



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: November 23, 2016  
Subject: Grant Request #2860

Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

**JFO #2860** – \$217,890 grant from the Federal Emergency Management Agency (FEMA) to the Department of Public Safety. These funds were granted to the Department in CY 2014 but the grant did not go through the grant approval procedures, and therefore was never formally approved by the Joint Fiscal Committee. To date, most funding from the award has been spent, however, the Department has been notified by FEMA that it will receive additional funding to be spent in State FY 2017 and 2018. The funds have been, and would continue to be, used to purchase safety and rescue equipment for firefighters.

The Department is requesting retroactive approval of the grant from 2014. A memo from Secretary of Administration Trey Martin is included in the grant materials acknowledging that proper procedures were not followed when the grant was originally awarded and stating that actions have been taken to ensure that the error does not happen again. Upon receiving approval of the 2014 grant, the Department would be free to accept the new grant at its discretion as an ongoing funding source, per current grant approval procedures.

*[JFO received 11/16/16]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto: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 December 7, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.

**RECEIVED**  
 NOV 10 2016  
 Agency of Administration  
**JOINT FISCAL OFFICE**

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

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

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

<b>Grant Summary:</b>	This grant will support efforts to protect the public and firefighting personnel from fire and fire-related hazards through the purchase of safety and rescue equipment.				
<b>Date:</b>	10/19/2016				
<b>Department:</b>	Department of Public Safety				
<b>Legal Title of Grant:</b>	2013 Assistance to Firefighters Grant				
<b>Federal Catalog #:</b>	97.044				
<b>Grant/Donor Name and Address:</b>	Federal Emergency Management Agency (FEMA) 65 Old Marlboro Road Maynard, MA 01754				
<b>Grant Period:</b>	From: 7/25/2014		To: 6/30/2016		
<b>Grant/Donation</b>	\$217,890				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$217,890	\$	\$	\$217,890	Grant required a match of not less than 10%, which amounted to \$24,210.
<b>Position Information:</b>	<b># Positions</b>	<b>Explanation/Comments</b>			
	0	N/A			
<b>Additional Comments:</b> This grant was awarded back in 2014, however was never submitted for approval to the Joint Fiscal Committee (JFC). AA-1 is attached, however the Commissioner of Public Safety has not provided a signature in box 13, because funds were expended before JFC approval. A memo from [redacted]					

OCT 19 2016

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

Secretary of Administration has been drafted and will accompany the grant approval package to the Joint Fiscal Office.

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

<b>Department of Finance &amp; Management</b>	<i>BA</i>	(Initial)
<b>Secretary of Administration</b>	<i>W</i>	(Initial)
<b>Sent To Joint Fiscal Office</b>	<i>11/9/10</i>	Date



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

BASIC GRANT INFORMATION					
<b>1. Agency:</b>					
<b>2. Department:</b>		VT Dept of Public Safety, Division of Fire Safety			
<b>3. Program:</b>		AFG-13			
<b>4. Legal Title of Grant:</b>		Assistance to Firefighters Grants			
<b>5. Federal Catalog #:</b>		97.044			
<b>6. Grant/Donor Name and Address:</b>					
<b>7. Grant Period:</b>		<b>From:</b> 7/25/2014	<b>To:</b> 6/30/2016		
<b>8. Purpose of Grant:</b> The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.					
<b>9. Impact on existing program if grant is not Accepted:</b> The impact would be to compromise the safety of the public and emergency personnel from fire and other hazards					
10. BUDGET INFORMATION					
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>	
<b>Expenditures:</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY</b>		
Personal Services	\$	\$	\$		
Operating Expenses	\$	\$	\$		
Grants	\$217,890	\$	\$		
<b>Total</b>	\$	\$	\$		
<b>Revenues:</b>					
State Funds:					
Cash	\$	\$	\$		
In-Kind	\$	\$	\$		
Federal Funds:					
(Direct Costs)	\$	\$	\$		
(Statewide Indirect)	\$	\$	\$		
(Departmental Indirect)	\$	\$	\$		
Other Funds:					
Grant (source Local Match)	\$24,210	\$	\$		
<b>Total</b>	\$242,100	\$	\$		
<b>Appropriation No:</b>	2140043100	<b>Amount:</b>	\$242,100		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
		<b>Total</b>	\$		

