



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: August 10, 2009  
Subject: JFO #2383, #2384, #2385, #2386

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

**JFO #2383** — \$15,750 grant from the University of Delaware Research Office to the Agency of Agriculture, Food and Markets. These grant funds be used to conduct a one day workshop and a webinar series on risk management and human resources for VT dairy producers.

[JFO received 7/10/09]

**JFO #2384** — \$14,782 grant from the Mary Imogene Bassett Hospital to the Agency of Agriculture, Food and Markets. These grant funds be used to produce and translate into Spanish safety training videos for VT dairy producers with Hispanic employees.

[JFO received 7/10/09]

**JFO #2385** — \$10,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These grant funds be used to provide updated materials for public outreach and officer education related to prevention of underage consumption of alcohol.

[JFO received 7/10/09]

**JFO #2386** — \$30,000 grant from the National Court Appointed Special Advocate Association to the Judiciary – Trial Court Operations Division. These grant funds be used to hire a limited service coordinator to expand the guardian ad litem program in Chittenden County.

[JFO received 7/10/09]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since these items were 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: Roger Allbee, Secretary  
Michael Hogan, Commissioner  
Robert Greemore, Court Administrator



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: July 13, 2009  
Subject: Grant Requests

Enclosed please find four (4) requests that the Joint Fiscal Office has received from the administration:

**JFO #2383** — \$15,750 grant from the University of Delaware Research Office to the Agency of Agriculture, Food and Markets. These grant funds be used to conduct a one day workshop and a webinar series on risk management and human resources for VT dairy producers.  
[JFO received 7/10/09]

**JFO #2384** — \$14,782 grant from the Mary Imogene Bassett Hospital to the Agency of Agriculture, Food and Markets. These grant funds be used to produce and translate into Spanish safety training videos for VT dairy producers with Hispanic employees.  
[JFO received 7/10/09]

**JFO #2385** — \$10,000 grant from the National Alcohol Beverage Control Association to the Department of Liquor Control. These grant funds be used to provide updated materials for public outreach and officer education related to prevention of underage consumption of alcohol.  
[JFO received 7/10/09]

**JFO #2386** — \$30,000 grant from the National Court Appointed Special Advocate Association to the Judiciary – Trial Court Operations Division. These grant funds be used to hire a limited service coordinator to expand the guardian ad litem program in Chittenden County.  
[JFO received 7/10/09]

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](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by July 27 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner  
Roger Allbee, Secretary  
Michael Hogan, Commissioner  
Robert Greemore, Acting Court Administrator

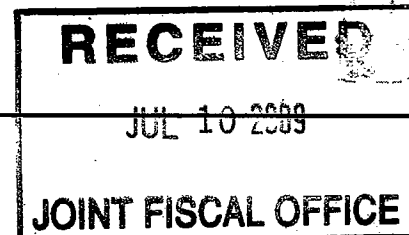
**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

Agency of Administration

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

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

<b>Grant Summary:</b>		This grant is to provide updated materials for public outreach and officer education related to prevention of underage consumption of alcohol..			
<b>Date:</b>		7/1/2009			
<b>Department:</b>		Liquor Control			
<b>Legal Title of Grant:</b>		2009 NABCA Educational Award			
<b>Federal Catalog #:</b>		N/A			
<b>Grant/Donor Name and Address:</b>		National Alcohol Beverage Control Association, 4401 Ford Avenue, Suite 700, Alexandria, Virginia 22302-1473			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		1/28/2009	12/31/2009		
<b>Grant/Donation</b>		\$10,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$10,000	\$	\$	\$10,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b> <i>[Signature]</i>				<i>7/12/09</i>	(Initial)
<b>Secretary of Administration</b>				<i>7/6/09</i>	(Initial)
<b>Sent To Joint Fiscal Office</b>				<i>7/7/09</i>	Date



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

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

<b>BASIC GRANT INFORMATION</b>			
<b>1. Agency:</b>			
<b>2. Department:</b>	Liquor Control		
<b>3. Program:</b>	Alcohol Education		
<b>4. Legal Title of Grant:</b>	2009 NABCA Educational Award		
<b>5. Federal Catalog #:</b>	N/A		
<b>6. Grant/Donor Name and Address:</b> National Alcohol Beverage Control Association 4401 Ford Avenue, Suite 700 Alexandria, Virginia 22302-1473			
<b>7. Grant Period:</b>	<b>From:</b>	1/28/2009	<b>To:</b> 12/31/2009
<b>8. Purpose of Grant:</b> The purpose of this grant is to create, produce or purchase materials for public outreach and for officer education with a focus on underage consumption prevention. Specifically, this grant will be used to provide Vermont officers with an easy-to-use reference and to update our tradeshow materials, which are used to promote community awareness			
<b>9. Impact on existing program if grant is not Accepted:</b> If the grant is not accepted, the DLC education programs will continue. However, materials currently used are outdated (currently 10 or more years old) and there are no reference materials from DLC for Vermont officers.			

<b>10. BUDGET INFORMATION</b>				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 2010</b>	<b>FY</b>	<b>FY</b>	
Personal Services	\$	\$	\$	
Operating Expenses	\$10,000	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$10,000</b>	<b>\$</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source NABCA.)	\$10,000	\$	\$	
<b>Total</b>	<b>\$10,000</b>	<b>\$</b>	<b>\$</b>	

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

<b>Appropriation No:</b>	2300002000	<b>Amount:</b>	\$10,000
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$10,000

**PERSONAL SERVICE INFORMATION**

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

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

<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
<b>Total Positions</b>		

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Michael Hogan</i>	Date: 7/1/09
	Title: COMMISSIONER	
	Signature: _____	Date: _____
	Title: _____	

**14. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	7/6/09 Date:
<input type="checkbox"/> Rejected		

**15. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Check One Box: Request to JFO	<i>[Signature]</i> (Secretary's signature or designee)	7/6/09 Date:
<input type="checkbox"/> Information to JFO		

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)

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

**To:** Neale Lunderville, Secretary of Administration  
Joint Fiscal Office

**From:** Michael Hogan, Commissioner

**Date:** 7/1/2009

**Re:** NABCA Grant

The Department of Liquor Control received a one-time grant of \$10,000 for Community Outreach Materials from the National Alcohol Beverage Control Association. The grant is for the calendar year 2009. While we were initially notified at the end of calendar year 2008 that we had received the grant, there have been several unavoidable delays to our asking for acceptance and spending the funds.

