



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: November 7, 2008
Subject: JFO #2342

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

JFO #2342 — \$10,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These grant monies will cover filming and editing costs for two educational films as well as printing costs of a new student workbook.

[JFO received 10/08/08]

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

cc: Michael Hogan, Commissioner

Committees

NABCA is a committee-driven association. Each year, the new Chairman makes his/her committee appointments. All new programs, projects, strategies, etc., are discussed at the committee level prior to recommendation to the full Board. Additionally, necessary internal business transactions such as budgeting, planning, etc., are addressed and dealt with at the committee level before being decided by the full Board.

Committees (Board Members only)

1. Public Affairs
2. Finance
3. Governance
4. Internal Affairs
5. Executive Steering
6. Industry Relations
7. Pension Plan Trustees

Advisory Committees

1. Distribution Center Logistics
2. Education Task Force
3. Information Technology
4. Products and Procedures
5. Regulatory
6. Public Health Advisory
7. Industry Steering
8. Brokers Advisory

(Bylaws - Article X Sections 18.2)

Statistical Services

NABCA Sales Reports

NABCA regularly publishes numerous statistical reports which detail sales by brand, container size, class and type of alcohol beverage. Reports span a granularly spectrum from sales by retail outlet and on-premise licensee to sales by Control Jurisdiction. Ad hoc reports, capable of displaying long term analysis and comparisons, are prepared for individual users based upon their needs using the NABCA database. Because the Control States represent 29% of the distilled spirits market in the United States, comprehensive sales information generated in a timely and consistent manner can prove invaluable as a market research analysis tool.

SMW2...NABCA's Statistical or Alcohol Management Data Warehouse
SMW2 is a data warehouse with a graphical, analytical OLAP front-end that delivers instant access to monthly account-level information and more than three years of historical sales data. Monthly sales are maintained at the SKU level by licensee and retail outlet.

Publications

"Daily News Update"

Every businessday morning, NABCA staff sends out an email with the morning clips from newspapers all over the world that are relevant to the alcohol beverage community in general - concentrating on legislation and other community, public health articles.

Directory

"Contacts" is published annually and lists current names, addresses, phone and fax numbers and email addresses of NABCA members and affiliate organizations.

Annotated Bibliography

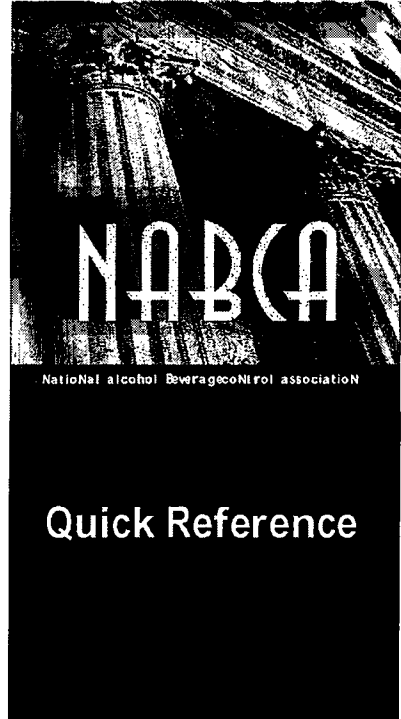
The NABCA collects and reviews research related to alcohol policy throughout the year. In order to provide members with a greater understanding of the many research studies and articles conducted, NABCA publishes an annotated bibliography which includes summary reports of many studies and articles.

Annual Survey Book

More than forty surveys comparing operational information from all Control States are updated annually. Some surveys contain licensee state and Canadian province comparisons as well. Additionally, staff conducts periodic surveys, upon request from NABCA members, to answer specific questions or to address topics not covered in the Annual Survey Book.

Pamphlets/Studies

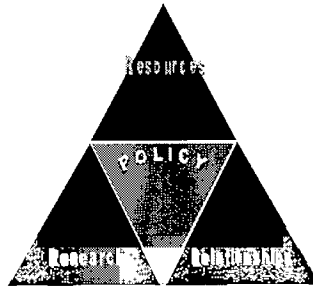
"The Control State Systems" gives an historical overview of the Control System concept, an outline of how Control Systems work and generate revenue, and a brief history and description of NABCA's role as the national association of the Control States. "The Control State Marketplace" gives a business perspective of the Control States, the Control State marketplace, and the benefits of doing business in the Control States. "The Effects of Privatization of Alcohol Control Systems" provides information and research that addresses privatization issues. "The American Experience with Alcohol" recounts the evolution of alcohol in America, from the early 1700s through "The Great Experiment," and lays the foundation from which the Control State Systems were created.



NABCA
 National Alcohol Beverage Control Association
 4401 Ford Avenue, Suite 700
 Alexandria, VA 22302
 Tel: (703) 579-4200 Fax: (703) 820-3551

NABCA Revenue/Expenses

| 2007-2008 Revenue | |
|-----------------------|------------------|
| Membership | 1,234,567 |
| Corporate Sponsorship | 345,678 |
| Other | 123,456 |
| Total | 1,703,701 |
| 2007-2008 Expenses | |
| Administrative | 456,789 |
| Marketing | 234,567 |
| Professional | 123,456 |
| Travel | 98,765 |
| Other | 87,654 |
| Total | 1,099,211 |



NABCA'S Strategic Plan

Mission
 Founded in September 1938 as the national association of the Control States, NABCA's mission is to support alcohol control systems by providing **RESOURCES**, compiling **RESEARCH** and fostering **RELATIONSHIPS** to address **POLICY** for the responsible sale and consumption of alcohol beverages.

General Objectives
 In carrying out its mission, NABCA has the following objectives:

RESOURCES: Provide financial, informational and other resources to improve the effectiveness of alcohol control systems in the responsible sale and consumption of alcohol beverages.

RESEARCH: Compile and distribute information on societal, operational and philosophical issues for the responsible sale and consumption of alcohol beverages.

RELATIONSHIPS: Cultivate relationships among alcohol control systems, government agencies, public health organizations, the alcohol beverage industry and other stakeholders to encourage communication and to promote ethical practices in the responsible sale and consumption of alcohol beverages.

POLICY: Address alcohol policy by monitoring, evaluating and communicating the impact on the responsible sale and consumption of alcohol beverages.

Meetings

Board Meetings
 In September and January, the NABCA Board of Directors meets for three days to conduct business necessary for the Association's operation. The Industry Steering Committee (a separate entity consisting of NABCA Supplier members) also attends to conduct business on their own and jointly with the Board.

Annual Conference
 NABCA hosts the Annual Conference in May of each year and invites all members to participate. An aggressive Control State and Industry business agenda presents nationally known speakers, renowned panelists, informative seminars and interactive workshops. Past conferences have proven valuable to members as a forum of interaction with the many players in the Control States and in the alcohol beverage industry.

Administrator's Conference
 Control State officials from educational, regulatory, operational, warehouse and information technology disciplines and industry representatives meet on an annual basis in workshop sessions and committee meetings to stay abreast of new initiatives and to discuss common challenges and successes.

Symposium on Alcohol Beverage Law
 NABCA annually hosts an annual symposium on alcohol beverage legal issues. The symposium offers perspectives from key federal and state government officials and knowledgeable attorneys regarding current issues facing all segments of the alcohol beverage arena.

