



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DD*
Date: March 22, 2019
Subject: Grant Requests – JFO #2955 - 2957

Enclosed please find three (3) items, which the Joint Fiscal Office has received from the Administration.

JFO #2955 – \$22,932 from the Corporation for National and Community Service (CNCS) to SerVermont (housed within the Agency of Human Services). The funding would be used to perform criminal history re-checks for CNCS-funded members and staff. These re-checks were mandated by CNCS due to compliance findings nationwide. SerVermont began performing the re-checks in January and sent a grant pre-spending notification to the Joint Fiscal Office in early February. The formal grant award from CNCS was received by SerVermont in February and so the grant materials will include the pre-spending notification as well as the grant acceptance request form (AA-1). CNCS has required that the re-checks be completed no later than March 31, 2019.

[JFO received 2/25/19]

JFO #2956 – \$123,040 from the American Association of Motor Vehicle Administrators to the VT Dept. of Motor Vehicles (DMV). The funding would be used to achieve compliance with 49 U.S.C. Sec. 30503, which requires States to make vehicle titling information available to users of the National Motor Vehicle Title Information System (NMVTIS), and to allow the Vermont DMV to perform instant title verification checks before issuing vehicle titles. Currently Vermont is one of six States that does not currently participate in the NMVTIS registry. These funds would help the State to achieve full participation within twelve months.

[JFO received 2/25/19]

JFO #2957 – \$99,919 from the U.S. Dept. of Agriculture-Food and Nutrition Service to the VT Agency of Education (AOE). The funds would be used to fund a part-time training coordinator position within AOE to provide training and professional development to child and adult care institutions Statewide that provide prepared meals. This training and development would be done within the context of the national Adult and Child Care Food Program goals as they relate to meal pattern compliance, menu planning and food service environment improvements. The part-time temporary position would be funded through September 30, 2020.

[JFO received 3/11/19]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by April 05, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

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

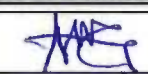
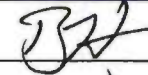
RECEIVED

Agency of Administration

FEB 25 2019

JOINT FISCAL OFFICE

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

Grant Summary:	Grant is to promote compliance with titling information provision and titling instant verification checks per National Motor Vehicle Titling Information System requirements.				
Date:	2/15/2019				
Department:	AOT - DMV 8100002100				
Legal Title of Grant:	NMVTIS SFP 20190003				
Federal Catalog #:					
Grant/Donor Name and Address:	American Association of Motor Vehicle Administrators, 4401 Wilson Blvd., Suite 700, Arlington VA 22203				
Grant Period:	From:	1/1/2019	To:	12/31/2019	
Grant/Donation	\$20,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$123,040	\$	\$	\$123,040	
Position Information:	# Positions	Explanation/Comments			
	0				
Additional Comments:	This grant is from a tax-exempt non-profit.				
Department of Finance & Management				(Initial)	
Secretary of Administration				(Initial)	
Sent To Joint Fiscal Office	2/25/19			Date	

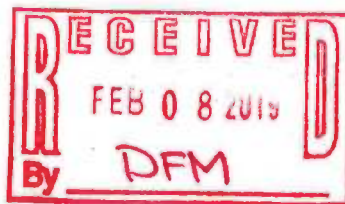
2/15/19



JOINT FISCAL OFFICE
FEB 5 2 5010
RECEIVED

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

BASIC GRANT INFORMATION				
1. Agency:	Transportation			
2. Department:	Motor Vehicles			
3. Program:				
4. Legal Title of Grant:	NMVTIS SFP 20190003			
5. Federal Catalog #:				
6. Grant/Donor Name and Address: American Association of Motor Vehicle Administrators 4401 Wilson Blvd., Suite 700 Arlington, VA 22203				
7. Grant Period:	From:	1/1/2019	To:	12/31/2019
8. Purpose of Grant: The purpose of funds provided under this agreement is to promote compliance by the award recipient with NMVTIS program requirements, including, but not limited to, <u>the obligations of States pursuant to 49 USC Section 30503 to make titling information available to NMVTIS users, and to establish a practice of performing an instant title verification check before issuing a certificate of title to an individual or entity claiming to have purchased an automobile from an individual or entity in another state.</u>				
9. Impact on existing program if grant is not Accepted: Project will not proceed.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2019	FY	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$123,040	\$	\$	
Total	\$123,040	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source 20190)	\$123,040	\$	\$	Other - dedicated
Total	\$123,040	\$	\$	
Appropriation No:	8100002100	Amount:	\$123,040	
			\$	
			\$	
			\$	