Although the NABCA usually issues their grants at the beginning of the calendar year, we did not receive a check from them until we contacted them in March to inquire on the status of the grant. Upon our request, they sent the grant money in March. Once we received the grant money, we began looking at process of grant acceptance and realized that we needed a letter from the NABCA stating our grant approval. This letter was requested by our department twice and received in June where we were able to submit it with the Request for Grant Acceptance paperwork.

We anticipate that all the moneys will be spent prior to October 09. As we have been aware of the grant for some time, we have already begun researching the materials we will be purchasing. The trades how display materials will all be purchased prior to September 09 and underage drinking reference cards will be completed and printed prior to October 09.

We appreciate your support with this grant.



Commissioner of Liquor Control  
Michael J. Hogan







NATIONAL ALCOHOL BEVERAGE  
CONTROL ASSOCIATION

4401 FORB AVENUE, SUITE 700  
ALEXANDRIA, VIRGINIA 22302-1473  
TEL: (703) 578-4200  
FAX: (703) 820-3551  
[www.nabca.org](http://www.nabca.org)

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

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Alabama • Idaho • Iowa • Maine • MD – Montgomery County • MD – Worcester County • Michigan • Mississippi • Montana

New Hampshire • North Carolina • Ohio • Oregon • Pennsylvania • Utah • Vermont • Virginia • Washington • West Virginia • Wyoming





# THE NABCA EDUCATIONAL AWARD PROGRAM 2009 APPLICATION

Please complete the form and return by December 10, 2008.

## 1. PROJECT ADMINISTRATION

ABC Agency Vermont Department of Liquor Control

Project Coordinator Steven M. Waldo

Title Education Investigator

Address 13 Green Mountain Drive Montpelier VT 05620-4501  
Street or P.O. 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 Public and Law Enforcement Outreach

Project Start Date January 2009 Project Completion Date December 2009

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 11/24/08  
Signature of ABC Director/Administrator Date

Michael J. Hogan  
Name (Please Print)

Steven M. Waldo 12/3/08  
Signature of Project Coordinator Date

Steven M. Waldo  
Name (Please Print)



## Vermont Department of Liquor Control 2009 Educational Award Project Description

### *Summary:*

About fifteen years ago, the Vermont Department of Liquor Control, through grants, purchased two large tradeshow type displays. The displays have been used regularly at state fairs, conferences and conventions in Vermont to explain the roles and responsibilities of our agency in state government. Thousands of citizens have been influenced by these displays and the material contained on them. This is often the first point of contact the public has with our agency and professionalism is key to good first impression. With a portion of this grant we would like to update or replace these displays, so that they properly and professionally represent our agency and its employees.

The remainder of the grant would be used to replicate a project I first viewed at the NABCA Administrators' Conference last year. The State of Mississippi created a beautifully produced, quick reference card for law enforcement officers in their state. We would like to create a similar product for distribution throughout Vermont. We have recently been made aware of instances where police officers, confronting a case of underage drinking or furnishing a minor, have taken inappropriate action. Not all officers are as up-to-date as we would like. Some are not familiar with the statutes and codes in the alcohol laws. And, since these law references are not currently available in the field, many need to return to their station house to look up the statutes. Having a handy reference card that could be stashed in their ticket book would go a long way to helping the officers properly process the violators of our alcohol laws.

### *Criteria:*

1. a.) The display will help educate the citizens of Vermont on laws regarding alcohol sales and consumption, plus provide an overview of the duties and responsibilities of the Vermont Department of Liquor Control  
b.) The police reference card will provide a quick, in-the-field reference to the alcohol laws and procedures used when confronting underage sales to minors, underage consumption of alcohol, and furnishing alcohol to minors.
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 help inform the public regarding their responsibilities regarding alcohol; and, when officers are confronted with underage consumption, they will be more informed to properly process the situation.

### *Time Line:*

The portion of this outreach project dedicated to law enforcement officers (the reference cards), can be initiated quickly and sent to printers through the competitive bid process. It is anticipated that this portion could be launched by the summer season.

The portion of the project dedicated to public outreach (the tradeshow displays) will require more time to determine which materials meet our specific needs and, then, to purchase them through the proper bid processes. Therefore, we are requesting the entire grant period as the project's completion date.

### *Evaluation:*

Reduced alcohol violations regarding sales to minors and intoxicated patrons will be experienced as a result of the public being properly informed, as well as the police officers who confront law violators.

### *Sustainability:*

Reproductions and/or replacements should be easily and inexpensively purchased via our budget once the originals have been created.

**NABCA Educational Award 2008-2009**  
**Proposed Project Budget**  
**Public and Law Enforcement Outreach**  
**Submitted by the Vermont Department of Liquor Control**  
**November 26, 2008**

<b>Item</b>	<b>Quantity</b>		<b>Expenditure</b>
<b>Public Outreach:</b>			
Updated or new tradeshow display materials	2		\$8,395.00
that may include, but are not limited to:			
panels, banners with stands, pop-ups, table top			
displays, furniture, table covers, lighting,			
audio/visual equipment, and printed materials.			
		Subtotal	\$8,395.00
<b>Law Enforcement Outreach:</b>			
4.5 x 10.5 Full-color, 2-sided, laminated cards	2,000		\$1,527.00
Print Design (\$26.00 per hour)	3 hours		78.00
		Subtotal	\$1,605.00
		<b>Total</b>	<b>\$10,000.00</b>



**State of Vermont**  
**Department of Liquor Control**  
13 Green Mountain Drive, Drawer 20  
Montpelier, VT 05620-4501  
<http://liquorcontrol.vermont.gov/>

[phone] 802-828-2339  
[fax] 802-828-1031

*Michael J. Hogan, Commissioner*

June 22, 2009

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 Community Outreach. 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 creation, printing and purchase of community outreach materials. Underage drinking reference cards will be created and printed for Vermont Law Enforcement Officers and new materials will be purchased for our trade show displays. These materials will be an asset to our department and we are hoping you will approve this request.

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Hogan".