Industry Relations
 Smaller groups of NABCA Directors will travel to supplier corporate headquarters or production facilities to discuss business and social responsibility concerns as well as to better understand the production and the culture of the company and its brands. This also affords opportunities to discuss NABCA's goals and mission and individual state issues.

Public Health
 Through the NABCA-Alcohol Policy Alliance and the Public Health Advisory Committee, the Board of Directors work to expand the relationships with Public Health researchers and advocates to impact alcohol policy in the hopes of reducing alcohol abuse. Additionally, in working together, NABCA, Industry and Public Health officials are hoping to slow the erosion of states' rights as it relates to alcohol regulation.

Officers

Chairman

- > elected by the Board of Directors at the Annual Conference
- > serves a one-year term
- > must be a Board member
- > serves as an ex-officio member on all committees and presides over Board Meetings

Chairman-Elect

- > elected by the Board of Directors at the Annual Conference
- > serves a one-year term
- > must be a Board member
- > serves as Acting Chairman in the Chairman's absence

President & CEO

- > serves at the pleasure of the Board
- > responsible for headquarters operations
- > represents association to industry, public health and governmental groups

JFO # 2342

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant is to create new training materials for alcohol servers and sellers. Current training materials are over 10 years old.

TITLE OF GRANT: 2008 NABCA Educational Award

FEDERAL CATALOG No.: N/A

GRANTOR / DONOR: National Alcohol Beverage Control Association (NABCA)
4401 Ford Avenue, Suite 700
Alexandria, Virginia 22302-1473

DATE: 9/11/08

DEPARTMENT: Liquor Control

GRANT / DONATION: The grant will cover filming and editing costs for two educational films as well as printing costs of a new student workbook.

AMOUNT / VALUE: \$10,000.00

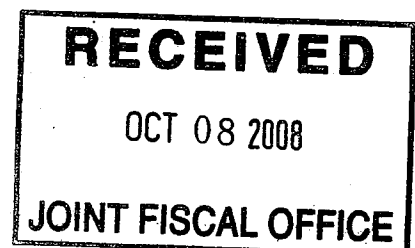
POSITIONS REQUESTED: None

GRANT PERIOD: 1/2008 to 12/2008

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) *RM* 9/14/08
(INITIAL) *RM* 9/17/08
DATE: 9/29/08



**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. **Agency:**
 2. **Department:** Liquor Control
 3. **Program:** Alcohol Education
4. **Legal Title of Grant:** 2008 NABCA Educational Award
 5. **Federal Catalog No.:** Not Applicable
 6. **Grantor and Office Address:**
 National Alcohol Beverage Control Association
 4401 Ford Avenue, Suite 700
 Alexandria, Virginia 22302-1473

7. **Grant Period:** From: January 2008 To: December 2008

8. **Purpose of Grant:** (attach additional sheets if needed)
 The purpose of this grant is to create new training materials for alcohol server and seller training within the State of Vermont. Educational training is mandated by Vermont law for anyone selling or serving alcohol beverages. Specifically, this grant will pay for the filming and editing of two educational films - one for servers (restaurants and bars) and one for sellers (stores) - along with the printing costs of a new student workbook. (See attached Project Description for more details)

9. **Impact on Existing Programs if Grant is not Accepted:**
 If the grant is not accepted, the Liquor Control education programs will continue. However, the materials used will be outdated (our current training films are over ten years old and numerous changes to applicable statutes have taken place during this time). Currently, there are no materials that the attendee can take away from the training for future reference. The new workbooks would provide this.

10. **Budget Information:**

| | (1st State FY) FY 2008 | (2nd State FY) FY 2009 | (3rd State FY) FY 2010 |
|--|---------------------------|---------------------------|---------------------------|
|--|---------------------------|---------------------------|---------------------------|

EXPENDITURES:

| | | | |
|--------------------|----|--------------|---------|
| Personal Services | \$ | \$ | \$ |
| Operating Expenses | \$ | \$ | \$ |
| Grants | \$ | \$ 10,000.00 | \$ |
| TOTAL | \$ | \$ 10,000.00 | \$ 0.00 |

REVENUES:

| | | | |
|-----------------------|----|--------------|----|
| <u>State Funds:</u> | | | |
| Cash | \$ | \$ | \$ |
| In-Kind | \$ | \$ | \$ |
| <u>Federal Funds:</u> | | | |
| (Direct Costs) | \$ | \$ | \$ |
| (Statewide Indirect) | \$ | \$ | \$ |
| (Department Indirect) | \$ | \$ | \$ |
| <u>Other Funds:</u> | | | |
| (source) Grant | \$ | \$ 10,000.00 | \$ |

| | | | | | | |
|--------------|----|------|----|-----------|----|------|
| TOTAL | \$ | 0.00 | \$ | 10,000.00 | \$ | 0.00 |
|--------------|----|------|----|-----------|----|------|

Appropriation Nos.

Amounts

| | |
|------------|--------------|
| | \$ |
| | \$ |
| 2300002000 | \$ 10,000.00 |

-over-

REC'D SEP 04 2008

SEP 04 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Michael J. Boye

12a. Please list any requested Limited Service positions:

| Titles | Number of Positions |
|------------------------|---------------------|
| | |
| TOTAL Positions | 0 |

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

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

Michael J. Boye 9/13/08
 (Signature) (Date)
Commissioner
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 9/25/08
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. McInnis 9/17/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

Michael J. Hogan, Commissioner

[phone] 802-828-2345
[fax] 802-828-2803

August 29, 2008

Neale F. Lunderville
Secretary of Administration
109 State Street
Montpelier, VT 05609-0201

Dear Secretary Lunderville:

Enclosed is a new request by the Department of Liquor Control for approval of a one-time grant for Responsible Server Training. The grant is being offered by the National Alcohol Beverage Control Association. The total amount of the grant is \$10,000 and does not have any new positions associated with it, nor does it add to the base budget of the department. It will entail the filming and editing of two new alcohol education films along with the printing of a new student workbook to be used in our alcohol server/seller training seminars. These materials are an integral part of the alcohol beverages server/seller training programs mandated by the Vermont State Legislature.

If you have any questions, please call me at 828-4929.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Hogan". The signature is fluid and cursive.

Michael J. Hogan
Commissioner of Liquor Control

MJH:ml

REC'D SEP 04 2008



January 29, 2008

Steven Waldo
Vermont Dept. of Liquor Control
13 Green Mountain Dr., Drawer 20
Montpelier, VT 05620-4501

Dear Steve,

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your project, *Responsible Server Training*, was deemed an appropriate effort to be supported by the NABCA Educational Award in the amount of \$10,000.00.

Enclosed is an evaluation form to be used to track the program's progress. Please report back to us in the near future and then on a periodic basis, so that we may be kept apprised of its status.

We look forward to hearing from you. Should you feel the need to contact us at any time, please do not hesitate to do so.