BA 11/11
LE 08
J

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

			\$
			\$
			\$
		Total	\$123,040

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: Joe Flynn Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
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:	E-SIGNED by Joe Flynn on 2019-02-07 21:02:47 UTC	Date:
	Title: Secretary of Transportation		
	Signature:		Date:
	Title:		

14. SECRETARY OF ADMINISTRATION

Approved: _____ (Secretary or designee signature) Date: 2/19/19

15. ACTION BY GOVERNOR

Check One Box:
 Accepted _____ (Governor's signature) Date: 2/25/19
 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).

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



American Association of
Motor Vehicle Administrators

**safe drivers
safe vehicles
secure identities
saving lives!**

December 20, 2018

Ms. Wanda Minoli
Commissioner
Vermont Department of Motor Vehicles
120 State Street
Montpelier, VT 05603

Dear Commissioner Minoli:

I am pleased to inform you that Vermont has been awarded \$123,040 as described in your application for the National Motor Vehicle Title Information System (NMVTIS) State Funding Program.

The next step is for AAMVA to prepare an agreement for your review and signature. Please provide contact information (name, title, email address, phone number) for the authorized representative responsible for administering this award program, and the name/title of the individual who will sign the agreement.

Upon receipt of these items, a NMVTIS Team member will send the agreement and instructions for requesting reimbursement. If you have any questions regarding this award, please contact Thomas Manuel, Senior Manager, Business Solutions by telephone (703) 908-8283 or e-mail: tmanuel@aamva.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anne Ferro', written over a horizontal line.

Anne Ferro
President & CEO

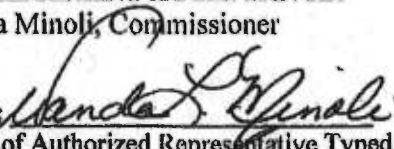
ASF/sfb

AMERICAN ASSOCIATION OF MOTOR VEHICLE ADMINISTRATORS



**NMVTIS STATE FUNDING PROGRAM AGREEMENT:
National Motor Vehicle Title Information System (NMVTIS)**

1. AWARD FUNDED BY:	American Association of Motor Vehicle Administrators 4401 Wilson Blvd., Suite 700 Arlington, VA 22203
2. AWARD FUNDED TO: Name, Title and Telephone Number of Authorized Representative:	Vermont Department of Motor Vehicles Wanda Minoli, Commissioner Phone: (802) 828-2011
3. AWARD REFERENCE NUMBER:	NMVTIS SFP 20190003
4. MAXIMUM AMOUNT OF AWARD:	\$ 123,040 Funds are to be disbursed pursuant to invoices submitted by award recipient following and certifying the attainment of progress milestones established in the fund award.
5. PERIOD OF PERFORMANCE:	January 1, 2019 to December 31, 2019 Unless the period of performance is extended, funds relating to this agreement shall lapse at the conclusion of the period of performance.
6. PURPOSE OF AWARD:	<p>A. The purpose of the funds provided under this agreement is to promote compliance by the award recipient with NMVTIS program requirements, including, but not limited to, the obligations of States pursuant to 49 USC §30503 to make titling information available to NMVTIS users, and to establish a practice of performing an instant title verification check before issuing a certificate of title to an individual or entity claiming to have purchased an automobile from an individual or entity in another state.</p> <p>B. Award recipient agrees that funds will be used exclusively for the purposes described in the NMVTIS state funding program application.</p> <p>C. Award recipient agrees to provide AAMVA with such information that AAMVA may reasonably request to verify the proper use of funds and to verify costs for reimbursements.</p>
7. PAYMENT INFORMATION:	<p>A. Upon AAMVA's verification of the attainment of performance milestones pertaining to a reimbursement request submitted under this agreement, AAMVA will issue payment to award recipient by check mailed to address of award recipient specified in this agreement</p> <p>B. Award recipient shall submit a reimbursement</p>