Michael J. Hogan  
Commissioner of Liquor Control







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

Agency of Administration

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

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

<b>Grant Summary:</b>		This grant is to provide updated materials for public outreach and officer education related to prevention of underage consumption of alcohol..			
<b>Date:</b>		7/1/2009			
<b>Department:</b>		Liquor Control			
<b>Legal Title of Grant:</b>		2009 NABCA Educational Award			
<b>Federal Catalog #:</b>		N/A			
<b>Grant/Donor Name and Address:</b>		National Alcohol Beverage Control Association, 4401 Ford Avenue, Suite 700, Alexandria, Virginia 22302-1473			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		1/28/2009	12/31/2009		
<b>Grant/Donation</b>		\$10,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$10,000	\$	\$	\$10,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>		[Signature]		7/12/09	(Initial)
<b>Secretary of Administration</b>		[Signature]		7/6/09	(Initial)
<b>Sent To Joint Fiscal Office</b>		[Signature]		7/7/09	Date

**RECEIVED**  
 JUL 10 2009  
**JOINT FISCAL OFFICE**

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

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

BASIC GRANT INFORMATION			
<b>1. Agency:</b>			
<b>2. Department:</b>	Liquor Control		
<b>3. Program:</b>	Alcohol Education		
<b>4. Legal Title of Grant:</b>	2009 NABCA Educational Award		
<b>5. Federal Catalog #:</b>	N/A		
<b>6. Grant/Donor Name and Address:</b> National Alcohol Beverage Control Association 4401 Ford Avenue, Suite 700 Alexandria, Virginia 22302-1473			
<b>7. Grant Period:</b>	<b>From:</b>	1/28/2009	<b>To:</b> 12/31/2009
<b>8. Purpose of Grant:</b> The purpose of this grant is to create, produce or purchase materials for public outreach and for officer education with a focus on underage consumption prevention. Specifically, this grant will be used to provide Vermont officers with an easy-to-use reference and to update our tradeshow materials, which are used to promote community awareness			
<b>9. Impact on existing program if grant is not Accepted:</b> If the grant is not accepted, the DLC education programs will continue. However, materials currently used are outdated (currently 10 or more years old) and there are no reference materials from DLC for Vermont officers.			

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$10,000	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	\$10,000	\$	\$	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source NABCA.)	\$10,000	\$	\$	
<b>Total</b>	\$10,000	\$	\$	

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

<b>Appropriation No:</b>	2300002000	<b>Amount:</b>	\$10,000
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$10,000

**PERSONAL SERVICE INFORMATION**

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

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

<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
<b>Total Positions</b>		

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Michael J. Hoag</i>	Date: 7/1/09
	Title: COMMISSIONER	
	Signature: _____	Date: _____
	Title: _____	

**14. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	7/6/09 Date:
<input type="checkbox"/> Rejected		

**15. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Check One Box: Request to JFO	<i>[Signature]</i> (Secretary's signature or designee)	7/6/09 Date:
<input type="checkbox"/> Information to JFO		

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)





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

**To:** Neale Lunderville, Secretary of Administration  
Joint Fiscal Office  
**From:** Michael Hogan, Commissioner  
**Date:** 7/1/2009  
**Re:** NABCA Grant

The Department of Liquor Control received a one-time grant of \$10,000 for Community Outreach Materials from the National Alcohol Beverage Control Association. The grant is for the calendar year 2009. While we were initially notified at the end of calendar year 2008 that we had received the grant, there have been several unavoidable delays to our asking for acceptance and spending the funds.

Although the NABCA usually issues their grants at the beginning of the calendar year, we did not receive a check from them until we contacted them in March to inquire on the status of the grant. Upon our request, they sent the grant money in March. Once we received the grant money, we began looking at process of grant acceptance and realized that we needed a letter from the NABCA stating our grant approval. This letter was requested by our department twice and received in June where we were able to submit it with the Request for Grant Acceptance paperwork.

We anticipate that all the moneys will be spent prior to October 09. As we have been aware of the grant for some time, we have already begun researching the materials we will be purchasing. The trades how display materials will all be purchased prior to September 09 and underage drinking reference cards will be completed and printed prior to October 09.

We appreciate your support with this grant.

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

Commissioner of Liquor Control  
Michael J. Hogan







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





# THE NABCA EDUCATIONAL AWARD PROGRAM

## 2009 APPLICATION

Please complete the form and return by December 10, 2008.

### 1. PROJECT ADMINISTRATION

ABC Agency Vermont Department of Liquor Control

Project Coordinator Steven M. Waldo

Title Education Investigator

Address 13 Green Mountain Drive Montpelier VT 05620-4501  
Street or P.O. 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 Public and Law Enforcement Outreach

Project Start Date January 2009 Project Completion Date December 2009

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.