Sincerely,



Steven L. Schmidt
Vice President, Public Policy/Communications

Enclosure
cc: Walter E. Freed

Lawrence, Marcia

From: Steve Schmidt [sschmidt@nabca.org]
Sent: Wednesday, September 03, 2008 4:14 PM
To: Lawrence, Marcia
Cc: Menard, Jane; Fisher, Jen; Hogan, Mike; Waldo, Steve
Subject: RE: 2008 Grant Award

Marcia:
I have reviewed your request below and your request for a change in scope and use of funds is approved.
Steve

Steven L. Schmidt, Vice President
Public Policy/Communications
National Alcohol Beverage Control Association
4401 Ford Ave., Suite 700
Alexandria, VA 22302
Phone: 703-965-6941
sschmidt@nabca.org

From: Lawrence, Marcia [mailto:Marcia.Lawrence@state.vt.us]
Sent: Friday, August 29, 2008 11:55 AM
To: Steve Schmidt
Cc: Jane.Menard@state.vt.us; Jen.Fisher@state.vt.us; Mike.Hogan@state.vt.us; Steve.Waldo@state.vt.us
Subject: 2008 Grant Award

Hello Steve,

We are in the process of using our 2007 NABCA grant award and are now requesting a slight change in the scope of our 2008 Educational Grant Award. As you know, we requested a change in the focus of our 2007 grant from using the funds to make copies of a new training film to the actual pre-production costs of hiring a film maker to film and edit two new alcohol education films. We will be using the 2007 grant for pre-production planning and would like to use \$5,000 of the 2008 grant to pay for the actual filming and editing of these films. In our original Project Description, we had requested \$5,000 for making copies of a video that would have been filmed free of charge by Diageo North America. However, our intention to partner with Diageo raised some questions with our Attorney General's office. Therefore, we chose to hire our own videographer and would like your permission to spend \$5,000 of our 2008 grant on payments to the videographer for the actual filming and editing of our educational training films.

9/4/2008

The remaining \$5,000 will be spent, as outlined in our original grant proposal, for printing costs associated with a new student workbook. This portion of the grant proposal has not changed.

Thank you,

Marcia

--

Marcia Lawrence, MSA
Marketing/Customer Service Supervisor
Vermont Department of Liquor Control
13 Green Mountain Drive, Drawer 20
Montpelier, Vermont 05620-4501
(802)828-4932
Marcia.Lawrence@state.vt.us

Vermont Department of Liquor Control 2007-2008 Educational Award Project Description

Summary:

As stated in the previous year's project description, Vermont law mandates educational training for anyone selling or serving alcoholic beverages. Last year we used the grant award to create a training video for off-premise sales clerks. That project is currently in the production stage and will be completed soon.

We would like to take the upcoming year's grant award to complete a server training video for those employees working on-premise. The video currently being used for training in this state was produced several years ago and desperately needs updating due to new laws and regulations. Since production is ongoing with the film crew for the other video, we will be using the same actors and film crew at the same time to create this "other" video at no additional costs.

A note of interest on both projects is the collaboration with the film crew at Burr and Burton Academy in Manchester, Vermont did not come to be. We have been fortunate to substitute them with a professional film crew under contract with Diageo North America, Inc. They will be providing production as an in-kind donation to our state. We will also be collaborating with the Vermont Grocers' Association, the Vermont State College system, and licensees around the state who have generously offered their properties as filming locations. The importance of this collaboration to properly train sellers and servers of alcohol cannot be overstated.

Since the grant has increased this year to \$10,000 and the on-premise video can be done for \$5,000, we will be using the remainder to create and publish a student workbook for the students attending the alcohol seller and server training seminars (currently, there are no materials the students can take home with them) along with other training materials.

Criteria:

1. The video will educate servers of alcohol in their responsibilities regarding minors and intoxicated patrons, among other alcohol regulation topics.
2. DLC Education Investigator Steven M. Waldo will be the project coordinator. He is also the Vermont representative to the NABCA Education Task Force.
3. The project will be a collaboration between DLC, Diageo North America, the Vermont Grocers' Association, the Vermont State Colleges, and area licensees.

Time Line:

Film production is ongoing, with an estimated completion date of mid-winter 2007/2008. The workbook will be ready for publication by the spring of 2008. Distribution of all the materials will be ongoing during 2008.

Evaluation:

Reduced alcohol violations regarding sales to minors and to intoxicated patrons will be experienced as a result of proper training using the new videos and workbooks.

Sustainability:

Licensees are charged a fee for the training packets which include: a DVD/video, the workbook, an Alcohol Server/Seller Awareness Program (ASAP) booklet, a test, and a certificate of completion along with any postage. These fees are used to replenish training materials as needed.

NABCA Educational Award Program 2007-2008
Itemized Project Budget
Responsible Server Training
Submitted by the Vermont Department of Liquor Control

On-premise Video Budget:

| Item | Quantity | Expenditure |
|-----------------------|----------|-----------------------------|
| VHS Copies | 200 | \$ 450.00 (\$2.25 per copy) |
| DVD Copies | 1,950 | 4,387.50 (\$2.25 per copy) |
| Set Up | | 62.50 |
| Shipping and Handling | | 100.00 |
| Subtotal | 2,150 | \$ 5,000.00 |

Student Workbooks Budget:

Since the workbooks have not been created, it is not possible to give exact printing costs at this time. We estimate that the books will cost approximately \$1.25 per copy. All \$5,000 will be used for their creation and reproduction.

| Item | Quantity | Expenditure |
|-------------------|----------|-------------------------------|
| Printed Workbooks | 4,000 | \$ 5,000.00 (\$1.25 per copy) |
| Subtotal | 4,000 | \$5,000.00 |

| | |
|-------------------------------------|---------------------|
| Total Budget for On-premise Video | 5,000.00 |
| Total Budget for Workbooks | 5,000.00 |
| Total Grant Amount Requested | \$ 10,000.00 |



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

Michael J. Hogan, Commissioner

[phone] 802-828-2345
[fax] 802-828-2803

August 13, 2008

Stephen Klein
Chief Fiscal Officer
Joint Fiscal Office
One Baldwin Street
Montpelier, VT 05633-5301

Dear Mr. Klein:

As per the advice of Rebecca Buck, our former advisor at the Joint Fiscal Office, we are writing to inform you of the status of a grant for \$5,000 received by the Department of Liquor Control (DLC) from the National Alcohol Beverage Association (NABCA) in 2007.

Originally, the DLC requested the grant funds be used to duplicate training films for alcohol sellers. These films are used in our alcohol education seminars and as part of the licensee in-house training package. We had planned to collaborate with Burr and Burton Academy for the actual videography and editing of the film (free of charge). However, Burr and Burton was not able to take on our project and we were forced to seek other alternatives. After making numerous contacts with partners who would film our project for free and not finding one, we decided to use the grant funds to pay a professional filmmaker. We are in the process of contracting with Jim Eaton Productions, who is an approved vendor with the Chief Marketing Officer, after reviewing bids from three in-state vendors. Mr. Eaton was the lowest bidder.

Because of the time it has taken us to explore all alternatives, we requested and received approval from the grantor (NABCA) to extend our grant through December 31, 2008 and to change the focus of our grant from making copies of the film to the actual production of it.

Please contact me or the DLC's Business Manager, Jane Menard, with any questions you may have.

Thank you,

A handwritten signature in cursive script that reads "M. M. Lawrence".