<p>8. CONDITIONS:</p>	<p>request to AAMVA at financeap@aamva.org.</p> <p>A. Award recipient's proposal dated November 1, 2018 is incorporated herein as Exhibit A.</p> <p>B. AAMVA's funding award letter dated December 18, 2018 is incorporated herein as Exhibit B.</p> <p>C. AAMVA reserves the right to discontinue, modify or withhold any payments to be made under this Agreement, or to require a total or partial refund of any funds disbursed under this Agreement if AAMVA, in its sole discretion, determines that such action is necessary: (1) because award recipient has not fully complied with the terms and conditions of this Agreement; (2) to protect the purpose and objectives of the funding; or (3) to comply with any law or regulation applicable to AAMVA, the award recipient, or this funding program.</p> <p>D. Award recipient's execution and delivery of this Agreement constitutes award recipient's acceptance of all obligations, terms and conditions specified herein.</p> <p>E. In the event of any conflicts among the terms of this Agreement, the fund award or award recipient's proposal, the order of precedence shall be as follows: this Agreement, the fund award and award recipient's proposal.</p> <p>F. Award recipient shall promptly provide such additional information, reports and/or documents as AAMVA may request. Award recipient shall also allow AAMVA and its representatives to have reasonable access during regular business hours to files, records, accounts or personnel that are associated with this fund program.</p>
<p>AAMVA APPROVAL: By: Anne S. Ferro, President and CEO</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>AWARD RECIPIENT ACCEPTANCE: By Wanda Minoli, Commissioner</p> <p>Signature:  (Signature of Authorized Representative Typed Above)</p> <p>Date: <u>January 22, 2019</u></p>



American Association of Motor Vehicle Administrators

NMVTIS State Funding Program Application

Organization Information

Vermont Department of Motor Vehicles (Agency of Transportation)

Name of organization

120 State Street

Address

Montpelier, VT 05603

City State, Zip

802-828-2011

Phone

Click here to enter text.

Fax

<https://dmv.vermont.gov>

Web site

Jennifer Pittsley

Name of Project Director

Director of Special Programs

Title

802-828-5454

Phone

Jennifer.Pittsley@vermont.gov

E-mail

Jennifer Pittsley

Name of contact person regarding this application

Director of Special Programs

Title

802-828-5454

Phone

Jennifer.Pittsley@vermont.gov

E-mail

Proposal Information

Please give a 2-3 sentence summary of request:

The Vermont Department of Motor Vehicles is requesting \$123,040 in AAMVA grant funding to become fully participant in the NMVTIS. Vermont is one of only six states that is not part of the NMVTIS, which raises the risk of flooded, fraudulent, and stolen vehicles being titled. Risks associated with title washing also emanate from nearby ports of entry, including the Port of Montreal.

Funds are being requested for (please check one):

Provide Title/Brand Data

Provide Title/Brand Data & Perform Inquiry

Are you planning a system re-write? Yes No

If yes, please describe:

Click here to enter text.

Project Dates (if applicable)

January 7, 2019 – December 4, 2019

Fiscal Year End

2020

Budget

Dollar Amount requested:

\$123,040

Total project budget (include AAMVA request):

\$123,040

Authorization & Payment



American Association of
Motor Vehicle Administrators

NMVTIS State Funding Program Application

Agency Name: Vermont Department of Motor Vehicles
Agency Address: 120 State Street, Montpelier, VT 05603
Point of Contact (email and phone number): Jennifer.Pittsley@vermont.gov 802-828-5454
Name and Title authorized representative: Joe Flynn, Secretary (Vermont Agency of Transportation)

Request for NMVTIS State Funding Program Detailed Budget Justification Instructions

Note: This Funding award is limited to states having no other obligated or allocated funds for NMVTIS implementation. In order to receive funding (jurisdiction) would need to commit to becoming fully participating by within 12 months of accepting the award. Eligible costs for program funding reimbursement are limited to development and implementation of the National Motor Vehicle Title Information System (NMVTIS). Maintenance and user costs after implementation should not be included in this worksheet

- a) **Personnel** – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in NMVTIS State Funding activities must be consistent with that paid for similar work within the applicant organization.
- b) **Travel** – Explain the purpose of travel and itemize travel expenses of project personnel by purpose (e.g. staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g. six people to 3-day training at \$X lodging, \$X subsistence
- c) **Equipment** – List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project.
- d) **Supplies** – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.
- e) **Consultants** - Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
- f) **Contractual** - Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts.