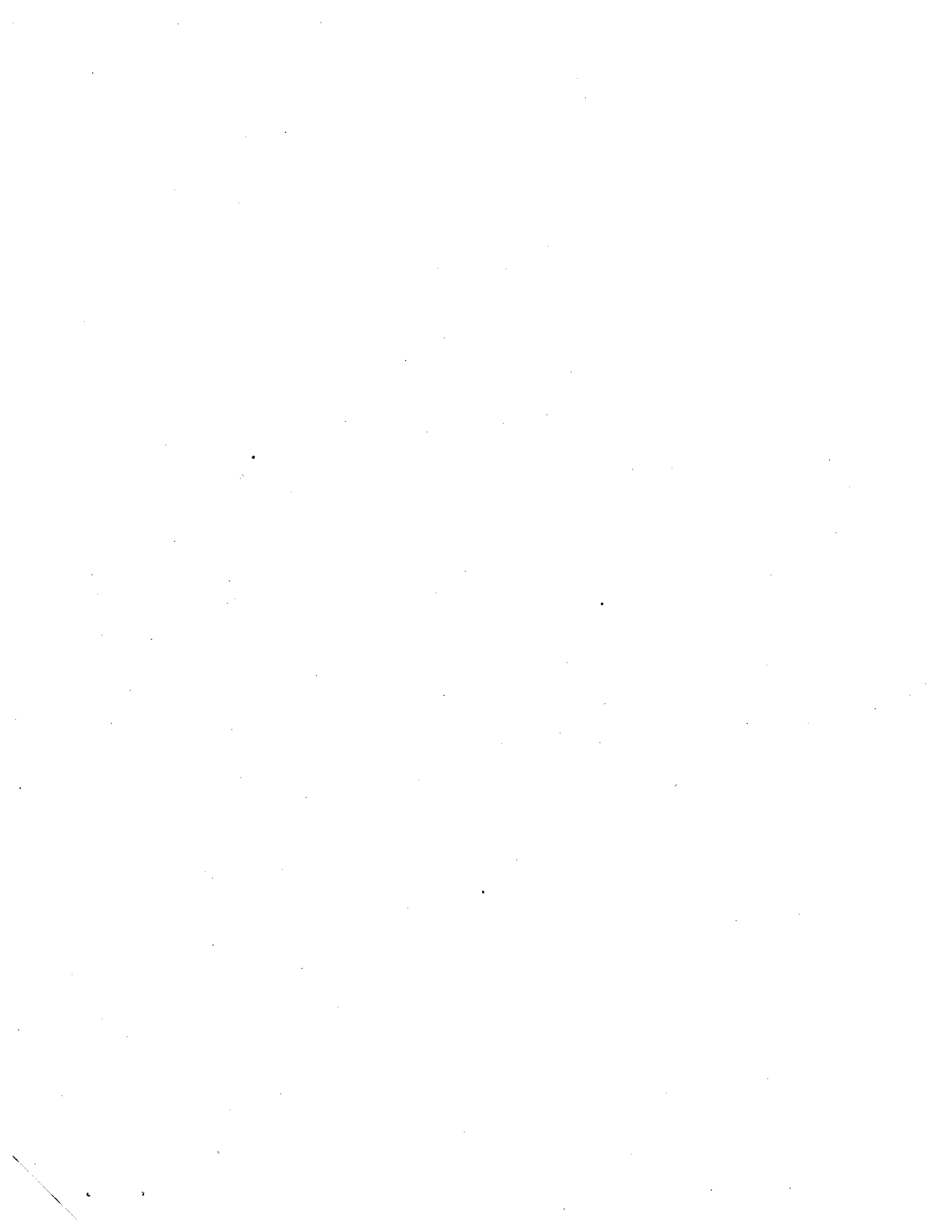
### 4. SIGNATURES

Michael J. Hogan 11/24/08  
Signature of ABC Director/Administrator Date

Michael J. Hogan  
Name (Please Print)

Steven M. Waldo 12/3/08  
Signature of Project Coordinator Date

Steven M. Waldo  
Name (Please Print)



## Vermont Department of Liquor Control 2009 Educational Award Project Description

### *Summary:*

About fifteen years ago, the Vermont Department of Liquor Control, through grants, purchased two large tradeshow type displays. The displays have been used regularly at state fairs, conferences and conventions in Vermont to explain the roles and responsibilities of our agency in state government. Thousands of citizens have been influenced by these displays and the material contained on them. This is often the first point of contact the public has with our agency and professionalism is key to good first impression. With a portion of this grant we would like to update or replace these displays, so that they properly and professionally represent our agency and its employees.

The remainder of the grant would be used to replicate a project I first viewed at the NABCA Administrators' Conference last year. The State of Mississippi created a beautifully produced, quick reference card for law enforcement officers in their state. We would like to create a similar product for distribution throughout Vermont. We have recently been made aware of instances where police officers, confronting a case of underage drinking or furnishing a minor, have taken inappropriate action. Not all officers are as up-to-date as we would like. Some are not familiar with the statutes and codes in the alcohol laws. And, since these law references are not currently available in the field, many need to return to their station house to look up the statutes. Having a handy reference card that could be stashed in their ticket book would go a long way to helping the officers properly process the violators of our alcohol laws.

### *Criteria:*

1. a.) The display will help educate the citizens of Vermont on laws regarding alcohol sales and consumption, plus provide an overview of the duties and responsibilities of the Vermont Department of Liquor Control  
b.) The police reference card will provide a quick, in-the-field reference to the alcohol laws and procedures used when confronting underage sales to minors, underage consumption of alcohol, and furnishing alcohol to minors.
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 help inform the public regarding their responsibilities regarding alcohol; and, when officers are confronted with underage consumption, they will be more informed to properly process the situation.

### *Time Line:*

The portion of this outreach project dedicated to law enforcement officers (the reference cards), can be initiated quickly and sent to printers through the competitive bid process. It is anticipated that this portion could be launched by the summer season.

The portion of the project dedicated to public outreach (the tradeshow displays) will require more time to determine which materials meet our specific needs and, then, to purchase them through the proper bid processes. Therefore, we are requesting the entire grant period as the project's completion date.

### *Evaluation:*

Reduced alcohol violations regarding sales to minors and intoxicated patrons will be experienced as a result of the public being properly informed, as well as the police officers who confront law violators.

### *Sustainability:*

Reproductions and/or replacements should be easily and inexpensively purchased via our budget once the originals have been created.

**NABCA Educational Award 2008-2009**  
**Proposed Project Budget**  
**Public and Law Enforcement Outreach**  
**Submitted by the Vermont Department of Liquor Control**  
**November 26, 2008**

Item	Quantity		Expenditure
<b>Public Outreach:</b>			
Updated or new tradeshow display materials	2		\$8,395.00
that may include, but are not limited to:			
panels, banners with stands, pop-ups, table top			
displays, furniture, table covers, lighting,			
audio/visual equipment, and printed materials.			
Subtotal			\$8,395.00
<b>Law Enforcement Outreach:</b>			
4.5 x 10.5 Full-color, 2-sided, laminated cards	2,000		\$1,527.00
Print Design (\$26.00 per hour)	3 hours		78.00
Subtotal			\$1,605.00
<b>Total</b>			<b>\$10,000.00</b>





**State of Vermont**  
**Department of Liquor Control**  
13 Green Mountain Drive, Drawer 20  
Montpelier, VT 05620-4501  
<http://liquorcontrol.vermont.gov/>

[phone] 802-828-2339  
[fax] 802-828-1031

*Michael J. Hogan, Commissioner*

June 22, 2009

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 Community Outreach. 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 creation, printing and purchase of community outreach materials. Underage drinking reference cards will be created and printed for Vermont Law Enforcement Officers and new materials will be purchased for our trade show displays. These materials will be an asset to our department and we are hoping you will approve this request.

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Hogan".