Marcia Lawrence
Executive Staff Assistant, Commissioner's Office
Vermont Department of Liquor Control



From: "Lawrence, Marcia" <Marcia.Lawrence@state.vt.us>
To: "nlavery@leg.state.vt.us" <nlavery@leg.state.vt.us>
CC: "Hogan, Mike" <Mike.Hogan@state.vt.us>, "Menard, Jane" <Jane.Menard@stat...>
Date: 10/8/2008 12:27 PM
Subject: DLC 2008 Grant

Hello Nathan,

As per our conversation on October 7, 2008, I am writing to give the Joint Fiscal Committee more information about our 2008 request for acceptance of a \$10,000 grant awarded to the Department of Liquor Control by the National Alcohol Beverage Control Association. In particular, I would like to address any concerns the Committee may have about meeting the timelines indicated on the grant which are January, 2008 to December, 2008.

Though the time line for the grant started at the beginning of calendar year 2008, we did not initiate the acceptance process until August. This was due to our inability to partner with any organizations that would film our training videos for free. In June, we decided to change the focus of the portion of our grant award set aside for duplications of the video, and instead, ask the grantor, NABCA, if we could use the funds to film and edit our own videos. (We had already requested, and were granted, that our 2007 NABCA grant for \$5,000 be used for the initial planning and pre-production costs of new alcohol education videos.) NABCA approved our change and the DLC began interviewing and taking bids from potential filmmakers. Once we had a clear idea of exactly how we would spend our grant funds and had received approval from the grantor to make these changes, we began the State's grant approval process.

Because the pre-production planning for our training films has already begun (using funds from our 2007 grant), we believe the films can be filmed and edited during the time period indicated on our Request for Grant Acceptance form (ending December 31, 2008). The new student workbooks, which constitute the other training materials in our grant proposal, are done and ready to be printed, as soon as this grant is approved by the Joint Fiscal Committee. Please note that the workbooks were completed by our Education Division and no grant funds were used to pay for their creation. The grant is to be used strictly for the printing costs of reproducing the workbooks in quantities needed to train every server or seller of alcohol and tobacco within the state.

We hope this clarifies some questions about our grant proposal. We respectfully request that the Joint Fiscal Committee approve our grant and that DLC is allowed to adhere to the time lines indicated on the grant proposal.

Thank you,
Marcia

--
Marcia Lawrence, MSA
Marketing/Customer Service Supervisor
Vermont Department of Liquor Control
13 Green Mountain Drive, Drawer 20
Montpelier, Vermont 05620-4501
(802)828-4932
Marcia.Lawrence@state.vt.us



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: October 8, 2008
Subject: Grant Request

Enclosed please find three (3) requests which the Joint Fiscal Office recently received from the Administration:

JFO #2340 — \$25,000 grant from the National Endowment of the Humanities to the Department of Housing & Community Affairs, Division for Historic Preservation. These grant funds will be used to develop a prototypical internet program that aims to make Vermont archeological information available to the public. **Please note that some funds have been expended in anticipation of JFC approval because the grant requires the recipient to attend a training that was held September 23, 2008.**

[JFO received 10/08/08]

JFO #2341 — \$10,000 grant from the National Children's Alliance to the Department of State's Attorneys and Sheriffs. These grant monies will cover additional hours for an investigator who works on domestic violence cases in Chittenden County. This investigator currently has a personal services contract with the Department of State's Attorneys and Sheriffs.

[JFO received 10/08/08]

JFO #2342 — \$10,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These grant monies will cover filming and editing costs for two educational films as well as printing costs of a new student workbook.

[JFO received 10/08/08]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; nlavery@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you have questions or would like any item held for JFC review. Unless we hear from you to the contrary by October 22 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Bill Noyes, Acting Commissioner
Jane Woodruff, Executive Director
Michael Hogan, Commissioner

SFO # 2342

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant is to create new training materials for alcohol servers and sellers. Current training materials are over 10 years old.

TITLE OF GRANT: 2008 NABCA Educational Award

FEDERAL CATALOG No.: N/A

GRANTOR / DONOR: National Alcohol Beverage Control Association (NABCA)
4401 Ford Avenue, Suite 700
Alexandria, Virginia 22302-1473

DATE: 9/11/08

DEPARTMENT: Liquor Control

GRANT / DONATION: The grant will cover filming and editing costs for two educational films as well as printing costs of a new student workbook.

AMOUNT / VALUE: \$10,000.00

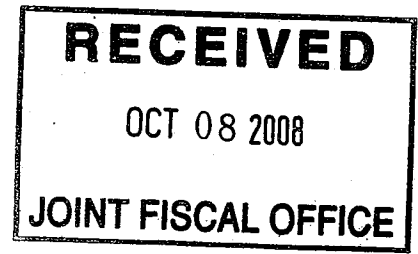
POSITIONS REQUESTED: None

GRANT PERIOD: 1/2008 to 12/2008

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) *JA* 9/14/08
(INITIAL) *JRM* 9/17/08
DATE: 9/29/08



**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. **Agency:**
 2. **Department:** Liquor Control
 3. **Program:** Alcohol Education
 4. **Legal Title of Grant:** 2008 NABCA Educational Award
 5. **Federal Catalog No.:** Not Applicable
 6. **Grantor and Office Address:**
 National Alcohol Beverage Control Association
 4401 Ford Avenue, Suite 700
 Alexandria, Virginia 22302-1473

7. **Grant Period:** From: January 2008 To: December 2008

8. **Purpose of Grant:** (attach additional sheets if needed)
 The purpose of this grant is to create new training materials for alcohol server and seller training within the State of Vermont. Educational training is mandated by Vermont law for anyone selling or serving alcohol beverages. Specifically, this grant will pay for the filming and editing of two educational films - one for servers (restaurants and bars) and one for sellers (stores) - along with the printing costs of a new student workbook. (See attached Project Description for more details)

9. **Impact on Existing Programs if Grant is not Accepted:**
 If the grant is not accepted, the Liquor Control education programs will continue. However, the materials used will be outdated (our current training films are over ten years old and numerous changes to applicable statutes have taken place during this time). Currently, there are no materials that the attendee can take away from the training for future reference. The new workbooks would provide this.

10. **Budget Information:**

| | (1st State FY) FY 2008 | (2nd State FY) FY 2009 | (3rd State FY) FY 2010 |
|--|---------------------------|---------------------------|---------------------------|
|--|---------------------------|---------------------------|---------------------------|

EXPENDITURES:

| | | | |
|--------------------|----|--------------|---------|
| Personal Services | \$ | \$ | \$ |
| Operating Expenses | \$ | \$ | \$ |
| Grants | \$ | \$ 10,000.00 | \$ |
| TOTAL | \$ | \$ 10,000.00 | \$ 0.00 |

REVENUES:

| | | | |
|-----------------------|----|--------------|----|
| <u>State Funds:</u> | | | |
| Cash | \$ | \$ | \$ |
| In-Kind | \$ | \$ | \$ |
| <u>Federal Funds:</u> | | | |
| (Direct Costs) | \$ | \$ | \$ |
| (Statewide Indirect) | \$ | \$ | \$ |
| (Department Indirect) | \$ | \$ | \$ |
| <u>Other Funds:</u> | | | |
| (source) Grant | \$ | \$ 10,000.00 | \$ |

| | | | | | | |
|--------------|----|------|----|-----------|----|------|
| TOTAL | \$ | 0.00 | \$ | 10,000.00 | \$ | 0.00 |
|--------------|----|------|----|-----------|----|------|

Appropriation Nos.

