



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: December 21, 2015
Subject: Grant Request #2803

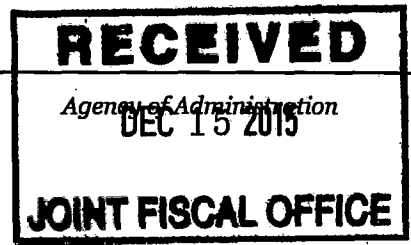
Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

JFO #2803 – \$173,794 grant from the U.S. Department of Labor to the Vermont Commission on Women. The grant funds will be used to perform a study of the feasibility of a paid family and medical leave program for the State, which will build off of the recommendations made by the Paid Family Leave Study Committee, established by the Legislature in 2013. The VT Commission on Women will utilize several contractors to perform the research and analysis.

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by January 4, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.



JFO 2803



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

Grant Summary: This grant will be used to contract services to provide cost-benefit analysis and financing, eligibility, and benefit modeling; possible implementation models with recommendations; feasibility analysis through polling; feasibility analysis and education, outreach, marketing analysis through employer outreach, surveying and education; and analysis of economic and social impact on children and families.

Date: December 4, 2015

Department: Vermont Commission on Women

Legal Title of Grant: Women's Bureau Paid Leave Analysis

Federal Catalog #: 17.261

Grant/Donor Name and Address: U.S. Department of Labor; Office of the Secretary, Women's Bureau, Washington, DC. 20210

Grant Period: From: 10/01/2015 To: 9/30/2016

Grant/Donation	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	137,794	36,000	\$0	\$173,794	

Position Information:	# Positions	Explanation/Comments
	0	

Additional Comments:

12/14/15

Department of Finance & Management	BZ	(Initial)
Secretary of Administration	ve	(Initial)
Sent To Joint Fiscal Office		Date 12/11/15



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

1. Agency:	
2. Department:	Vermont Commission on Women
3. Program:	
4. Legal Title of Grant:	Paid Leave Analysis
5. Federal Catalog #:	FOA-WB-15-01
6. Grant/Donor Name and Address: US Department of Labor Women's Bureau	
7. Grant Period:	From: 10/1/2015 To: 9/30/2016
8. Purpose of Grant: conduct paid leave feasibility analysis study	
9. Impact on existing program if grant is not Accepted: none	

EXPENDITURES

	SFY 1 FY 2016	SFY 2 FY 2017	SFY 3 FY	Comments
Expenditures:				
Personal Services	\$137,794	\$36,000	\$	173794
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$	\$	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$137,794	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:				
Grant (source)	\$	\$	\$	
Total	\$137,794	\$	\$	

Appropriation No:	3310000000	Amount:	\$ 137,794
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$ 137,794

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

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

PERSONAL SERVICE CONTRACTS

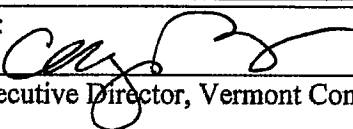
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Cary Brown Agreed by: CB (initial)

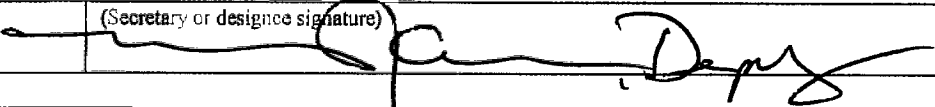
12. Limited Service Position Information:	# Positions	Title
Total Positions		

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

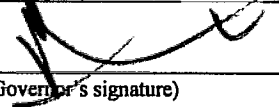
DEPARTMENT

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: 10/29/2015
	Title: Executive Director, Vermont Commission on Women	
	Signature: _____	Date: _____
	Title: _____	

SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:		Date: 10/28/15
---	--	----------------

GOVERNOR

<input checked="" type="checkbox"/> Accepted		Date: 10/14/15
<input type="checkbox"/> Rejected		(Governor's signature)

DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input checked="" type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input checked="" type="checkbox"/> Grant (Project) Timeline (if applicable)
<input checked="" type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input checked="" type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input checked="" 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
Vermont Commission on Women
126 State Street
Montpelier, Vermont 05633-6801
women.vermont.gov

[phone]
[toll free]

802-828-2851
800-881-1561

MEMO

To: Vermont Joint Legislative Fiscal Committee
From: Cary Brown, Executive Director, Vermont Commission on Women
Re: Grant acceptance approval request
Date: November 4, 2015

The Vermont Commission on Women requests approval to accept a grant in the amount of \$173,794.00 from the United States Department of Labor Women's Bureau Paid Leave Analysis Grant Program. The grant-funded project is entitled, "Vermont Paid Family and Medical Leave Feasibility Study 2015-2016." The period of the grant is October 1, 2015 through September 30, 2016. We expect to spend \$137,794.00 in FY2016 and \$36,000.00 in FY2017.