Michael J. Hogan  
Commissioner of Liquor Control







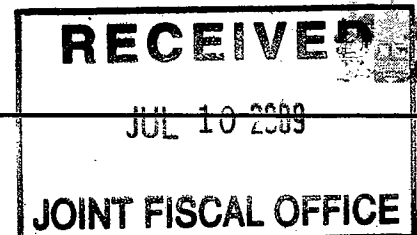
**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

Agency of Administration

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

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

<b>Grant Summary:</b>		This grant is to provide updated materials for public outreach and officer education related to prevention of underage consumption of alcohol..			
<b>Date:</b>		7/1/2009			
<b>Department:</b>		Liquor Control			
<b>Legal Title of Grant:</b>		2009 NABCA Educational Award			
<b>Federal Catalog #:</b>		N/A			
<b>Grant/Donor Name and Address:</b>		National Alcohol Beverage Control Association, 4401 Ford Avenue, Suite 700, Alexandria, Virginia 22302-1473			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		1/28/2009	12/31/2009		
<b>Grant/Donation</b>		\$10,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$10,000	\$	\$	\$10,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>				7/12/09	(Initial)
<b>Secretary of Administration</b>				7/6/09	(Initial)
<b>Sent To Joint Fiscal Office</b>				7/7/09	Date



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

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

BASIC GRANT INFORMATION			
<b>1. Agency:</b>			
<b>2. Department:</b>	Liquor Control		
<b>3. Program:</b>	Alcohol Education		
<b>4. Legal Title of Grant:</b>	2009 NABCA Educational Award		
<b>5. Federal Catalog #:</b>	N/A		
<b>6. Grant/Donor Name and Address:</b> National Alcohol Beverage Control Association 4401 Ford Avenue, Suite 700 Alexandria, Virginia 22302-1473			
<b>7. Grant Period:</b>	<b>From:</b>	1/28/2009	<b>To:</b> 12/31/2009
<b>8. Purpose of Grant:</b> The purpose of this grant is to create, produce or purchase materials for public outreach and for officer education with a focus on underage consumption prevention. Specifically, this grant will be used to provide Vermont officers with an easy-to-use reference and to update our tradeshow materials, which are used to promote community awareness			
<b>9. Impact on existing program if grant is not Accepted:</b> If the grant is not accepted, the DLC education programs will continue. However, materials currently used are outdated (currently 10 or more years old) and there are no reference materials from DLC for Vermont officers.			

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$10,000	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$10,000</b>	<b>\$</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source NABCA.)	\$10,000	\$	\$	
<b>Total</b>	<b>\$10,000</b>	<b>\$</b>	<b>\$</b>	

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✓

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

<b>Appropriation No:</b>	2300002000	<b>Amount:</b>	\$10,000
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$10,000

**PERSONAL SERVICE INFORMATION**

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

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

<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
<b>Total Positions</b>		

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Michael J. Hogan</i>	Date: 7/1/09
	Title: COMMISSIONER	
	Signature: _____	Date: _____
	Title: _____	

**14. ACTION BY GOVERNOR**

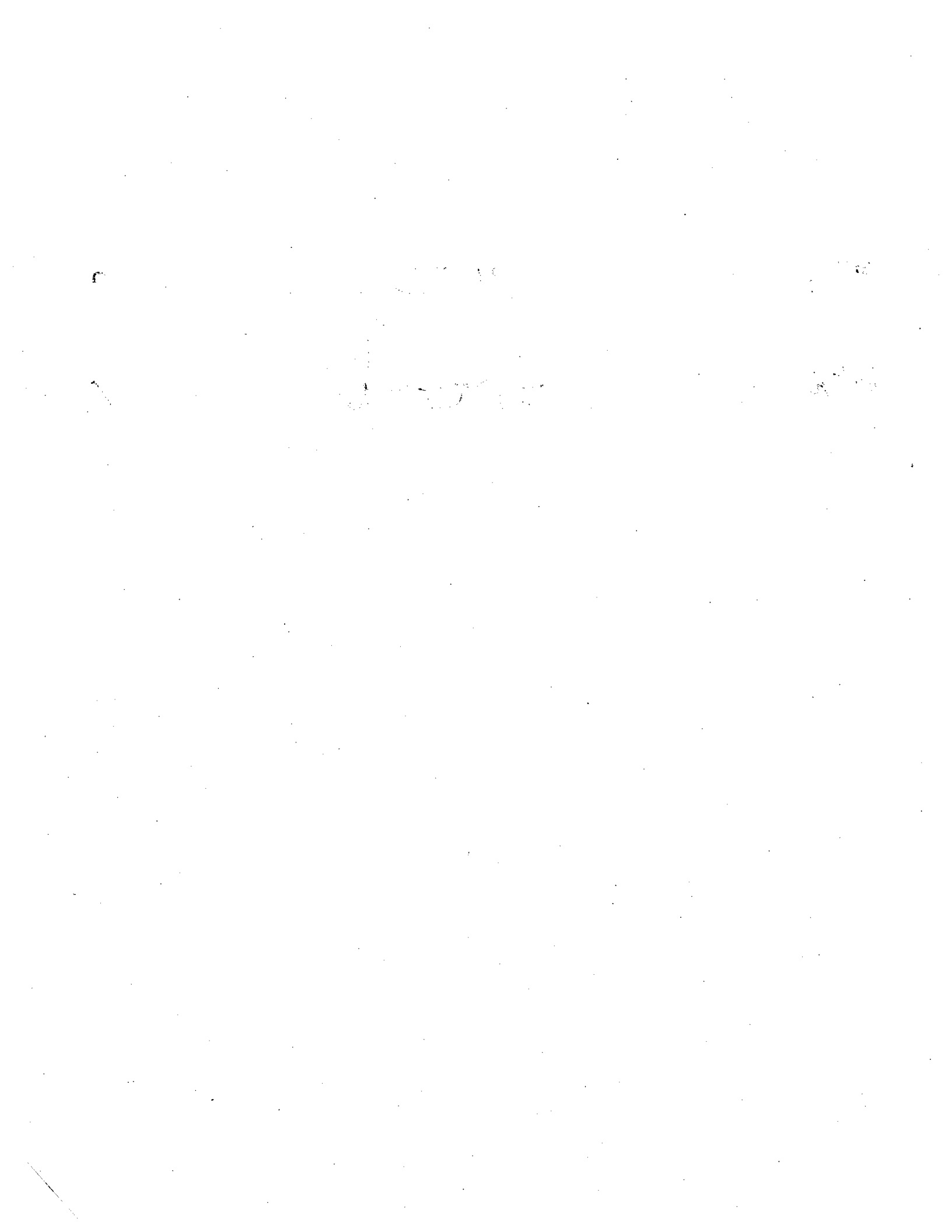
<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	7/6/09 Date:
<input type="checkbox"/> Rejected		

**15. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Check One Box: Request to JFO	<i>[Signature]</i> (Secretary's signature or designee)	7/6/09 Date:
<input type="checkbox"/> Information to JFO		

**16. DOCUMENTATION REQUIRED**

Required GRANT Documentation	
<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)



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

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

**To:** Neale Lunderville, Secretary of Administration  
Joint Fiscal Office  
**From:** Michael Hogan, Commissioner  
**Date:** 7/1/2009  
**Re:** NABCA Grant

The Department of Liquor Control received a one-time grant of \$10,000 for Community Outreach Materials from the National Alcohol Beverage Control Association. The grant is for the calendar year 2009. While we were initially notified at the end of calendar year 2008 that we had received the grant, there have been several unavoidable delays to our asking for acceptance and spending the funds.