Amounts

2300002000

\$
\$
\$ 10,000.00

-over-

REC'D SEP 04 2008

SEP 04 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Michael J. Hoza

12a. Please list any requested Limited Service positions:

| Titles | Number of Positions |
|------------------------|---------------------|
| | |
| TOTAL Positions | 0 |

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

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

Michael J. Hoza 9/13/08
 (Signature) (Date)
Commissioner
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 9/25/08
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. Malone 9/17/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

(Signature) (Date)



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

Michael J. Hogan, Commissioner

[phone] 802-828-2345
[fax] 802-828-2803

August 29, 2008

Neale F. Lunderville
Secretary of Administration
109 State Street
Montpelier, VT 05609-0201

Dear Secretary Lunderville:

Enclosed is a new request by the Department of Liquor Control for approval of a one-time grant for Responsible Server Training. The grant is being offered by the National Alcohol Beverage Control Association. The total amount of the grant is \$10,000 and does not have any new positions associated with it, nor does it add to the base budget of the department. It will entail the filming and editing of two new alcohol education films along with the printing of a new student workbook to be used in our alcohol server/seller training seminars. These materials are an integral part of the alcohol beverages server/seller training programs mandated by the Vermont State Legislature.

If you have any questions, please call me at 828-4929.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Hogan".

Michael J. Hogan
Commissioner of Liquor Control

MJH:ml

REC'D SEP 04 2008



January 29, 2008

Steven Waldo
Vermont Dept. of Liquor Control
13 Green Mountain Dr., Drawer 20
Montpelier, VT 05620-4501

Dear Steve,

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your project, *Responsible Server Training*, was deemed an appropriate effort to be supported by the NABCA Educational Award in the amount of \$10,000.00.

Enclosed is an evaluation form to be used to track the program's progress. Please report back to us in the near future and then on a periodic basis, so that we may be kept apprised of its status.

We look forward to hearing from you. Should you feel the need to contact us at any time, please do not hesitate to do so.

Sincerely,



Steven L. Schmidt
Vice President, Public Policy/Communications

Enclosure
cc: Walter E. Freed

Lawrence, Marcia

From: Steve Schmidt [sschmidt@nabca.org]
Sent: Wednesday, September 03, 2008 4:14 PM
To: Lawrence, Marcia
Cc: Menard, Jane; Fisher, Jen; Hogan, Mike; Waldo, Steve
Subject: RE: 2008 Grant Award

Marcia:

I have reviewed your request below and your request for a change in scope and use of funds is approved.
Steve

Steven L. Schmidt, Vice President
Public Policy/Communications
National Alcohol Beverage Control Association
4401 Ford Ave., Suite 700
Alexandria, VA 22302
Phone: 703-965-6941
sschmidt@nabca.org

From: Lawrence, Marcia [mailto:Marcia.Lawrence@state.vt.us]
Sent: Friday, August 29, 2008 11:55 AM
To: Steve Schmidt
Cc: Jane.Menard@state.vt.us; Jen.Fisher@state.vt.us; Mike.Hogan@state.vt.us; Steve.Waldo@state.vt.us
Subject: 2008 Grant Award

Hello Steve,

We are in the process of using our 2007 NABCA grant award and are now requesting a slight change in the scope of our 2008 Educational Grant Award. As you know, we requested a change in the focus of our 2007 grant from using the funds to make copies of a new training film to the actual pre-production costs of hiring a film maker to film and edit two new alcohol education films. We will be using the 2007 grant for pre-production planning and would like to use \$5,000 of the 2008 grant to pay for the actual filming and editing of these films. In our original Project Description, we had requested \$5,000 for making copies of a video that would have been filmed free of charge by Diageo North America. However, our intention to partner with Diageo raised some questions with our Attorney General's office. Therefore, we chose to hire our own videographer and would like your permission to spend \$5,000 of our 2008 grant on payments to the videographer for the actual filming and editing of our educational training films.

The remaining \$5,000 will be spent, as outlined in our original grant proposal, for printing costs associated with a new student workbook. This portion of the grant proposal has not changed.

Thank you,

Marcia

--

Marcia Lawrence, MSA
Marketing/Customer Service Supervisor
Vermont Department of Liquor Control
13 Green Mountain Drive, Drawer 20
Montpelier, Vermont 05620-4501
(802)828-4932
Marcia.Lawrence@state.vt.us

Vermont Department of Liquor Control 2007-2008 Educational Award Project Description

Summary:

As stated in the previous year's project description, Vermont law mandates educational training for anyone selling or serving alcoholic beverages. Last year we used the grant award to create a training video for off-premise sales clerks. That project is currently in the production stage and will be completed soon.

We would like to take the upcoming year's grant award to complete a server training video for those employees working on-premise. The video currently being used for training in this state was produced several years ago and desperately needs updating due to new laws and regulations. Since production is ongoing with the film crew for the other video, we will be using the same actors and film crew at the same time to create this "other" video at no additional costs.

A note of interest on both projects is the collaboration with the film crew at Burr and Burton Academy in Manchester, Vermont did not come to be. We have been fortunate to substitute them with a professional film crew under contract with Diageo North America, Inc. They will be providing production as an in-kind donation to our state. We will also be collaborating with the Vermont Grocers' Association, the Vermont State College system, and licensees around the state who have generously offered their properties as filming locations. The importance of this collaboration to properly train sellers and servers of alcohol cannot be overstated.

Since the grant has increased this year to \$10,000 and the on-premise video can be done for \$5,000, we will be using the remainder to create and publish a student workbook for the students attending the alcohol seller and server training seminars (currently, there are no materials the students can take home with them) along with other training materials.

Criteria:

1. The video will educate servers of alcohol in their responsibilities regarding minors and intoxicated patrons, among other alcohol regulation topics.
2. DLC Education Investigator Steven M. Waldo will be the project coordinator. He is also the Vermont representative to the NABCA Education Task Force.
3. The project will be a collaboration between DLC, Diageo North America, the Vermont Grocers' Association, the Vermont State Colleges, and area licensees.

Time Line:

Film production is ongoing, with an estimated completion date of mid-winter 2007/2008. The workbook will be ready for publication by the spring of 2008. Distribution of all the materials will be ongoing during 2008.

Evaluation:

Reduced alcohol violations regarding sales to minors and to intoxicated patrons will be experienced as a result of proper training using the new videos and workbooks.

Sustainability:

Licensees are charged a fee for the training packets which include: a DVD/video, the workbook, an Alcohol Server/Seller Awareness Program (ASAP) booklet, a test, and a certificate of completion along with any postage. These fees are used to replenish training materials as needed.