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

**PERSONAL SERVICE INFORMATION**

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

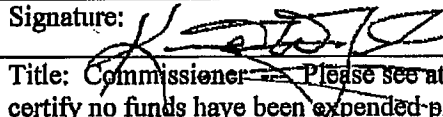
Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
	0	N/A
<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:  Date: 10/28/16  
 Title: Commissioner - Please see attached memo that explains why I am unable to certify no funds have been expended prior to grant acceptance

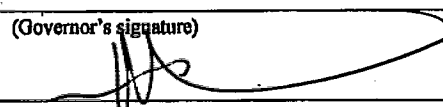
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

**14. SECRETARY OF ADMINISTRATION**

Approved:  (Secretary or designee signature) Date: 11/2/16

**15. ACTION BY GOVERNOR**

Accepted  
 Rejected

(Governor's signature)  Date: 11/9/16

**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**  
**Agency of Administration**  
**Office of the Secretary**  
Pavilion Office Building  
109 State Street  
Montpelier, VT 05609-0201  
[www.aoa.vermont.gov](http://www.aoa.vermont.gov)

[phone] 802-828-3322  
[fax] 802-828-3320

*Trey Martin, Secretary*

## MEMORANDUM

**TO:** Joint Fiscal Committee  
**FROM:** Trey Martin, Secretary of Administration  
**RE:** Department of Public Safety Assistance to Firefighters Grant  
**DATE:** October 19, 2016

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Please find attached an AA-1 for your approval. In August of 2014 the Vermont Department of Public Safety (DPS) was awarded a federal Assistance to Firefighters grant from the Federal Emergency Management Agency (FEMA). This federal grant award of \$217,890 is for the purpose of protecting the public and firefighters from fire and fire-related hazards through the purchase of safety and rescue equipment. This grant included a required state share based on size of population served, which amounted to \$24,210, or roughly an 11% match.

Upon receipt of the Form AA-1, Finance and Management was notified by the Commissioner of Public Safety that the Assistance to Firefighters grant had not followed applicable state policy and procedures in regards to grant acceptance. The grant had been awarded in 2014, however was never submitted for approval to the Joint Fiscal Committee. Thus, purchases of equipment have already occurred and if grant approval were denied the costs would need to be covered by the General Fund.

Both Finance and Management and the Secretary of Administration office have spoken with the Dept. of Public Safety to ensure this error does not occur in the future.

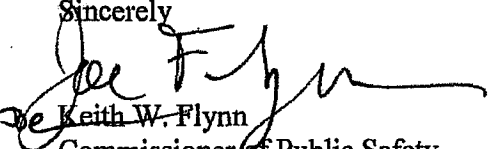


State of Vermont  
Department of Public Safety  
45 State Drive  
Waterbury, Vermont 05671-1300  
<http://dps.vermont.gov/>

Secretary Martin,

Attached is an AA-1 Grant Acceptance Form for the 2013 Assistance to Firefighters grant received by the Vermont Department of Public Safety in August of 2014. It recently came to my attention that the AA-1 Grant Acceptance form was never submitted to Finance and Administration or the Joint Fiscal Office for this Federal Award. I cannot sign the certification in box 13 since the performance period of this award had ended before I became aware of the issue. I now wish to remedy this by routing the AA-1 through the proper acceptance process. The amount of the award is \$217,890 with a match requirement of \$24,210. The purpose of this funding was to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards by purchasing safety and rescue equipment. Please let me know if any further documentation is required to process this Grant Acceptance form.

Sincerely

  
Keith W. Flynn  
Commissioner of Public Safety





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**State of Vermont**  
**Department of Public Safety**  
45 State Drive  
Waterbury, Vermont 05671-1300  
(802) 241-5000  
TTY/TDD (888) 545-7598  
[www.dps.vermont.gov](http://www.dps.vermont.gov)

October 12, 2016

To: Nick Foss, Finance & Management Budget Analyst

From: Debbie Cummings, Financial Administrator II

Re: Request for Grant Acceptance

Attached you will find a Request for Grant Acceptance (Form AA-1) for the Dept of Homeland Security Assistance to Firefighters Grant Program (AFG-13) for EMW-2013-FZ-00059.