The grant funds will be used to conduct a study on the feasibility of a paid family and medical leave program for Vermont. The feasibility study will build off of the work of a 2013 Paid Family Leave Study Committee, established by the Vermont Legislature, which created specific recommendations for a state-administered temporary disability and caregiver insurance program. The 2015-2016 study will analyze multiple possible administrative structures, including both public and private models; analyze the costs of implementation; estimate the coverage, cost, and usage by both men and women; and perform a cost benefit analysis. The study will collect and analyze data regarding current practices of employers and employees, public opinion, the practical impact on employers, the need for access by both men and women, and the impact on children and families.

The work of the study will be done by contracted researchers, with guidance provided by a committee of public and private stakeholders. VCW will administer the grant, issue contracts, provide fiscal management, and comply with all reporting requirements.

The funding from the grant will all be used to support the contracted researchers.

Included with this memo are a copy of the full proposal, the budget narrative, and the award notification from the US Department of Labor.

1. Are there any state matching requirements of contributions?

No.

2. Is the state already performing the function for which the funds are intended?

No.

3. After the term of the grant expires, what is the intent for the underlying activity? Does the grant funded activity cease to exist? Will the state be asked to assume financial responsibility?

The grant activities are discrete and limited to the funding period. They will not continue and there will be no financial responsibility required by the state.



State of Vermont
Vermont Commission on Women
126 State Street
Montpelier, Vermont 05633-6801
www.women.state.vt.us

[phone] 802-828-2851
[toll free] 800-881-1561

4. What are the measurements that are going to be used to evaluate the effectiveness of the expenditure?

The feasibility study consists of several separate contracts for work to be conducted (e.g. cost-benefit analysis and financing, eligibility, and benefit modeling, including implementation financing analysis; polling; education, outreach, and marketing analysis) and each contract will include specific deliverables. Success will be measured by the meeting of these deliverables.

5. How will the grant funds be expended? What is the budget for the grant funds, including all funding sources, for the duration of the grant?

Following is the description of grant activities, specifying the contracts that are planned to implement them. Where the budgeted amount is over \$15,000, the awarding of contracts will be subject to the State of Vermont competitive bid process.

Contract: Institute for Women's Policy Research (proposed)

Purpose: Cost-benefit analysis and financing, eligibility, and benefit modeling (including implementation financing analysis)

Description: The Institute for Women's Policy Research has prepared a proposal to work with the Labor Research Center of the University of Mass at Boston to use the simulation model developed under funding from the US Dept of Labor in 2014 to estimate the usage and costs of family leave for both employers and employees, as well as administrative costs. The simulation model estimates behavioral patterns (such as probabilities and length of leave taking, including feedback loops where higher wage replacement increases the probability; leave taking behavior based on family income levels and the existence and level of employer-paid leave benefits) and applies them to the specific characteristics of the Vermont workforce. The model allows for an analysis by factors such as gender, age, and marital status, and benefit costs can be adjusted to include implementation and administration.

Deliverables: report that summarizes costs and benefits of the proposed program, the premium level required, alternative wage bases on which premiums could be built, economic impact on family budgets, and the interaction of the program on other budgets

Estimated cost: \$44,800.00

Timeline: January – May 2016

Contract: Center for American Progress

Purpose: Analysis of possible implementation models with recommendations

Description: The Center for American Progress will combine their current research on possible implementation models for states lacking a temporary disability program with VT-specific data to develop recommendations for infrastructure options that are cost effective and tailored to VT's needs.

Deliverables: report with recommendations and analysis of implementation options

Estimated cost: \$14,000.00

Timeline: October 2015 – February 2016



State of Vermont

Vermont Commission on Women
126 State Street
Montpelier, Vermont 05633-6801
www.women.state.vt.us

[phone]
[toll free]

802-828-2851
800-881-1561

Contract: Lake Research Partners (proposed)

Purpose: Feasibility analysis through polling

Description: Lake Research Partners has proposed to conduct a telephone survey of 500 Vermont adults to understand public views toward paid family and medical leave, willingness to support a Vermont program, and effective communication for education efforts.