NABCA Educational Award Program 2007-2008
Itemized Project Budget
Responsible Server Training
Submitted by the Vermont Department of Liquor Control

On-premise Video Budget:

| Item | Quantity | Expenditure |
|-----------------------|----------|-----------------------------|
| VHS Copies | 200 | \$ 450.00 (\$2.25 per copy) |
| DVD Copies | 1,950 | 4,387.50 (\$2.25 per copy) |
| Set Up | | 62.50 |
| Shipping and Handling | | 100.00 |
| Subtotal | 2,150 | \$ 5,000.00 |

Student Workbooks Budget:

Since the workbooks have not been created, it is not possible to give exact printing costs at this time. We estimate that the books will cost approximately \$1.25 per copy. All \$5,000 will be used for their creation and reproduction.

| Item | Quantity | Expenditure |
|-------------------|----------|-------------------------------|
| Printed Workbooks | 4,000 | \$ 5,000.00 (\$1.25 per copy) |
| Subtotal | 4,000 | \$5,000.00 |

| | |
|-------------------------------------|---------------------|
| Total Budget for On-premise Video | 5,000.00 |
| Total Budget for Workbooks | 5,000.00 |
| Total Grant Amount Requested | \$ 10,000.00 |



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

Michael J. Hogan, Commissioner

[phone] 802-828-2345
[fax] 802-828-2803

August 13, 2008

Stephen Klein
Chief Fiscal Officer
Joint Fiscal Office
One Baldwin Street
Montpelier, VT 05633-5301

Dear Mr. Klein:

As per the advice of Rebecca Buck, our former advisor at the Joint Fiscal Office, we are writing to inform you of the status of a grant for \$5,000 received by the Department of Liquor Control (DLC) from the National Alcohol Beverage Association (NABCA) in 2007.

Originally, the DLC requested the grant funds be used to duplicate training films for alcohol sellers. These films are used in our alcohol education seminars and as part of the licensee in-house training package. We had planned to collaborate with Burr and Burton Academy for the actual videography and editing of the film (free of charge). However, Burr and Burton was not able to take on our project and we were forced to seek other alternatives. After making numerous contacts with partners who would film our project for free and not finding one, we decided to use the grant funds to pay a professional filmmaker. We are in the process of contracting with Jim Eaton Productions, who is an approved vendor with the Chief Marketing Officer, after reviewing bids from three in-state vendors. Mr. Eaton was the lowest bidder.

Because of the time it has taken us to explore all alternatives, we requested and received approval from the grantor (NABCA) to extend our grant through December 31, 2008 and to change the focus of our grant from making copies of the film to the actual production of it.

Please contact me or the DLC's Business Manager, Jane Menard, with any questions you may have.

Thank you,

A handwritten signature in cursive script that reads "M. M. Lawrence".

Marcia Lawrence
Executive Staff Assistant, Commissioner's Office
Vermont Department of Liquor Control



From: "Lawrence, Marcia" <Marcia.Lawrence@state.vt.us>
To: "nlavery@leg.state.vt.us" <nlavery@leg.state.vt.us>
CC: "Hogan, Mike" <Mike.Hogan@state.vt.us>, "Menard, Jane" <Jane.Menard@stat...>
Date: 10/8/2008 12:27 PM
Subject: DLC 2008 Grant

Hello Nathan,

As per our conversation on October 7, 2008, I am writing to give the Joint Fiscal Committee more information about our 2008 request for acceptance of a \$10,000 grant awarded to the Department of Liquor Control by the National Alcohol Beverage Control Association. In particular, I would like to address any concerns the Committee may have about meeting the timelines indicated on the grant which are January, 2008 to December, 2008.

Though the time line for the grant started at the beginning of calendar year 2008, we did not initiate the acceptance process until August. This was due to our inability to partner with any organizations that would film our training videos for free. In June, we decided to change the focus of the portion of our grant award set aside for duplications of the video, and instead, ask the grantor, NABCA, if we could use the funds to film and edit our own videos. (We had already requested, and were granted, that our 2007 NABCA grant for \$5,000 be used for the initial planning and pre-production costs of new alcohol education videos.) NABCA approved our change and the DLC began interviewing and taking bids from potential filmmakers. Once we had a clear idea of exactly how we would spend our grant funds and had received approval from the grantor to make these changes, we began the State's grant approval process.

Because the pre-production planning for our training films has already begun (using funds from our 2007 grant), we believe the films can be filmed and edited during the time period indicated on our Request for Grant Acceptance form (ending December 31, 2008). The new student workbooks, which constitute the other training materials in our grant proposal, are done and ready to be printed, as soon as this grant is approved by the Joint Fiscal Committee. Please note that the workbooks were completed by our Education Division and no grant funds were used to pay for their creation. The grant is to be used strictly for the printing costs of reproducing the workbooks in quantities needed to train every server or seller of alcohol and tobacco within the state.

We hope this clarifies some questions about our grant proposal. We respectfully request that the Joint Fiscal Committee approve our grant and that DLC is allowed to adhere to the time lines indicated on the grant proposal.

Thank you,
Marcia

--
Marcia Lawrence, MSA
Marketing/Customer Service Supervisor
Vermont Department of Liquor Control
13 Green Mountain Drive, Drawer 20
Montpelier, Vermont 05620-4501
(802)828-4932
Marcia.Lawrence@state.vt.us



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative William Lippert

From: Nathan Lavery, Fiscal Analyst

Date: October 8, 2008

Subject: JFO #2342 (Alcohol training materials for servers and sellers)

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

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

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant is to create new training materials for alcohol servers and sellers. Current training materials are over 10 years old.

TITLE OF GRANT: 2008 NABCA Educational Award

FEDERAL CATALOG No.: N/A

GRANTOR / DONOR: National Alcohol Beverage Control Association (NABCA)
4401 Ford Avenue, Suite 700
Alexandria, Virginia 22302-1473

DATE: 9/11/08

DEPARTMENT: Liquor Control

GRANT / DONATION: The grant will cover filming and editing costs for two educational films as well as printing costs of a new student workbook.

AMOUNT / VALUE: \$10,000.00

POSITIONS REQUESTED: None

GRANT PERIOD: 1/2008 to 12/2008

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) ~~RM~~ 9/14/08
(INITIAL) ~~RM~~ 9/17/08
DATE: 9/29/08



**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. **Agency:**
 2. **Department:** Liquor Control
 3. **Program:** Alcohol Education
 4. **Legal Title of Grant:** 2008 NABCA Educational Award
 5. **Federal Catalog No.:** Not Applicable
 6. **Grantor and Office Address:**
 National Alcohol Beverage Control Association
 4401 Ford Avenue, Suite 700
 Alexandria, Virginia 22302-1473

7. **Grant Period:** From: January 2008 To: December 2008

8. **Purpose of Grant:** (attach additional sheets if needed)
 The purpose of this grant is to create new training materials for alcohol server and seller training within the State of Vermont. Educational training is mandated by Vermont law for anyone selling or serving alcohol beverages. Specifically, this grant will pay for the filming and editing of two educational films - one for servers (restaurants and bars) and one for sellers (stores) - along with the printing costs of a new student workbook. (See attached Project Description for more details)

9. **Impact on Existing Programs if Grant is not Accepted:**
 If the grant is not accepted, the Liquor Control education programs will continue. However, the materials used will be outdated (our current training films are over ten years old and numerous changes to applicable statutes have taken place during this time). Currently, there are no materials that the attendee can take away from the training for future reference. The new workbooks would provide this.