If you have any questions please contact me at 802-241-5390 or at [Debbie.Cummings@vermont.gov](mailto:Debbie.Cummings@vermont.gov)

Thanks

DC

Debbie Cummings

Cc: Bojan Brkovic/Rhonda Camley, Financial Managers

Cc: Rick Hallenbeck, Assistant Director of Administration/Finance





State of Vermont  
Department of Public Safety  
45 State Drive  
Waterbury, Vermont 05671-1300  
<http://dps.vermont.gov/>

Secretary Martin,

I am unable to certify that no funds have been expended prior to requesting grant acceptance for the 2013 Assistance to Firefighters grant awarded to the Department of Public Safety in August of 2014. The performance period of this award had ended before I became aware that we had received this grant and neglected to request grant acceptance from the Administration and the Joint Fiscal Office. I have included a signed AA-1 Grant Acceptance Form for the 2013 Assistance to Firefighters grant in the hopes that we can now remedy this by routing the AA-1 through the proper acceptance process. The amount of the award is \$217,890 with a match requirement of \$24,210. The purpose of this funding was to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards by purchasing safety and rescue equipment. Please let me know if any further documentation is required to process this Grant Acceptance form.

Sincerely

Keith W. Flynn  
Commissioner of Public Safety





Federal Emergency Management Agency  
Washington, D.C. 20472

Mrs Tracy O'Connell  
VT Dept of Public Safety, Division of Fire Safety, Vermont Fire Academy  
103 South Main St  
Waterbury, Vermont 05671-9800

Re: Grant No. EMW-2013-FZ-00059

Dear Mrs O'Connell:

This letter is in written response to your amendment request regarding an adjustment to the federal rate sharing within your grant. The approved federal share has been changed to \$217,890, and the approved applicant share has been changed to \$24,210. The total budget amount remains the same at \$242,100. The new federal rate sharing is now 90%/10%. Please disregard the federal rate sharing listed on the budget page within the AFG E-grant system. As stated above the federal rate sharing has been manually updated. All other terms and conditions of the grant remain unchanged, except as noted per your amendment. Please maintain copies of all bids/quotes, purchase receipts, vouchers, etc., along with a copy of this letter in your grant file. All other terms and conditions remain unchanged.

If you have any further questions and/or concerns please contact Ramesa Pitts at (202) 786-9760.

Sincerely,

Ramesa Pitts  
Grants Management Specialist

FY 2013 Assistance to Firefighters Grant Program	
Award Number:	EMW-2013-FZ-00059
Award Amount:	\$217,890.00
Total Match Required	\$24,210.00

CFDA #:	97.044
Federal Agency:	FEMA
Federal Award Start Date	7/24/2014
Federal Award End Date	6/30/2016

	PG	Application
AFG 13_Compressor/Casade	41061E-001	38,422.17
AFG 13_Rescue Equipment	41061E-002	32,991.35
AFG 13_SCBA	41061E-003	48,937.50
AFG 13_Rapid Intervention Eq	41061E-004	45,372.06
AFG 13_Match	41061M	24,210.00
AFG 13_Helmets	41061S-001	2,875.50
AFG 13_Hoods	41061S-002	346.27
AFG 13_Coats	41061S-003	15,501.51
AFG 13_Gloves	41061S-004	700.77
AFG 13_Boots	41061S-005	4,457.30
AFG 13_Pants	41061S-006	12,051.05
AFG 13_Spare Cylinders	41061S-007	12,420.00
AFG 13_Supplies	41061S-008	3,814.52

Project	Total	Balance	
41061E-001	38,422.17	0.00	
41061E-002	32,991.35	0.00	
41061E-003	48,937.50	0.00	
41061E-004	43,978.06	1,394.00	
41061M	24,162.96	47.04	
41061S-001	2,875.50	0.00	
41061S-002	346.27	0.00	
41061S-003	15,501.51	0.00	
41061S-004	700.77	0.00	
41061S-005	4,457.30	0.00	
41061S-006	12,051.05	0.00	
41061S-007	12,420.00	0.00	
41061S-008	3,814.52	0.00	
<b>Grand Total</b>	<b>240,658.96</b>	1,441.04	Total
		47.04	State
		1,394.00	Federal

last updated : DC 10/10/16  
41061M goes to 21120

10%	24,210.00
Less Match	217,890.00

## Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION  
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM  
Application**

**INSTRUMENT:** GRANT  
**AGREEMENT NUMBER:** EMW-2013-FZ-00059  
**GRANTEE:** VT Dept of Public Safety, Division of Fire Safety, Vermont Fire Academy  
**AMOUNT:** \$242,100.00, State Fire Training Academy

**Project Description**

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The recipient shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application narrative. These sections of the application are made a part of these grant agreement articles by reference. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

**Grantee Concurrence**

By providing the Primary Contact's electronic signature and indicating acceptance of the award, the recipient accepts and agrees to abide by the terms and conditions of the grant as set forth in this document. Recipients agree that they will use the funds provided through the Fiscal Year 2013 Assistance to Firefighters grant in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2013 Assistance to Firefighters program guidance. All documents submitted as part of the original grant application are made a part of this agreement by reference.