Deliverables: report on findings

Estimated cost: \$28,744.00

Timeline: January – June 2016

Contract: Main Street Alliance Vermont and Vermont Businesses for Social Responsibility (proposed)

Purpose: Feasibility analysis and education, outreach, and marketing analysis through employer outreach, surveying, and education

Description: MSA-VT and VBSR have submitted a joint proposal to conduct business outreach and education. They will survey 700-900 business owners to understand current practices and policies on paid family and medical leave; the degree of awareness and understanding of, and support for, a state-based program; and feedback on possible financing mechanisms. They will convene a task force of a diverse group of 18-25 business owners including ones who provide paid family and medical leave and ones who do not. A facilitated process will develop case studies of best practices and impacts on businesses, and engage participants with the question of how to develop a program that serves the needs of both employees and employers, with a specific focus on the needs of small businesses.

Deliverables: reports from MSA-VT and VBSR on their survey findings; report from business task force with statistical and qualitative information and recommendations from participants; educational materials targeted at employers; reports from MSA-VT and VBSR on their survey findings; report from business task force work that includes statistical and qualitative information and recommendations from participants

Estimated cost: \$72,000.00

Timeline: October 2015 - September 2016

Contract: Voices for Vermont's Children

Purpose: Analysis of economic and social impact on children and families

Description: Voices for VT's Children will analyze the impact of access to paid family and medical leave by both mothers and fathers on children. The policy analysis will contextualize key determinants of child well-being, including the availability, cost, and quality of childcare and the impact of wage inequality on child and family poverty and resulting increase in risk factors in social determinants of health. It will also conduct outreach to families, ensuring their needs and perspectives are represented in policy proposals.

Deliverables: policy brief, with executive summary; collection of stories from affected families

Estimated cost: \$14,250.00

Timeline: November 2015 – June 2016

6. What entities are collaborating on this grant; departments, community organizations?

Pending approval of contracts, the study and analysis will be conducted by the following individuals: Jeffrey Hayes, PhD, Study Director at the Institute for Women's Policy Research will conduct the cost-benefit analysis and financing, eligibility, and benefit modeling. Sarah Jane Glynn, PhD, Director for Women's Economic Policy at the Center for American Progress will provide an analysis of possible



State of Vermont
Vermont Commission on Women
126 State Street
Montpelier, Vermont 05633-6801
www.women.state.vt.us

[phone]
[toll free]

802-828-2851
800-881-1561

implementation models with recommendations for Vermont. Celinda Lake, President, Alysia Snell, Partner, and Cate Gormley, Senior Analyst (of Lake Research Partners) will conduct feasibility analysis through polling. Lindsay DesLauriers, VT State Director of MSA and Daniel Barlow, Public Policy Manager of VT Businesses for Social Responsibility (VBSR) will provide feasibility analysis and education, outreach, and marketing analysis through employer outreach, surveying, and education. Michelle Fay, Associate Director, and Sarah Teel, Research Director (of Voices for VT's Children) will provide an analysis of economic and social impact on children and families.

A working group providing oversight of the grant will include Cary Brown, Executive Director, VCW; Dirk Anderson, General Counsel, VT Dept of Labor; and a designee from the office of Governor Peter Shumlin, with additional public and private stakeholders including Wendy Morgan, Chief of Public Protection, Office of the VT Attorney General; Kim Swartz, Maternal & Child Health Division, VT Dept of Health; Catherine Davis, Vice-President for Strategy & Public Affairs, Lake Champlain Regional Chamber of Commerce; Professor Elaine McCrate, PhD, UVM Gender, Sexuality, & Women's Studies Program; Tiffany Bluemle, Director, Change the Story VT; and Philene Taormina, Director of Advocacy, AARP VT. The VT DOL Economic Labor & Market Information Division (which participated in the 2013 study committee and was instrumental in developing the initial financial model) will provide data, analytical support, and quality assurance, and VCW will administer the grant.

7. What is the intended staffing level for the grant funded activity?

All of the grant funded activity will be provided by the contracted parties. Administration and oversight will be provided by the VCW Executive Director and Executive Staff Assistant.



