



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: October 30, 2013
Subject: Grant Requests

Enclosed please find eight (8) items that the Joint Fiscal Office has received from the administration. One limited service position is associated with these items.

JFO #2643 – \$150,000 grant from New England Waste Services of Vermont to the Vermont Agency of Transportation. These funds will be used to match federal funding designated for improvements to the Newport State Airport.
[JFO received 10/14/13]

JFO #2644 – Donation of truck and trailer valued at \$17,870 from Fletcher Allen Health Care to the Vermont Department of Health. This equipment will become part of the Public Health Preparedness program (in support of the Medical Reserve Corp, Medical Surge, and Mobile Hospital) and be deployed when requested by Vermont hospitals and local emergency response agencies.
[JFO received 10/23/13]

JFO #2645 – \$60,000 grant from the U.S. Department of Justice to the Vermont Department of Corrections. These funds will be used to create a system-wide approach to reentry by assembling a task force of stakeholders to analyze current conditions and develop a plan that includes recidivism reduction goals.
[JFO received 10/23/13]

JFO #2646 – \$300,000 grant from the U.S. Department of Justice to the Vermont Judiciary. These funds will be used in Windham County to implement a domestic violence docket that will enhance services to victims of domestic violence. **One (1) limited service position** is associated with this request.
[JFO received 10/28/13]

JFO #2647 – \$325,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to enhance health policies focused on Vermont youth, such as measuring the health environment at schools and conducting the Youth Risk Behavior Survey.
[JFO received 10/28/13]

JFO #2648 – \$450,000 grant from the U.S. Department of Health and Human Services to the Vermont Agency of Human Services. This grant will fund an employment program aimed at helping older

refugees find employment. The funding will also support younger refugees making the transition from secondary school to the workforce or higher education.

[JFO received 10/28/13]

JFO #2649 – \$64,902 grant from the U.S. Department of Justice to the Vermont Center for Crime Victim Services (VCCVS). These funds will be used to develop a plan for increasing accessibility to VCCVS services among people with disabilities.

[JFO received 10/28/13]

JFO #2650 – \$264,104 grant from the U.S. Department of Justice to the Vermont Center for Crime Victim Services (VCCVS). These funds will be used support a training program (for law enforcement and advocates) designed to promote cooperation and produce a plan aimed at reducing fatalities associated with domestic violence and stalking.

[JFO received 10/28/13]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by November 13 we will assume that you agree to consider as final the Governor's acceptance of these requests.



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

Agency of Administration

[phone] 802-828-2376
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SFO 2648

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

Grant Summary:	This grant will fund an employment program that helps older refugees find employment as well as aid younger refugees in the transition from secondary school to the workforce or higher education.				
Date:	10/22/2013				
Department:	Agency of Human Services, Central Office				
Legal Title of Grant:	Refugee Targeted Assistance				
Federal Catalog #:	93.576				
Grant/Donor Name and Address:	Office of Refugee Resettlement, Administration for Children and Families, DHHS, Washington, D.C.				
Grant Period:	From: 9/30/2013		To: 9/29/2016		
Grant/Donation	\$450,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$75,000	\$150,000	\$150,000	\$375,000	An additional \$75k will be available for future spending.

Position Information:	# Positions	Explanation/Comments
	0	No new positions needed

Additional Comments: All of these funds will be sub-granted to Vermont agencies through the RFP process.
Has Vantage budget detail been reviewed and reconciled? Yes No *QAB 10/22/13 (Analyst Initial)*

Department of Finance & Management	<i>10/23/13</i>	(Initial)
Secretary of Administration	<i>MC 10/23/13</i>	(Initial)
Sent To Joint Fiscal Office	<i>10/24/13</i>	Date



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

BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Office of the Secretary			
3. Program:	Refugee Program			
4. Legal Title of Grant:	Refugee Targeted Assistance			
5. Federal Catalog #:	93.576			
6. Grant/Donor Name and Address:	Office of Refugee Resettlement, Administration for Children and Families, DHHS, Washington, D.C.			
7. Grant Period:	From:	9/30/2013	To:	9/29/2016
8. Purpose of Grant:	"Helping Hands" is a Refugee Employment Program that will address barriers to employment for refugee youth in transition to work and older workers..			
9. Impact on existing program if grant is not Accepted:	Fewer resources to support refugees' economic self-sufficiency through work.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 14	FY 15	FY 16	
Personal Services	\$	\$	\$	
Operating Expenses	\$0	\$0	\$0	
Grants	\$75,000	\$150,000	\$150,000	
Total	\$75,000	\$150,000	\$150,000	
Revenues:				
State Funds:	\$0	\$0	\$0	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$75,000	\$150,000	\$150,000	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$0	\$0	\$0	
(Departmental Indirect)	\$0	\$0	\$0	
Other Funds:	\$0	\$0	\$0	
Grant (source)	\$	\$	\$	
Total	\$75,000	\$150,000	\$150,000	
Appropriation No:	3400001000	Amount:	\$75,000	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$75,000	