**American Association of
Motor Vehicle Administrators**

NMVTIS State Funding Program Application

- g) **Other Costs** – List items (e.g. rent, reproduction, telephone, janitorial or security services, and Investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Vermont NMVTIS Project Plan

Background

The National Motor Vehicle Title Information System (NMVTIS) serves as the nation's registry of vehicle titles, and is designed to protect consumers from fraud, unsafe vehicles, and to prevent stolen vehicles from being resold by providing detailed information on vehicle title history. NMVTIS is also a tool that assists motor vehicle and law enforcement agencies in deterring and preventing title fraud and other related crimes.

Vermont is currently one of six states that does not participate in NMVTIS. The following work plan is anticipated to make Vermont fully participating within 12 months of a grant award.

Project Goals:

- Protect consumers from fraud, unsafe vehicles, and stolen vehicles.
- Provide motor vehicle and law enforcement personnel the tools needed to deter and prevent title fraud and related crimes.
- Enable regional collaboration among states to formulate or streamline policies and regulations on vehicle titles.

Project Outcomes

- Allow Vermont residents, motor vehicle and law enforcement agencies access to a national database to instantly check all state vehicle title record systems and verify the accuracy and legitimacy of title information.
- Allow Vermont DMV, and other states, to securely check the title information of the current state of title and subsequently securely notify that state of the vehicle's new location and the issuance of a new title.
- Automate the process of accessing other state's actual title of record, including restricted information only available to state motor vehicle titling agencies, thereby allowing for simultaneous verification and title transaction.
- Allow access to insurance, junk, and salvage information reported on vehicles that may be in the process of being titled or already titled.

Key Milestones, including Tasks and Timeframes

See attached project schedule for the proposed implementation timeline and project duration.

Special Considerations

Identified risk factors include the potential titling of flooded, salvage, and fraudulent vehicles. Weather events affect nearly all parts of the country. Floods, hurricanes, tornadoes, and other storms inevitably result in salvage or flooded vehicles. Vermont's lack of participation in NMVTIS raises the risk that these vehicles will be titled in Vermont.

Vermont serves as an international gateway through direct access to land ports (Highgate Springs and Derby), and proximity to major seaports (Montreal, Quebec City). In addition, the State is located adjacent to States who participate in NMVTIS. These two factors increase the risk that individuals attempt to title fraudulent vehicles.

Approach to Real Time Daily Updates & Instant Inquiries in NMVTIS

Vermont would use the State Web Interface to perform instant inquiries of the NMVTIS system for all out of State titles being presented in VT for registration and/or re-titling purposes. These inquiries and resolution of any issues or discrepancies would occur prior to title issuance. Nightly once Vermont's title file is created and our state records are updated Vermont will send a batch update to NMVTIS.

How this NMVTIS Program Funding will be included as part of the overall funding for your state's NMVTIS/Titling Development Project.

While Vermont has wanted to become a fully participating State in the NMVTIS program for some time other priorities have required funding resources necessary to make that happen. With the program funding available here the Department could hire the necessary Information Technology Staff as well as some temporary business side staff to allow current staff the time necessary to implement this NMVTIS solution in a timely manner and become compliant with DOJ requirements.

	Cost			
Grand Total	\$ 123,040.00			
		Project		
Unbudgeted Labor	\$ 121,088.00	Hours	Rate	
Programer/Analyst	\$ 73,920.00	880	\$ 84.00	
DBA	\$ 14,080.00	160	\$ 88.00	
Project Management	\$ 15,488.00	176	\$ 88.00	
SME/Business Staff augmentation	\$ 17,600.00	320	\$ 55.00	
Travel	\$ 1,452.00	Qty/Days	Rate	
Hotel	\$ 600.00	3	\$ 200.00	
Food	\$ 152.00	4	\$ 38.00	
Airfare	\$ 700.00	1	\$ 700.00	
Supplies	\$ 500.00			
Training Material Development/Printing	\$ 500.00	1	\$ 500.00	

Notes:
 1 person for 3 nights/four days to go to NMVTIS training
 or go to another State to see their helpdesk and
 processes.