

**\* 12. Funding Opportunity Number:**

2010-EDI-SP

\* Title:

Economic Development Initiative - EDI Special Project

**13. Competition Identification Number:**

10-EDI-SP

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Copy of Exhibit A.xls

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

"Preservation of Historic Assets" through contributing funds for larger construction & restoration projects throughout the state of Vermont as described in Exhibit A. Environmental Review Exhibit B.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="194,800.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="194,800.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

# ACCD PROJECT APPROVAL FORM

Note: All new projects require A-3 reporting  
ENSURE YOU ATTACH A PROPOSED A-3 REPORT TO THIS PROJECT REQUEST

<b>Date:</b>	5/13/2010
<b>Department:</b>	ACCD
<b>Division:</b>	Division for Historic Preservation
<b>Requestor:</b>	Nancy E. Boone, Deputy SHPO, Architectural Historian

## Describe briefly the project (if statutory please cite):

Act 2010 (P.L. 111-117) (the Act) has provided HUD with EDI funds for contain special projects specified in the Conference Report accompanying the Act (H.R. 111-366). The Division for Historic Preservation will receive \$194,800.00 for the preservation of "historic assets" (Grant # B-10-SO-VT 0378) upon completion of the application for FY2010 Economic Development Initiative-Special Project Grants.

## ACCD Staff Involvement and Project Lead:

Project Lead:	Nancy E. Boone
ACCD Staff Involvement:	

Diane McInerney: Assist with grant application  
Ray Marzbani: Environmental Review sign off for approved grants  
Project Manager – TBA – will conduct all aspects of projects being funded: Assist with grant review; scope of work; procurement; contract; site visits; ER grant reporting to HUD – (Funded by grant)

Costs:	\$14,000.00 – Paid by HUD for Project Manager cost	Anticipated	<input type="checkbox"/>	OR	Actual	<input checked="" type="checkbox"/>
Has your business manager been notified?	Yes	Approval Date:	5/13/2010			

Sources of Funding:	HUD		
Space Required:	Most work done will be off site – 2 <sup>nd</sup> floor resource room will be available		
IT Requirements:	NA	Approval Date:	
Other Requirements:	NA		
Sustainability:			

When will the project begin?	When will the project end?	Is there a report required?
Upon Administrative approval and procurement of Project Manager	9/30/2012	HUD requires a report that will be furnished by the Project Manager

What is the Dept./Division/Agency's responsibility, and to whom?  
The Division's responsibility is to distribute funds for eligible projects that have been previously approved by Senator Sanders.

Any other Department or Agency involved?  
Administration through the Grants Division. We will ensure that the Project Manager is in compliance with all of Ann Kroll's federal requirements and will provide training.

How does this serve the Agency Mission?  
It is DHPs mission to protect historic resources and promote stewardship throughout the state.

Can this project serve other Agencies Missions?  
This project will assist with employment through hiring of contractors; assist private sector with purchase of materials.

[Signature]  
(signature)

5/11/10  
(date)

Commissioner Approval:

[Signature]  
(signature)

5/13/10  
(date)

Secretary or Designee Approval:

[Signature]  
(signature)

5/14/2010  
(date)

Nancy E. Boone: [Signature] 5-13-10

Ray Marzbani: [Signature] 5-13-10

Ann Kroll: [Signature] 5-13-10

Diane McInerney: [Signature] 5-13-10