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

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

PERSONAL SERVICE INFORMATION

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

Appointing Authority Name: _____ Agreed by: _____ (initial)

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

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

13. AUTHORIZATION AGENCY/DEPARTMENT

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

Signature: <i>Dixie Henry</i>	Date: <i>10/15/13</i> <i>OK</i>
Title: <i>Deputy Secretary, JATS</i>	
Signature: _____	Date: _____
Title: _____	

14. SECRETARY OF ADMINISTRATION

Approved: (Secretary or designee signature) *[Signature]* Date: *11/23/13*

15. ACTION BY GOVERNOR

Check One Box: Accepted (Governor's signature) *[Signature]* Date: *10/24/13*

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

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

Refugee Targeted Assistance – Discretionary Grant

Helping Hands; a refugee employment program to address barriers to employment for refugee youths in transition and older workers

Executive Summary

This \$150,000/year, 3-year grant was awarded by the federal Office of Refugee Resettlement to the State Refugee Coordinator to address substantial barriers encountered by two specific groups of refugees in achieving economic self-sufficiency and finding employment. **At this time, \$87,000 was awarded to the state. However, the finalization of the budget for this grant will occur by the end of October, at which time the additional \$63,000 will be awarded. There is a need of only \$75,000 during SFY 2014.**

For older employable refugees who are at least 45 years old, the project will strengthen and widen the network of employment support services. This cohort of potential workers faces age discrimination, health limitations and fear of higher costs by employers, in addition to the numerous obstacles familiar to all refugees, including a lower level of education and English proficiency than their younger peers. As a result, the employment rate of employable refugees between 45 and 64 years old, who arrived in the US between 10/1/2006 and 4/17/2013, was only 44.58%, as opposed to 71.6% for the general employable refugee population. With this funding, we will establish partnerships with employers who need support to encourage them to hire older workers. This will lead to better employment outcomes.

The other refugees who need special attention are youths in transition to the workforce or higher education. Parents, education specialists and refugee serving-agencies say that they are without direction, unprepared for the job market's expectations, and uncertain of their choices. There are options, but the mainstream agencies struggle with providing services to this group; they do not understand their needs or how to meet them. This project will offer hope to younger refugees by showing them how to become informed and active participants in the opportunities of the American education system and the requirements of the world of work. Young refugees will be offered a range of culturally and linguistically appropriate services, tailored to support them in choosing available and appropriate options to gain experience and income through employment while continuing their education, if they so desire and ensuring a brighter future.

The State will sub grant the totality of this funding to community-based agencies using its regular procurement process to ensure that the most qualified, creative and cost-effective agencies, with the best culturally relevant plans, are selected. These services will be integrated into the network of employment services already provided to refugees to complement them.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Refugee Resettlement - Discretionary		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90RT0165-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: New		7. AWARD AUTHORITY: 412(c)(1)(A) of INS Act
8. BUDGET PERIOD: 09/30/2013 THRU 09/29/2014		9. PROJECT PERIOD: 09/30/2013 THRU 09/29/2016		10. CAT NO.: 93.576
11. RECIPIENT ORGANIZATION: Vermont Agency of Human Services 208 Hurricane Ln Ste 103 Williston, VT 05495-2069 Grantee Authorizing Official: Denise Lamoureux , State Refugee Coordinator			12. PROJECT / PROGRAM TITLE: Helping Hands; A Refugee Employment Program will address barriers to employment for refugee youth in transition to work and older workers.	