Although the NABCA usually issues their grants at the beginning of the calendar year, we did not receive a check from them until we contacted them in March to inquire on the status of the grant. Upon our request, they sent the grant money in March. Once we received the grant money, we began looking at process of grant acceptance and realized that we needed a letter from the NABCA stating our grant approval. This letter was requested by our department twice and received in June where we were able to submit it with the Request for Grant Acceptance paperwork.

We anticipate that all the moneys will be spent prior to October 09. As we have been aware of the grant for some time, we have already begun researching the materials we will be purchasing. The trades how display materials will all be purchased prior to September 09 and underage drinking reference cards will be completed and printed prior to October 09.

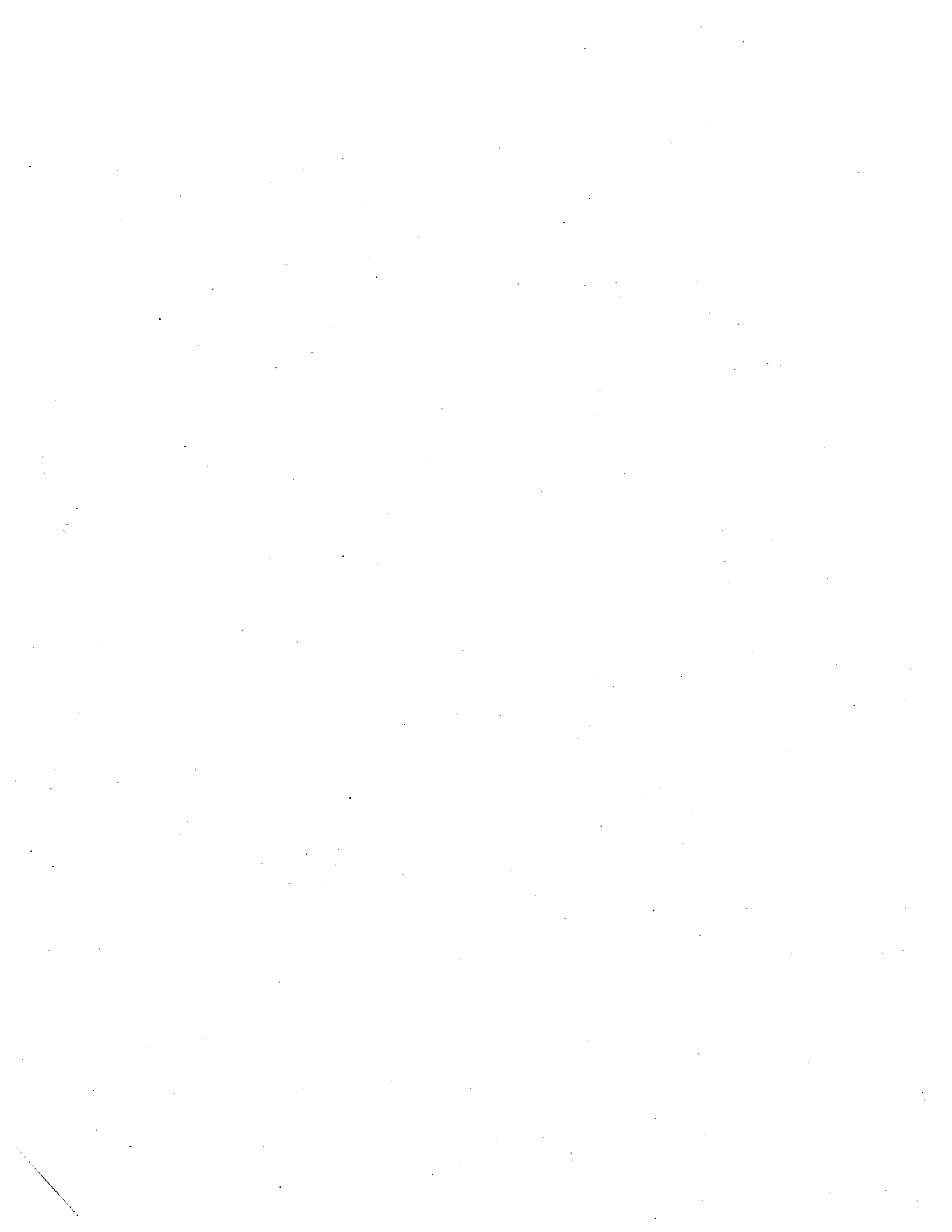
We appreciate your support with this grant.



Commissioner of Liquor Control  
Michael J. Hogan







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





# THE NABCA EDUCATIONAL AWARD PROGRAM 2009 APPLICATION

Please complete the form and return by December 10, 2008.

## 1. PROJECT ADMINISTRATION

ABC Agency Vermont Department of Liquor Control

Project Coordinator Steven M. Waldo

Title Education Investigator

Address 13 Green Mountain Drive Montpelier VT 05620-4501  
Street or P.O. 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 Public and Law Enforcement Outreach

Project Start Date January 2009 Project Completion Date December 2009

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 11/24/08  
Signature of ABC Director/Administrator Date

Michael J. Hogan  
Name (Please Print)

Steven M. Waldo 12/3/08  
Signature of Project Coordinator Date

Steven M. Waldo  
Name (Please Print)



## Vermont Department of Liquor Control 2009 Educational Award Project Description

### *Summary:*

About fifteen years ago, the Vermont Department of Liquor Control, through grants, purchased two large tradeshow type displays. The displays have been used regularly at state fairs, conferences and conventions in Vermont to explain the roles and responsibilities of our agency in state government. Thousands of citizens have been influenced by these displays and the material contained on them. This is often the first point of contact the public has with our agency and professionalism is key to good first impression. With a portion of this grant we would like to update or replace these displays, so that they properly and professionally represent our agency and its employees.