**Period of Performance**

25-JUL-14 to 24-JUL-15

**Amount Awarded**

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$240,100.00
Supplies	\$2,000.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$242,100.00

**NEGOTIATION COMMENTS IF APPLICABLE (max 4000 characters)**

This grant includes an Equipment activity that may require an Environmental Planning and Historic Preservation (EHP) review before being implemented. Please go to Agreement Article XXVII of the award package, and comply with the instructions to access and submit your EHP Screening form.

The Program Office has made the following reductions to your grant: The cost of SCBAs is excessive based on market

research. FEMA will fund \$8,000 per unit. The cost of spare cylinders is excessive at \$1,320 per unit; FEMA will fund \$1,200 per unit.

FEMA Grant Operations has made the following reduction to your grant: Indirect charges totaling \$17,375 are removed because the Indirect Cost Rate Agreement indicates that such charges are not eligible under this grant.

Therefore, FEMA has recommended the award at this level:

Total budget \$242,100  
Federal share \$205,785  
Applicant share \$36,315

If you have any questions about your award package, please contact your GPD Grants Management Specialist: Ramesa Pitta at [Ramesa.Pitts@fema.dhs.gov](mailto:Ramesa.Pitts@fema.dhs.gov).

#### System for Award Management (SAM)

**Prior to requesting federal funds, all recipients are required to register their entity information in the System for Award Management (SAM.gov).** As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information at least annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

#### FEMA Officials

**Program Officer:** The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

**Grants Assistance Officer:** The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

**Grants Operations POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

#### ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 4000 characters)

This grant includes an Equipment activity that may require an Environmental Planning and Historic Preservation (EHP) review before being implemented. Please go to Agreement Article XXVII of the award package, and comply with the instructions to access and submit your EHP Screening form.

The Program Office has made the following reductions to your grant: The cost of SCBAs is excessive based on market research. FEMA will fund \$8,000 per unit. The cost of spare cylinders is excessive at \$1,320 per unit; FEMA will fund \$1,200 per unit.

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If you have any questions about your award package, please contact your GPD Grants Management Specialist: Ramesa Pitta at [Ramesa.Pitts@fema.dhs.gov](mailto:Ramesa.Pitts@fema.dhs.gov)



# FEMA

U.S. Department of Homeland Security  
Washington, D.C. 20472

## AGREEMENT ARTICLES

### ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - State Fire Training Academy

**GRANTEE:** VT Dept of Public Safety, Division of Fire Safety, Vermont Fire Academy

**PROGRAM:** State Fire Training Academy

**AGREEMENT NUMBER:** EMW-2013-FZ-00059

**AMENDMENT NUMBER:**

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### **Article I - Administrative Requirements**

The administrative requirements that apply to most DHS award recipients through a grant or cooperative agreement arise from two sources: - Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (also known as the "A-102 Common Rule"), found under FEMA regulations at Title 44, Code of Federal Regulations (CFR) Part 13, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." - OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, relocated to 2 CFR Part 215. The requirements for allowable costs/cost principles are contained in the A-102 Common Rule, OMB Circular A-110 (2 CFR § 215.27), DHS program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The four costs principles circulars are as follows: - OMB Circular A-21, Cost Principles for Educational Institutions, relocated to 2 CFR Part 220. - OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, relocated to 2 CFR Part 225. - OMB Circular A-122, Cost Principles for Non-Profit Organizations, relocated to 2 CFR Part 230. - OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

### **Article II - Lobbying Prohibitions**

None of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal of any Federal contract, grant, loan, cooperative agreement. These lobbying prohibitions can be found at 31 U.S.C. § 1352.