13. COUNTY: Chittenden	14. CONGR. DIST: 00	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Denise Lamoureux State Refugee Coordinator	
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 0.00	A. NON-FEDERAL SHARE.....	\$ 0.00 0%
Fringe Benefits.....	\$ 0.00	B. FEDERAL SHARE.....	\$ 87,000.00 100%
Travel.....	\$ 0.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 87,000.00
Supplies.....	\$ 0.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 0.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 0.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 87,000.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Direct Costs.....	\$ 87,000.00	\$ 87,000.00	
Indirect Costs.....	\$ 0.00	21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
At % of \$		Additional Costs	
In Kind Contributions.....	\$ 0.00	22. APPLICANT EIN:	23. PAYEE EIN:
Total Approved Budget.....	\$ 87,000.00	036000264	1036000274A6
		24. OBJECT CLASS:	
		41.51	

25. FINANCIAL INFORMATION:					DUNS 809376155	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	90RT016501	753/51503	3-G99TAD3	\$87,000.00		

26. REMARKS: (Continued on separate sheets)

RESTRICTION PLACED ON FEDERAL FUNDS:

Within thirty (30) days from the start date of this award, the grantee will be contacted by the Office of Grants Management (OGM) to finalize the budgetary aspects of this award.

All funds have been placed in the category 'Other' during this interim period.

27. SIGNATURE - ACF GRANTS OFFICER Robin Bunch	DATE: 09/20/2013	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Ms. Joann Simmons	DATE: 09/20/2013
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Eskinder Negash - Director		DATE: 09/20/2013	

Helping Hands; A refugee employment program

Budget Year One: FFY 2014

	<u>Cost</u>
Personnel	
Total personnel	0
Fringe benefits	0
Total personnel & fringe benefits	0
Travel	0
Supplies	0
Equipment	0
Contractual (one or more sub-grantees)	\$150,000
Other	0
TOTAL	\$150,000

Narrative

100% of the funding will be contracted to one or more refugee-serving or community based organization after RFP process. This approach complies with the State of Vermont procurement process and will ensure that the best qualified organization(s), with the most realistic and better developed plan will be selected. It will also give more time to interested applicants to create partnerships for the project and submit thoughtful proposals.

We anticipate one or two lead agencies (a natural division of responsibilities would be between the two components of the program, one with the youth in transition to work component and the other of the older workers part, although possibly one single agency could win the entire funding) with secondary partners. Partnerships will be given priority because they generally produce better outcomes for participants.

Please note that the following projected expense budgets are only estimates as actual budgets will be proposed and negotiated with the RFP winners. However, we believe that they are a good approximation of expenditures for the first year.

Below are projected expenses for the two main components of the project (could be merged if only one agency wins the bid.

Improve employment outcomes for older workers – Year One projected budget estimate:

Personnel	Cost
One FTE older workers employment specialist	\$35,000
Supervision of the program est. at .05 FTE	\$2,500
Accounting and reporting est. at .05 FTE	\$2,000
Total personnel	\$39,500
Fringe benefits	
33% of \$39,500	\$13,035
Total personnel & fringe benefits	\$52,535
Travel	0
Supplies	\$3271
Equipment	0
Contractual	
United Way Working Bridges resource coordinator	\$3,794
Other	
Mileage in-state - .55 / mile X 80 miles/week X 50 weeks	\$2,200
LEP services: Interpreters \$30/hour X 10h/week X 40 weeks	\$9,000
Occupancy and insurance	\$3,000
Translation of promotion material and employer rules, etc.	\$4,500
Printing, copies and postage	\$500
Audit	\$700
Other employee support services, as needed	\$5,500
Total Others	\$25,400
TOTAL	\$85,000

Narrative:

Personnel

Manager's annual salary estimated at \$50,000/year

Bookkeeper/reporter's annual salary estimated at \$40,000/year

Supplies:

Direct Service Staff Computer & Software: \$1,200

Mixed office supplies (e.g. pens, folders, filing cabinets, white boards): \$413

Telephone / Internet: \$1,658

- Telephone: for 1 FTE staff x \$75/month/phone = \$900
- Internet: \$758

Contractual

There is a possibility that some of the on-site support to employer / employee could be contracted out to Working Bridges, if the employer is already a participant in that program.

Other:

-Mileage in-state is for the employment specialist to establish relationships with employers, conduct job searches, to take clients to job interviews, to visit workplaces to ensure job retention

-Interpreters will be for support to employers and employees in their first year of employment

- Office space and insurance share of the program estimated at approximately \$3,000

-Translation of material, estimated at \$100/page for 45 pages

-Printing and copies of job applications, brochures, etc. Postage for communicating with clients employers, etc.