10. **Budget Information:**

| | (1st State FY) FY 2008 | (2nd State FY) FY 2009 | (3rd State FY) FY 2010 |
|--|---------------------------|---------------------------|---------------------------|
|--|---------------------------|---------------------------|---------------------------|

EXPENDITURES:

| | | | |
|--------------------|-----------|---------------------|----------------|
| Personal Services | \$ | \$ | \$ |
| Operating Expenses | \$ | \$ | \$ |
| Grants | \$ | \$ 10,000.00 | \$ |
| TOTAL | \$ | \$ 10,000.00 | \$ 0.00 |

REVENUES:

| | | | |
|-----------------------|----|--------------|----|
| <u>State Funds:</u> | | | |
| Cash | \$ | \$ | \$ |
| In-Kind | \$ | \$ | \$ |
| <u>Federal Funds:</u> | | | |
| (Direct Costs) | \$ | \$ | \$ |
| (Statewide Indirect) | \$ | \$ | \$ |
| (Department Indirect) | \$ | \$ | \$ |
| <u>Other Funds:</u> | | | |
| (source) Grant | \$ | \$ 10,000.00 | \$ |

| | | | |
|--------------|----------------|---------------------|----------------|
| TOTAL | \$ 0.00 | \$ 10,000.00 | \$ 0.00 |
|--------------|----------------|---------------------|----------------|

Appropriation Nos.

Amounts

2300002000

\$
\$
\$ 10,000.00

-over-

REC'D SEP 04 2008

SEP 04 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Michael J. Hoyle

12a. Please list any requested Limited Service positions:

| Titles | Number of Positions |
|------------------------|---------------------|
| | |
| TOTAL Positions | 0 |

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

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

Michael J. Hoyle 9/13/08
 (Signature) (Date)
Commissioner
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 9/25/08
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. Moore 9/17/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

Michael J. Hogan, Commissioner

[phone] 802-828-2345
[fax] 802-828-2803

August 29, 2008

Neale F. Lunderville
Secretary of Administration
109 State Street
Montpelier, VT 05609-0201

Dear Secretary Lunderville:

Enclosed is a new request by the Department of Liquor Control for approval of a one-time grant for Responsible Server Training. The grant is being offered by the National Alcohol Beverage Control Association. The total amount of the grant is \$10,000 and does not have any new positions associated with it, nor does it add to the base budget of the department. It will entail the filming and editing of two new alcohol education films along with the printing of a new student workbook to be used in our alcohol server/seller training seminars. These materials are an integral part of the alcohol beverages server/seller training programs mandated by the Vermont State Legislature.

If you have any questions, please call me at 828-4929.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Hogan". The signature is fluid and cursive.

Michael J. Hogan
Commissioner of Liquor Control

MJH:ml

REC'D SEP 04 2008



January 29, 2008

Steven Waldo
Vermont Dept. of Liquor Control
13 Green Mountain Dr., Drawer 20
Montpelier, VT 05620-4501

Dear Steve,

On behalf of the NABCA Board of Directors, it is my pleasure to inform you that your project, *Responsible Server Training*, was deemed an appropriate effort to be supported by the NABCA Educational Award in the amount of \$10,000.00.

Enclosed is an evaluation form to be used to track the program's progress. Please report back to us in the near future and then on a periodic basis, so that we may be kept apprised of its status.

We look forward to hearing from you. Should you feel the need to contact us at any time, please do not hesitate to do so.

Sincerely,



Steven L. Schmidt
Vice President, Public Policy/Communications

Enclosure
cc: Walter E. Freed

Lawrence, Marcia

From: Steve Schmidt [sschmidt@nabca.org]
Sent: Wednesday, September 03, 2008 4:14 PM
To: Lawrence, Marcia
Cc: Menard, Jane; Fisher, Jen; Hogan, Mike; Waldo, Steve
Subject: RE: 2008 Grant Award

Marcia:

I have reviewed your request below and your request for a change in scope and use of funds is approved.
Steve

Steven L. Schmidt, Vice President
Public Policy/Communications
National Alcohol Beverage Control Association
4401 Ford Ave., Suite 700
Alexandria, VA 22302
Phone: 703-965-6941
sschmidt@nabca.org

From: Lawrence, Marcia [mailto:Marcia.Lawrence@state.vt.us]
Sent: Friday, August 29, 2008 11:55 AM
To: Steve Schmidt
Cc: Jane.Menard@state.vt.us; Jen.Fisher@state.vt.us; Mike.Hogan@state.vt.us; Steve.Waldo@state.vt.us
Subject: 2008 Grant Award

Hello Steve,

We are in the process of using our 2007 NABCA grant award and are now requesting a slight change in the scope of our 2008 Educational Grant Award. As you know, we requested a change in the focus of our 2007 grant from using the funds to make copies of a new training film to the actual pre-production costs of hiring a film maker to film and edit two new alcohol education films. We will be using the 2007 grant for pre-production planning and would like to use \$5,000 of the 2008 grant to pay for the actual filming and editing of these films. In our original Project Description, we had requested \$5,000 for making copies of a video that would have been filmed free of charge by Diageo North America. However, our intention to partner with Diageo raised some questions with our Attorney General's office. Therefore, we chose to hire our own videographer and would like your permission to spend \$5,000 of our 2008 grant on payments to the videographer for the actual filming and editing of our educational training films.

9/4/2008

The remaining \$5,000 will be spent, as outlined in our original grant proposal, for printing costs associated with a new student workbook. This portion of the grant proposal has not changed.

Thank you,

Marcia

--

Marcia Lawrence, MSA
Marketing/Customer Service Supervisor
Vermont Department of Liquor Control
13 Green Mountain Drive, Drawer 20
Montpelier, Vermont 05620-4501
(802)828-4932
Marcia.Lawrence@state.vt.us

THE NABCA EDUCATIONAL AWARD PROGRAM 2007/2008 APPLICATION

1. PROJECT ADMINISTRATION

ABC Agency - Vermont Department of Liquor Control

Project Coordinator - Steve Waldo

Title - Education Specialist

Address - 13 Green Mountain Drive, Drawer 20 Montpelier Vermont 05620-4501
 Street or PO Box City State Zip

Daytime Telephone - (802) 828-2345 Fax Number (802) 828-2803

Email Address - Steve.Waldo@state.vt.us

2. PROJECT DESCRIPTION

Project Title - Responsible Server Training

Project Start Date - January 2008 Project Completion Date - December 2008

Project Description (attach): See detailed instructions in the Application Guidelines.

3. BUDGET

Amount Requested from NABCA:

| |
|-------------|
| \$10,000.00 |
|-------------|

Income from other Sources:

| Name: | Amount: |
|-------|---------|
| None | |
| | |
| | |

Itemized Project Budget (attach). See detailed instructions in the Application Guidelines.

4. SIGNATURES

Michael J. Hogan
 Signature of ABC Director/ Administrator

12/15/07
 Date

Michael J. Hogan - Commissioner
 Name (Please Print)

Steve Waldo
 Signature of Project Coordinator

12/7/07
 Date

Steven m. Waldo
 Name (Please Print)

Vermont Department of Liquor Control 2007-2008 Educational Award Project Description

Summary:

As stated in the previous year's project description, Vermont law mandates educational training for anyone selling or serving alcoholic beverages. Last year we used the grant award to create a training video for off-premise sales clerks. That project is currently in the production stage and will be completed soon.