The remainder of the grant would be used to replicate a project I first viewed at the NABCA Administrators' Conference last year. The State of Mississippi created a beautifully produced, quick reference card for law enforcement officers in their state. We would like to create a similar product for distribution throughout Vermont. We have recently been made aware of instances where police officers, confronting a case of underage drinking or furnishing a minor, have taken inappropriate action. Not all officers are as up-to-date as we would like. Some are not familiar with the statutes and codes in the alcohol laws. And, since these law references are not currently available in the field, many need to return to their station house to look up the statutes. Having a handy reference card that could be stashed in their ticket book would go a long way to helping the officers properly process the violators of our alcohol laws.

### *Criteria:*

1. a.) The display will help educate the citizens of Vermont on laws regarding alcohol sales and consumption, plus provide an overview of the duties and responsibilities of the Vermont Department of Liquor Control  
b.) The police reference card will provide a quick, in-the-field reference to the alcohol laws and procedures used when confronting underage sales to minors, underage consumption of alcohol, and furnishing alcohol to minors.
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 help inform the public regarding their responsibilities regarding alcohol; and, when officers are confronted with underage consumption, they will be more informed to properly process the situation.

### *Time Line:*

The portion of this outreach project dedicated to law enforcement officers (the reference cards), can be initiated quickly and sent to printers through the competitive bid process. It is anticipated that this portion could be launched by the summer season.

The portion of the project dedicated to public outreach (the tradeshow displays) will require more time to determine which materials meet our specific needs and, then, to purchase them through the proper bid processes. Therefore, we are requesting the entire grant period as the project's completion date.

### *Evaluation:*

Reduced alcohol violations regarding sales to minors and intoxicated patrons will be experienced as a result of the public being properly informed, as well as the police officers who confront law violators.

### *Sustainability:*

Reproductions and/or replacements should be easily and inexpensively purchased via our budget once the originals have been created.



**NABCA Educational Award 2008-2009**  
**Proposed Project Budget**  
**Public and Law Enforcement Outreach**  
**Submitted by the Vermont Department of Liquor Control**  
**November 26, 2008**

Item	Quantity		Expenditure
<b>Public Outreach:</b>			
Updated or new tradeshow display materials	2		\$8,395.00
that may include, but are not limited to:			
panels, banners with stands, pop-ups, table top			
displays, furniture, table covers, lighting,			
audio/visual equipment, and printed materials.			
Subtotal			\$8,395.00
<b>Law Enforcement Outreach:</b>			
4.5 x 10.5 Full-color, 2-sided, laminated cards	2,000		\$1,527.00
Print Design (\$26.00 per hour)	3 hours		78.00
Subtotal			\$1,605.00
<b>Total</b>			<b>\$10,000.00</b>







**State of Vermont**  
**Department of Liquor Control**  
13 Green Mountain Drive, Drawer 20  
Montpelier, VT 05620-4501  
<http://liquorcontrol.vermont.gov/>

[phone] 802-828-2339  
[fax] 802-828-1031

*Michael J. Hogan, Commissioner*

June 22, 2009

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 Community Outreach. 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 creation, printing and purchase of community outreach materials. Underage drinking reference cards will be created and printed for Vermont Law Enforcement Officers and new materials will be purchased for our trade show displays. These materials will be an asset to our department and we are hoping you will approve this request.

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Hogan".

Michael J. Hogan  
Commissioner of Liquor Control





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

Agency of Administration

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

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

<b>Grant Summary:</b>		This grant is to provide updated materials for public outreach and officer education related to prevention of underage consumption of alcohol..			
<b>Date:</b>		7/1/2009			
<b>Department:</b>		Liquor Control			
<b>Legal Title of Grant:</b>		2009 NABCA Educational Award			
<b>Federal Catalog #:</b>		N/A			
<b>Grant/Donor Name and Address:</b>		National Alcohol Beverage Control Association, 4401 Ford Avenue, Suite 700, Alexandria, Virginia 22302-1473			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		1/28/2009	12/31/2009		
<b>Grant/Donation</b>		\$10,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$10,000	\$	\$	\$10,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>		[Signature]		(Initial)	
<b>Secretary of Administration</b>		[Signature]		(Initial)	
<b>Sent To Joint Fiscal Office</b>		7/7/09		<b>Date</b>	

**RECEIVED**  
 JUL 10 2009  
**JOINT FISCAL OFFICE**

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

**BASIC GRANT INFORMATION**

<b>1. Agency:</b>			
<b>2. Department:</b>		Liquor Control	
<b>3. Program:</b>		Alcohol Education	
<b>4. Legal Title of Grant:</b>		2009 NABCA Educational Award	
<b>5. Federal Catalog #:</b>		N/A	
<b>6. Grant/Donor Name and Address:</b> National Alcohol Beverage Control Association 4401 Ford Avenue, Suite 700 Alexandria, Virginia 22302-1473			
<b>7. Grant Period:</b>	<b>From:</b>	1/28/2009	<b>To:</b> 12/31/2009
<b>8. Purpose of Grant:</b> The purpose of this grant is to create, produce or purchase materials for public outreach and for officer education with a focus on underage consumption prevention. Specifically, this grant will be used to provide Vermont officers with an easy-to-use reference and to update our tradeshow materials, which are used to promote community awareness			
<b>9. Impact on existing program if grant is not Accepted:</b> If the grant is not accepted, the DLC education programs will continue. However, materials currently used are outdated (currently 10 or more years old) and there are no reference materials from DLC for Vermont officers.			

**10. BUDGET INFORMATION**

	SFY 1 FY 2010	SFY 2 FY	SFY 3 FY	Comments
<b>Expenditures:</b>				
Personal Services	\$	\$	\$	
Operating Expenses	\$10,000	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	\$10,000	\$	\$	
<b>Revenues:</b>				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:				
Grant (source NABCA.)	\$10,000	\$	\$	
<b>Total</b>	\$10,000	\$	\$	

REC'D JUL 01 2009

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

<b>Appropriation No:</b>	2300002000	<b>Amount:</b>	\$10,000
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$10,000

**PERSONAL SERVICE INFORMATION**

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

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

<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
<b>Total Positions</b>		

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Michael Hogan</i>	Date: 7/1/09
	Title: COMMISSIONER	
	Signature: _____	Date: _____
	Title: _____	

**14. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	7/6/09 Date:
<input type="checkbox"/> Rejected		

**15. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Check One Box: Request to JFO	<i>[Signature]</i> (Secretary's signature or designee)	7/6/09 Date:
<input type="checkbox"/> Information to JFO		

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)



State of Vermont  
Department of Liquor Control  
13 Green Mountain Drive  
Montpelier, VT 05620-4501  
[liquorcontrol.vermont.gov](http://liquorcontrol.vermont.gov)

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

*Michael J. Hogan, Commissioner*

**To:** Neale Lunderville, Secretary of Administration  
Joint Fiscal Office

**From:** Michael Hogan, Commissioner

**Date:** 7/1/2009

**Re:** NABCA Grant

---

The Department of Liquor Control received a one-time grant of \$10,000 for Community Outreach Materials from the National Alcohol Beverage Control Association. The grant is for the calendar year 2009. While we were initially notified at the end of calendar year 2008 that we had received the grant, there have been several unavoidable delays to our asking for acceptance and spending the funds.