-Other support services are to address punctual emergency barriers to employment with specific employers and employees; they could include transportation, child care, case management, health-related support, etc. and would be provided on an individual basis. Short-term, specific and adapted group training could also be offered if employer is willing to hire several refugees and participate in a tailored training.

Improve the transition of refugee youths to the workforce– Year One projected budget estimate:

Personnel	Cost
.75 FTE refugee youth specialist	\$26,250
Supervision of the program est. at .05 FTE	\$2,500
Accounting and reporting est. at .05 FTE	\$2,000
Total personnel	\$30,750
Fringe benefits	
33% of \$30,750	\$10,148
Total personnel & fringe benefits	\$40,898
Travel	0
Supplies	\$3,314
Equipment	0
Contractual	
Adult Education Agency	\$11,500
Other	
Mileage in-state - .55 / mile X 80 miles/week X 52 weeks	\$2,288
LEP services: Interpreters and written translation of material	\$2,800
Occupancy and insurance	\$3,000
Printing, copies and postage	\$500
Audit	\$700
Total Others	\$9,288
TOTAL	\$65,000

Narrative

Personnel

Refugee youth specialist position: .75 FTE to do outreach, recruit youths, complete self-sufficiency plans, recruit employers and gather information on educational opportunities, do follow-up, could serve as interpreter in classes, if needed.

Manager's annual salary estimated at \$50,000/year

Bookkeeper/reporter's annual salary estimated at \$40,000/year

Supplies:

Direct Service Staff Computer & Software: \$1,200

Mixed office supplies (e.g. pens, folders, filing cabinets, white boards): \$456

Telephone / Internet: \$1,658

- Telephone: for 1 FTE staff x \$75/month/phone = \$900
- Internet: \$758

Contractual

Adult Education partner will build a curriculum, assess the participants for English fluency and provide the classes to refugee youth.

ABSTRACT

Project Title: **Helping Hands; A refugee Employment Program**
Applicant Name: Denise Lamoureux, State Refugee Coordinator, Refugee Office,
Agency of Human Services, State of Vermont
Address: 208 Hurricane Lane, Suite 103, Williston, VT 05495-2069
Contact numbers: Phone (802) 871-3162 or 652-4192 Fax (802) 871-3001
E-mail address: Denise.Lamoureux@state.vt.us

Chittenden County, and more specifically the cities of Burlington and Winooski, resettles almost 100% of the refugee population in Vermont. In proportion to its small population, these two cities' contribution to resettlement is huge. In FFY 2010 and 2011, Chittenden County received 695 refugees, more people than at least two counties in other States that receive Targeted Assistance (TAG) formula allocations. Yet, Chittenden County does not benefit from TAG formula funding because counties are re-qualified only once every three years. Neither do we receive TAG discretionary funding though the need for more assistance exists. With Helping Hands, the State of Vermont Refugee Office will address substantial barriers encountered by two specific groups of refugees in achieving economic self-sufficiency and finding employment.

For older employable refugees who are at least 45 years old, we will strengthen and widen the network of employment support services. This cohort of potential workers faces age discrimination, health limitations and fear of higher costs by employers, in addition to the numerous obstacles familiar to all refugees, including a lower level of education and English proficiency than their younger peers. As a result, the employment rate of employable refugees between 45 and 64 years old, who arrived in the US between 10/1/2006 and 4/17/2013, was only 44.58%, as opposed to 71.6% for the general employable refugee population.¹ We must do better and with this funding, we will establish partnerships with employers who need support to encourage them to hire older workers. This will lead to better employment outcomes.

The other refugees who need special attention are youths in transition to the workforce or higher education. Parents, education specialists and refugee serving-agencies say that they are without direction, unprepared for the job market's expectations, and uncertain of their choices. There are options, but the mainstream agencies struggle with providing services to this group; they do not understand their needs or how to meet them. This project will offer hope to younger refugees; it will show them how to become informed and active participants in the opportunities of the American education system and the requirements of the world of work. Young refugees will be offered a range of culturally and linguistically appropriate services, tailored to support them in choosing available and appropriate options to gain experience and income through employment while continuing their education, if they so desire and ensuring a brighter future.

The State will sub grant the totality of this funding to community-based agencies using its regular procurement process to ensure that the most qualified, creative and cost-effective agency(ies) with the best culturally relevant plans are selected. These services will be integrated into the network of employment services already provided to refugees to complement them.

¹ See Appendix 1. Data provided by the US Committee for Refugees and Immigrants local office, VRRP.