### **Article III - Financial Reporting**

Recipients will be required to submit a semi-annual Federal Financial Report (FFR), Standard Form (SF-425) through the AFG online e-grant system. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR is due semi-annually based on the calendar year beginning with the period after the award is made. Recipients are required to submit an FFR throughout the entire period of performance of the grant. The reporting periods for the FFR are January 1 through June 30 (report due by July 31), and July 1 through December 31 (report due by January 31). At the end of the grant's period of performance, all recipients are required to produce a final report on how the grant funding was used and the benefits realized from the award. Recipients must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

### **Article IV - GPD - Trafficking Victims Protection Act of 2000**

All recipients of financial assistance will comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104), located at 2 CFR Part 175. This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007. In accordance with the statutory requirement, in each agency award under which funding is provided to a private entity, Section 106(g) of the TVPA, as amended, requires the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a sub-recipient - (a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect; (b) Procures a commercial sex act during the period of time that the award is in effect; or (c) Uses forced labor in the performance of the award or subawards under the award. Full text of the award term is provided at 2 CFR § 175.15.

### **Article V - GPD - Drug-Free Workplace Regulations**

All recipients of financial assistance will comply with the requirements of the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. These regulations are codified at 2 CFR 3001.

### **Article VI - Fly America Act of 1974**

All recipients of financial assistance will comply with the requirements of the Preference for U.S. Flag Air Carriers: Travel supported by U.S. Government funds requirement, which states preference for the use of U.S. flag air carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. - 4 - § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

**Article VII - Activities Conducted Abroad**

All recipients of financial assistance will comply with the requirements that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

**Article VIII - Acknowledgement of Federal Funding from DHS**

All recipients of financial assistance will comply with requirements to acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

**Article IX - Copyright**

All recipients of financial assistance will comply with requirements that publications or other exercise of copyright for any work first produced under Federal financial assistance awards hereto related unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). For any scientific, technical, or other copyright work based on or containing data first produced under this award, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, the recipient grants the Government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in all such copyrighted works. The recipient shall affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under an award.

**Article X - Use of DHS Seal, Logo and Flags**

All recipients of financial assistance must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**Article XI - DHS Specific Acknowledgements and Assurances**

All recipients of financial assistance must acknowledge and agree and require any subrecipients, contractors, successors, transferees, and assignees acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. 1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS. 2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. 5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties. 6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office. The United States has the right to seek judicial enforcement of these obligations.

**Article XII - Civil Rights Act of 1964**

Recipients of financial assistance will comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**Article XIII - Civil Right Act of 1968**

All recipients of financial assistance will comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and



common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features (see 24 CFR § 100.201).

**Article XIV - Americans with Disabilities Act of 1990**

All recipients of financial assistance will comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

**Article XV - Age Discrimination Act of 1975**

All recipients of financial assistance will comply with the requirements of the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

**Article XVI - Title IX of the Education Amendments of 1972**

All recipients of financial assistance will comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. These regulations are codified at 44 CFR Part 19.

**Article XVII - Rehabilitation Act of 1973**

All recipients of financial assistance will comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

**Article XVIII - Limited English Proficiency**

All recipients of financial assistance will comply with the requirements of Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>.

**Article XIX - Animal Welfare Act of 1966**

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. § 2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

**Article XX - Clean Air Act of 1970 and Clean Water Act of 1977**

All recipients of financial assistance will comply with the requirements of 42 U.S.C. § 7401 et seq. and Executive Order 11738, which provides for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters is considered research for other purposes.

**Article XXI - Protection of Human Subjects**

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional

protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

#### **Article XXII - National Environmental Policy Act (NEPA) of 1969**

All recipients of financial assistance will comply with the requirements of the National Environmental Policy Act (NEPA), as amended, 42 U.S.C. § 4331 et seq., which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters. To comply with NEPA for its grant-supported activities, DHS requires the environmental aspects of construction grants (and certain non-construction projects as specified by the Component and awarding office) to be reviewed and evaluated before final action on the application.

#### **Article XXIII - National Flood Insurance Act of 1968**

All recipients of financial assistance will comply with the requirements of Section 1306(c) of the National Flood Insurance Act, as amended, which provides for benefit payments under the Standard Flood Insurance Policy for demolition or relocation of a structure insured under the Act that is located along the shore of a lake or other body of water and that is certified by an appropriate State or local land use authority to be subject to imminent collapse or subsidence as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels. These regulations are codified at 44CFR Part 63.