September 29, 2015

Ms. Cary Brown
Executive Director
Vermont Commission on Women
126 State St.
Montpelier, VT 05633-6801

Dear Grant Authorized Representatives and Program Contacts:

Congratulations on being awarded a Paid Leave Analysis grant! The Women's Bureau (WB) looks forward to working with you throughout the life of your grant. The official grant start date is October 1, 2015, and we wanted to share some important information with you about what to expect in the coming weeks.

Once the review of documents is completed, the grant award, also known as the grant package, will be e-mailed to you. When you receive it, please review it carefully. This document includes vital information such as the regulations and cost principles, Statement of Work (SOW), and operating budget under which this grant will be required to comply. In addition, your application is incorporated as the SOW in your grant package. If there is a discrepancy between the application or other elements of the awarded application and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail. You as the grant recipient have the responsibility to confirm that all costs are allowable before expenditure.

Additionally, the grant award package contains essential information on how to access funds and create an Employment and Training Administration (ETA) Payment Management System Account, and contact information for the Federal Project Officer (FPO) assigned to your grant. This assigned person will be your primary contact throughout the entire period of performance. Your FPO will assist you with any questions or issues that you may encounter. In addition to monitoring and oversight, your FPO will initiate modifications to your grant as needed.

A new grantee orientation will be offered over the coming months that will provide an overview of your grant and WB grants management; financial requirements and management; performance reporting; and product development and dissemination. We strongly encourage your program and financial staff to fully participate in these events. Additional information will be provided including the dates and the location of the new grantee orientation. Please be sure to add the domain @dol.gov to your network safety list as communications will be arriving electronically.

The Department has created a publicly available online grants system (<http://www.dol.gov/dol/grants/>). Posting successful grant applications on a public website is in response to an Executive Order regarding transparency in government, and also is a means of promoting and sharing innovative ideas. We will publish the Technical Proposal and Abstract for all of the successful grant recipients. We recognize that grant applications sometimes contain information that an applicant may consider proprietary or business confidential, or they may contain personally identifiable information. We are asking each grantee to review these documents and indicate if there is specific information that should not be shared. Instructions about this process are in Attachment A to this letter. The redaction request materials will be due on or before October 12, 2015.

Finally, the WB will need contact information for the individuals who will be working on this grant project as soon as possible. We recommend that you have at least one primary programmatic point of contact in addition to those indicated on the SF-424 in the application, especially in those cases where the individuals identified on the form are not directly involved in the day-to-day operations of the program. This person will receive all future communications regarding the orientation, as well as any necessary policy guidance or other important information from the program office as it pertains to your program or grant award. Please send this contact information in an email to Thompson.Tonya@dol.gov with the name of your organization and the following information for each Program Contact: name; title; address; telephone number; and email address. Please include the following text in the subject line of your email: "<your grant number here> - Contact Information."

If you have any questions about your grant award, please contact Tonya Thompson at 202-693-6715 or via email at Thompson.Tonya@dol.gov. Again, congratulations on your Paid Leave Analysis grant award.

Sincerely,



Latifa Lyles

Director

Women's Bureau

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION (DOL/ETA)

**NOTICE OF
AWARD (NOA)**

Under the authority of the , this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Women's Bureau Paid Leave Analysis*.

Name & Address of Awardee:
VERMONT COMMISSION ON WOMEN
126 STATE STREET
MONTPELIER, VERMONT 05633-6801

Federal Award Id. No. (FAIN): WB-27761-15-60-A-50
CFDA #: 17.261- WIA Pilots, Demonstrations, and
Research Projects
Amount: \$173,794.00
EIN: 036000264
DUNS #: 098208742

Accounting Code: 1630-2015-2501651515AD20150165000715MWB000M0000MWB000MWB000-M94024-410043-DM-DEFAULT TASK-

The Period of Performance shall be from **October 01, 2015 thru September 30, 2016**.
Total Government's Financial Obligation is **\$173,794.00** (unless other wise amended).

Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule
2 CFR Part 2900; DOL Exceptions to 2 CFR Part 200;

Other Requirements (Included within this NOA):

Condition(s) of Award (if applicable)
Federal Award Terms, including attachments

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Marzette Bedford-billinghurst. Marzette Bedford-billinghurst will serve as your first line point of contact and can be contacted via e-mail - bedford-billinghurst.marzette@dol.gov. If your FPO is not available, please call your Regional Office at 617-788-0170 for assistance.


The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statutes(s), grant regulations, guidance, and certifications.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

See SF-424 for Signature

No Additional Signature Required



DONNA KELLY, September 26, 2015
Grant Officer