We would like to take the upcoming year's grant award to complete a server training video for those employees working on-premise. The video currently being used for training in this state was produced several years ago and desperately needs updating due to new laws and regulations. Since production is ongoing with the film crew for the other video, we will be using the same actors and film crew at the same time to create this "other" video at no additional costs.

A note of interest on both projects is the collaboration with the film crew at Burr and Burton Academy in Manchester, Vermont did not come to be. We have been fortunate to substitute them with a professional film crew under contract with Diageo North America, Inc. They will be providing production as an in-kind donation to our state. We will also be collaborating with the Vermont Grocers' Association, the Vermont State College system, and licensees around the state who have generously offered their properties as filming locations. The importance of this collaboration to properly train sellers and servers of alcohol cannot be overstated.

Since the grant has increased this year to \$10,000 and the on-premise video can be done for \$5,000, we will be using the remainder to create and publish a student workbook for the students attending the alcohol seller and server training seminars (currently, there are no materials the students can take home with them) along with other training materials.

Criteria:

1. The video will educate servers of alcohol in their responsibilities regarding minors and intoxicated patrons, among other alcohol regulation topics.
2. DLC Education Investigator Steven M. Waldo will be the project coordinator. He is also the Vermont representative to the NABCA Education Task Force.
3. The project will be a collaboration between DLC, Diageo North America, the Vermont Grocers' Association, the Vermont State Colleges, and area licensees.

Time Line:

Film production is ongoing, with an estimated completion date of mid-winter 2007/2008. The workbook will be ready for publication by the spring of 2008. Distribution of all the materials will be ongoing during 2008.

Evaluation:

Reduced alcohol violations regarding sales to minors and to intoxicated patrons will be experienced as a result of proper training using the new videos and workbooks.

Sustainability:

Licensees are charged a fee for the training packets which include: a DVD/video, the workbook, an Alcohol Server/Seller Awareness Program (ASAP) booklet, a test, and a certificate of completion along with any postage. These fees are used to replenish training materials as needed.

NABCA Educational Award Program 2007-2008
Itemized Project Budget
Responsible Server Training
Submitted by the Vermont Department of Liquor Control

On-premise Video Budget:

| Item | Quantity | Expenditure |
|-----------------------|----------|-----------------------------|
| VHS Copies | 200 | \$ 450.00 (\$2.25 per copy) |
| DVD Copies | 1,950 | 4,387.50 (\$2.25 per copy) |
| Set Up | | 62.50 |
| Shipping and Handling | | 100.00 |
| Subtotal | 2,150 | \$ 5,000.00 |

Student Workbooks Budget:

Since the workbooks have not been created, it is not possible to give exact printing costs at this time. We estimate that the books will cost approximately \$1.25 per copy. All \$5,000 will be used for their creation and reproduction.

| Item | Quantity | Expenditure |
|-------------------|----------|-------------------------------|
| Printed Workbooks | 4,000 | \$ 5,000.00 (\$1.25 per copy) |
| Subtotal | 4,000 | \$5,000.00 |

| | |
|-------------------------------------|---------------------|
| Total Budget for On-premise Video | 5,000.00 |
| Total Budget for Workbooks | 5,000.00 |
| Total Grant Amount Requested | \$ 10,000.00 |



State of Vermont
Department of Liquor Control
13 Green Mountain Drive
Montpelier, VT 05620-4501
liquorcontrol.vermont.gov

Michael J. Hogan, Commissioner

[phone] 802-828-2345
[fax] 802-828-2803

August 13, 2008

Stephen Klein
Chief Fiscal Officer
Joint Fiscal Office
One Baldwin Street
Montpelier, VT 05633-5301

Dear Mr. Klein:

As per the advice of Rebecca Buck, our former advisor at the Joint Fiscal Office, we are writing to inform you of the status of a grant for \$5,000 received by the Department of Liquor Control (DLC) from the National Alcohol Beverage Association (NABCA) in 2007.

Originally, the DLC requested the grant funds be used to duplicate training films for alcohol sellers. These films are used in our alcohol education seminars and as part of the licensee in-house training package. We had planned to collaborate with Burr and Burton Academy for the actual videography and editing of the film (free of charge). However, Burr and Burton was not able to take on our project and we were forced to seek other alternatives. After making numerous contacts with partners who would film our project for free and not finding one, we decided to use the grant funds to pay a professional filmmaker. We are in the process of contracting with Jim Eaton Productions, who is an approved vendor with the Chief Marketing Officer, after reviewing bids from three in-state vendors. Mr. Eaton was the lowest bidder.

Because of the time it has taken us to explore all alternatives, we requested and received approval from the grantor (NABCA) to extend our grant through December 31, 2008 and to change the focus of our grant from making copies of the film to the actual production of it.

Please contact me or the DLC's Business Manager, Jane Menard, with any questions you may have.

Thank you,

A handwritten signature in cursive script that reads "M. M. Lawrence".

Marcia Lawrence
Executive Staff Assistant, Commissioner's Office
Vermont Department of Liquor Control



From: "Lawrence, Marcia" <Marcia.Lawrence@state.vt.us>
To: "nlavery@leg.state.vt.us" <nlavery@leg.state.vt.us>
CC: "Hogan, Mike" <Mike.Hogan@state.vt.us>, "Menard, Jane" <Jane.Menard@stat...>
Date: 10/8/2008 12:27 PM
Subject: DLC 2008 Grant

Hello Nathan,

As per our conversation on October 7, 2008, I am writing to give the Joint Fiscal Committee more information about our 2008 request for acceptance of a \$10,000 grant awarded to the Department of Liquor Control by the National Alcohol Beverage Control Association. In particular, I would like to address any concerns the Committee may have about meeting the timelines indicated on the grant which are January, 2008 to December, 2008.

Though the time line for the grant started at the beginning of calendar year 2008, we did not initiate the acceptance process until August. This was due to our inability to partner with any organizations that would film our training videos for free. In June, we decided to change the focus of the portion of our grant award set aside for duplications of the video, and instead, ask the grantor, NABCA, if we could use the funds to film and edit our own videos. (We had already requested, and were granted, that our 2007 NABCA grant for \$5,000 be used for the initial planning and pre-production costs of new alcohol education videos.) NABCA approved our change and the DLC began interviewing and taking bids from potential filmmakers. Once we had a clear idea of exactly how we would spend our grant funds and had received approval from the grantor to make these changes, we began the State's grant approval process.

Because the pre-production planning for our training films has already begun (using funds from our 2007 grant), we believe the films can be filmed and edited during the time period indicated on our Request for Grant Acceptance form (ending December 31, 2008). The new student workbooks, which constitute the other training materials in our grant proposal, are done and ready to be printed, as soon as this grant is approved by the Joint Fiscal Committee. Please note that the workbooks were completed by our Education Division and no grant funds were used to pay for their creation. The grant is to be used strictly for the printing costs of reproducing the workbooks in quantities needed to train every server or seller of alcohol and tobacco within the state.

We hope this clarifies some questions about our grant proposal. We respectfully request that the Joint Fiscal Committee approve our grant and that DLC is allowed to adhere to the time lines indicated on the grant proposal.

Thank you,
Marcia

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Marcia Lawrence, MSA
Marketing/Customer Service Supervisor
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