#### **Article XXIV - Flood Disaster Protection Act of 1973**

All recipients of financial assistance will comply with the requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within one year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DHS support. Lists of flood prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

#### **Article XXV - Coastal Wetlands Planning, Protection, and Restoration Act of 1990**

All recipients of financial assistance will comply with the requirements of Executive Order 11990, which provides that federally funded construction and improvements minimize the destruction, loss, or degradation of wetlands. The Executive Order provides that, in furtherance of Section 101(b)(3) of NEPA (42 U.S.C. § 4331(b)(3)), Federal agencies, to the extent permitted by law, must avoid undertaking or assisting with new construction located in wetlands unless the head of the agency finds that there is no practicable alternative to such construction, and that the proposed action includes all practicable measures to minimize harm to wetlands that may result from such use. In making this finding, the head of the agency may take into account economic, environmental, and other pertinent factors. The public disclosure requirement described above also pertains to early public review of any plans or proposals for new construction in wetlands. This is codified at 44 CFR Part 9.

#### **Article XXVI - USA Patriot Act of 2001**

All recipients of financial assistance will comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c. Among other things, it prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The act also establishes restrictions on access to specified materials. "Restricted persons," as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.

#### **Article XXVII - Environmental Planning and Historic Preservation Screening**

AFG funded activities (Modification to Facility or Equipment) that may require an EHP review, involving the installation or requiring renovations to facilities, including but not limited to air compressor/fill station/cascade system (Fixed) for filling SCBA, air improvement systems, alarm systems, antennas, gear dryer, generators (fixed), permanently mounted signs, renovations to facilities, sprinklers, vehicle exhaust systems (fixed) or washer/extractors are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process.

FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders.

To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to our Department of Homeland Security/Federal Emergency Management Agency- website at: <https://www.fema.gov/library/viewRecord.do?ld=6906>

In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds.

#### **Article XXVIII - Vehicle Awards**

If awarded any AFG vehicle grant, you must obtain a vehicle purchase contract from the vendor or manufacturer and send it by e-mail to your AFG Regional Representative. A list of the AFG Regional Representatives and their contact information can be found on the AFG website at <http://www.fema.gov/fire-grant-contact-information>.

The grantee must include in their vehicle purchase contract specific performance requirements and penalties (penalty clause) for noncompliance with the requirements. The clause should specify a delivery date for the vehicle under contract and include a provision for a penalty for non-delivery on the specified date. Non-delivery by the contract's guaranteed date should require a penalty for non-performance of at least \$100 per day until the date that the vehicle is delivered.

It is recommended that any department/organization that will advance their own local funds to their vendor prior to receipt of the vehicle obtain a performance bond. The bond may be obtained through the vendor or a local bank.

It is required that any department/organization that will advance of Federal funds to their vendor prior to receipt of the vehicle obtain a prepayment bond. A prepayment bond may be obtained through your bank or the vendor. The cost for the bond may be included in the grant.

Grantees that fail to comply with these requirements--fail to provide the AFG with a copy of the vehicle purchase contract, or fail to obtain the necessary prepayment bond - will not be eligible for an extension of the grant's period of performance.

If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to [firegrants@dhs.gov](mailto:firegrants@dhs.gov).



# FEMA

Ms. Allison Laflamme  
VT Dept of Public Safety, Division of Fire Safety  
45 State Drive  
Waterbury, Vermont 05671-1300

Re: Award No.EMW-2015-FZ-00141

Federal FY15 Grant  
(NEW)

Dear Ms. Laflamme:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2015 Assistance to Firefighters Grant has been approved in the amount of \$500,000.00. As a condition of this award, you are required to contribute a cost match in the amount of \$50,000.00 of non-Federal funds, or 10 percent of the Federal contribution of \$500,000.00.

**Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system.** By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2015 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

**Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov).** As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an

email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Kamoie", written over a horizontal line.

**Brian E. Kamoie**  
Assistant Administrator for Grant Programs

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION  
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM  
Application**

**INSTRUMENT:** GRANT  
**AGREEMENT NUMBER:** EMW-2015-FZ-00141  
**GRANTEE:** VT Dept of Public Safety, Division of Fire Safety  
**DUNS NUMBER:** 809376692  
**AMOUNT:** \$550,000.00, State Fire Training Academy

**Project Description**

Federal FY 15. (NEW) grant

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

**Period of Performance**

16-MAY-16 to 15-MAY-17

**Amount Awarded**

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$550,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
State Taxes	\$0.00
Total	\$550,000.00

**NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)**

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist:

Ramesa Pitts

Ramesa.Pitts@dhs.gov

**FEMA Officials**

**Program Officer:** The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

**Grants Assistance Officer:** The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

**Grants Operations POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)**

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist:

Ramesa Pitts

Ramesa.Pitts@dhs.gov

## Daniel Dickerson

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**From:** Chadwick, Joanne <Joanne.Chadwick@vermont.gov>  
**Sent:** Thursday, November 17, 2016 9:59 AM  
**To:** Daniel Dickerson  
**Cc:** Hallenbeck, Richard; Brkovic, Bojan; Camley, Rhonda; Cummings, Debbie; Hayward, Marie  
**Subject:** FW: Public Safety AA.1 for the AFG grant award  
**Attachments:** AFG 13- Financials.xlsx; Application Details.pdf; Assistance to Firefighters Grant Program\_Award Package Approved.pdf; AFG-13 Amendment 1 backup.pdf

Good Morning Dan,

Please see responses to your questions in the body of your email below, with additional supporting information in the attachments above. Please let me know if you need anything further.

Thank you so much,

Joanne

Joanne L. Chadwick  
Director of Finance & Administration  
State of Vermont  
Department of Public Safety  
45 State Drive  
Waterbury, Vermont 05671-1300  
Telephone: (802) 241-5496  
E-Mail: [joanne.chadwick@vermont.gov](mailto:joanne.chadwick@vermont.gov)

***\*\*Please note my new e-mail address above. Please also note the new street/ mailing address. Public Safety Headquarters has not moved its location, but the address has changed due to the renovation and re-configuration of the Waterbury State Office Complex***

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**From:** Hallenbeck, Richard  
**Sent:** Thursday, November 17, 2016 8:49 AM  
**To:** Chadwick, Joanne <[Joanne.Chadwick@vermont.gov](mailto:Joanne.Chadwick@vermont.gov)>  
**Cc:** Hayward, Marie <[Marie.Hayward@vermont.gov](mailto:Marie.Hayward@vermont.gov)>  
**Subject:** FW: Public Safety AA.1 for the AFG grant award

Joanne,  
The documents are attached with answers below. Let me know if you would like me to send this to Dan.  
Kind regards,  
Rick

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**From:** Brkovic, Bojan  
**Sent:** Wednesday, November 16, 2016 2:57 PM



**To:** Hallenbeck, Richard <[Richard.Hallenbeck@vermont.gov](mailto:Richard.Hallenbeck@vermont.gov)>; Hayward, Marie <[Marie.Hayward@vermont.gov](mailto:Marie.Hayward@vermont.gov)>  
**Cc:** Camley, Rhonda <[Rhonda.Camley@vermont.gov](mailto:Rhonda.Camley@vermont.gov)>  
**Subject:** FW: Public Safety AA.1 for the AFG grant award

Rick,

I had Debbie gather the attached files and she also added notes to the below email.

Bojan

**From:** Daniel Dickerson [<mailto:ddickerson@leg.state.vt.us>]  
**Sent:** Tuesday, November 15, 2016 4:14 PM  
**To:** Chadwick, Joanne <[Joanne.Chadwick@vermont.gov](mailto:Joanne.Chadwick@vermont.gov)>  
**Cc:** Hallenbeck, Richard <[Richard.Hallenbeck@vermont.gov](mailto:Richard.Hallenbeck@vermont.gov)>; Hayward, Marie <[Marie.Hayward@vermont.gov](mailto:Marie.Hayward@vermont.gov)>; Brkovic, Bojan <[Bojan.Brkovic@vermont.gov](mailto:Bojan.Brkovic@vermont.gov)>; Camley, Rhonda <[Rhonda.Camley@vermont.gov](mailto:Rhonda.Camley@vermont.gov)>  
**Subject:** RE: Public Safety AA.1 for the AFG grant award

Joanne,

Thank you for the insight. Could you please provide the following additional items:

1. A breakdown of how FFY13 funds were used (attached AFG-13 Financials) and how FFY15 funds will be used? Include federal and state dollars \$550,000 Equipment (\$500,000 Federal, \$50,000 State), (attached Application details page 16).
2. Clarification of the Federal/State share breakdown? The AA-1 that I received shows a \$217,890 (90%) federal share while the attached FEMA approval letter shows a \$205,785 (85%) federal share. The application was for \$205,785, then we had amendment 1 to increase by \$12,105.00. (attached AFG-13 Amendment 1 backup including 90% federal share).
3. Could you also send the FFY15 FEMA approval letter and any supporting documents for the FFY15 grant? (attached Assistance to Firefighters Grant Program\_Award Package Approved).

I would like the JFC to receive documentation for the FFY13 grant as well as the FFY15 grant. However, you will not need to submit a separate AA-1 for the FFY15 grant.

Thank you

**Daniel Dickerson**  
*Fiscal Analyst / Business Manager*  
Vermont Legislative Joint Fiscal Office  
One Baldwin Street | Montpelier, VT 05633-5701  
802.828.2472

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**From:** Chadwick, Joanne [<mailto:Joanne.Chadwick@vermont.gov>]  
**Sent:** Tuesday, November 15, 2016 3:32 PM  
**To:** Daniel Dickerson  
**Cc:** Hallenbeck, Richard; Hayward, Marie; Brkovic, Bojan; Camley, Rhonda  
**Subject:** Public Safety AA.1 for the AFG grant award

Hi Dan,

Per our conversation earlier today regarding the Assistance to Firefighter Grant (AFG) (CFDA 97.044), I wanted to clarify that Public Safety received AFG grants first for Federal Fiscal Year (FFY) 2013. We also received an AFG award for FFY 2015 and are just now applying for the FFY16 award. I'm not sure how this was missed, but I was not able to verify that the spending under this grant program was included in our listing of federal awards in our budget submissions so I don't believe your argument that this was approved in the overall approval of the budget would be an accurate statement.

FYI, spending of the FFY13 award funding for which we are seeking the AA.1 approval is just now being completed and closed out. We will likely be expending the FFY15 award in late FFY17 into FFY18 as this award is being used to partially fund a construction project at the VT Fire Academy.

Please let me know if you'd like to discuss further or would like more information.

Thank you,

Joanne

## **Johnson, Harriet**

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**From:** Chadwick, Joanne  
**Sent:** Tuesday, October 25, 2016 8:31 AM  
**To:** Johnson, Harriet; Flynn, Joe  
**Cc:** Flynn, Joe; Hallenbeck, Richard; Cummings, Debbie; Brkovic, Bojan; Camley, Rhonda  
**Subject:** RE: Grant needed signature

Hi Harriet,

The reason that Commissioner Flynn did not sign this AA.1 is explained in the memo that was included in our original submission to Nick Foss. We discovered that we had not gone through the AA.1 approval process when we first received this federal award in FFY13. The signature box in the document requires the Commissioner to attest to the fact that there have been no expenditures on the award, which is not true in this case. We are attempting to mitigate this oversight now by sending in the AA.1.

I'll forward that original email sent to Nick Foss on October 13 shortly. It contains a memo signed by Deputy Commissioner Joe Flynn explaining the situation. Please let me know if you have any questions.

Thanks,

Joanne

Joanne L. Chadwick  
Director of Finance & Administration  
State of Vermont  
Department of Public Safety  
45 State Drive  
Waterbury, Vermont 05671-1300  
Telephone: (802) 241-5496  
E-Mail: joanne.chadwick@vermont.gov

**\*\*Please note my new e-mail address above. Please also note the new street/ mailing address. Public Safety Headquarters has not moved its location, but the address has changed due to the renovation and re-configuration of the Waterbury State Office Complex**

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

**From:** Johnson, Harriet  
**Sent:** Monday, October 24, 2016 4:16 PM  
**To:** Flynn, Joe <Joe.Flynn@vermont.gov>; Chadwick, Joanne <Joanne.Chadwick@vermont.gov>  
**Subject:** Grant needed signature

Joe and Joanne - sorry I just missed you. This grant needs Commissioner Flynn's signature.

Thanks, Harriet

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Harriet Johnson | Agency of Administration  
109 State Street | Montpelier, VT 05609-0201  
ph: 802.828.3322 | fax: 802.828.3320



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**State of Vermont**  
**Department of Public Safety**  
45 State Drive  
Waterbury, Vermont 05671-1300  
(802) 241-5000  
TTY/TDD (888) 545-7598  
[www.dps.vermont.gov](http://www.dps.vermont.gov)

October 12, 2016

To: Nick Foss, Finance & Management Budget Analyst

From: Debbie Cummings, Financial Administrator II

Re: Request for Grant Acceptance

Attached you will find a Request for Grant Acceptance (Form AA-1) for the Dept of Homeland Security Assistance to Firefighters Grant Program (AFG-13) for EMW-2013-FZ-00059.

If you have any questions please contact me at 802-241-5390 or at [Debbie.Cummings@vermont.gov](mailto:Debbie.Cummings@vermont.gov)

Thanks

DC

Debbie Cummings

Cc: Bojan Brkovic/Rhonda Camley, Financial Managers

Cc: Rick Hallenbeck, Assistant Director of Administration/Finance