Although the NABCA usually issues their grants at the beginning of the calendar year, we did not receive a check from them until we contacted them in March to inquire on the status of the grant. Upon our request, they sent the grant money in March. Once we received the grant money, we began looking at process of grant acceptance and realized that we needed a letter from the NABCA stating our grant approval. This letter was requested by our department twice and received in June where we were able to submit it with the Request for Grant Acceptance paperwork.

We anticipate that all the moneys will be spent prior to October 09. As we have been aware of the grant for some time, we have already begun researching the materials we will be purchasing. The trades how display materials will all be purchased prior to September 09 and underage drinking reference cards will be completed and printed prior to October 09.

We appreciate your support with this grant.

A handwritten signature in black ink that reads "Michael J. Hogan". The signature is written in a cursive, flowing style.

Commissioner of Liquor Control  
Michael J. Hogan



---

**Liquor Control Board:**

*Walter E. Freed, Chairman; John P. Cassarino, Member; Stephanie M. O'Brien, Member*





NATIONAL ALCOHOL BEVERAGE  
CONTROL ASSOCIATION

4401 Ford Avenue, Suite 700  
Alexandria, Virginia 22302-1473  
Tel: (703) 578-4200  
Fax: (703) 820-3551  
[www.nabca.org](http://www.nabca.org)

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



# THE NABCA EDUCATIONAL AWARD PROGRAM 2009 APPLICATION

Please complete the form and return by December 10, 2008.

## 1. PROJECT ADMINISTRATION

ABC Agency Vermont Department of Liquor Control

Project Coordinator Steven M. Waldo

Title Education Investigator

Address 13 Green Mountain Drive Montpelier VT 05620-4501  
Street or P.O. 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 Public and Law Enforcement Outreach

Project Start Date January 2009 Project Completion Date December 2009

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 11/24/08  
Signature of ABC Director/Administrator Date

Michael J. Hogan  
Name (Please Print)

[Signature] 12/3/08  
Signature of Project Coordinator Date

Steven M. Waldo  
Name (Please Print)

## Vermont Department of Liquor Control 2009 Educational Award Project Description

### *Summary:*

About fifteen years ago, the Vermont Department of Liquor Control, through grants, purchased two large tradeshow type displays. The displays have been used regularly at state fairs, conferences and conventions in Vermont to explain the roles and responsibilities of our agency in state government. Thousands of citizens have been influenced by these displays and the material contained on them. This is often the first point of contact the public has with our agency and professionalism is key to good first impression. With a portion of this grant we would like to update or replace these displays, so that they properly and professionally represent our agency and its employees.

The remainder of the grant would be used to replicate a project I first viewed at the NABCA Administrators' Conference last year. The State of Mississippi created a beautifully produced, quick reference card for law enforcement officers in their state. We would like to create a similar product for distribution throughout Vermont. We have recently been made aware of instances where police officers, confronting a case of underage drinking or furnishing a minor, have taken inappropriate action. Not all officers are as up-to-date as we would like. Some are not familiar with the statutes and codes in the alcohol laws. And, since these law references are not currently available in the field, many need to return to their station house to look up the statutes. Having a handy reference card that could be stashed in their ticket book would go a long way to helping the officers properly process the violators of our alcohol laws.

### *Criteria:*

1. a.) The display will help educate the citizens of Vermont on laws regarding alcohol sales and consumption, plus provide an overview of the duties and responsibilities of the Vermont Department of Liquor Control  
b.) The police reference card will provide a quick, in-the-field reference to the alcohol laws and procedures used when confronting underage sales to minors, underage consumption of alcohol, and furnishing alcohol to minors.
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 help inform the public regarding their responsibilities regarding alcohol; and, when officers are confronted with underage consumption, they will be more informed to properly process the situation.

### *Time Line:*

The portion of this outreach project dedicated to law enforcement officers (the reference cards), can be initiated quickly and sent to printers through the competitive bid process. It is anticipated that this portion could be launched by the summer season.

The portion of the project dedicated to public outreach (the tradeshow displays) will require more time to determine which materials meet our specific needs and, then, to purchase them through the proper bid processes. Therefore, we are requesting the entire grant period as the project's completion date.

### *Evaluation:*

Reduced alcohol violations regarding sales to minors and intoxicated patrons will be experienced as a result of the public being properly informed, as well as the police officers who confront law violators.

### *Sustainability:*

Reproductions and/or replacements should be easily and inexpensively purchased via our budget once the originals have been created.

**NABCA Educational Award 2008-2009**  
**Proposed Project Budget**  
**Public and Law Enforcement Outreach**  
**Submitted by the Vermont Department of Liquor Control**  
**November 26, 2008**

<b>Item</b>	<b>Quantity</b>		<b>Expenditure</b>
<b>Public Outreach:</b>			
Updated or new tradeshow display materials	2		\$8,395.00
that may include, but are not limited to:			
panels, banners with stands, pop-ups, table top			
displays, furniture, table covers, lighting,			
audio/visual equipment, and printed materials.			
		Subtotal	\$8,395.00
<b>Law Enforcement Outreach:</b>			
4.5 x 10.5 Full-color, 2-sided, laminated cards	2,000		\$1,527.00
Print Design (\$26.00 per hour)	3 hours		78.00
		Subtotal	\$1,605.00
		<b>Total</b>	<b>\$10,000.00</b>



**State of Vermont**  
**Department of Liquor Control**  
13 Green Mountain Drive, Drawer 20  
Montpelier, VT 05620-4501  
<http://liquorcontrol.vermont.gov/>

[phone] 802-828-2339  
[fax] 802-828-1031

*Michael J. Hogan, Commissioner*

June 22, 2009

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 Community Outreach. 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 creation, printing and purchase of community outreach materials. Underage drinking reference cards will be created and printed for Vermont Law Enforcement Officers and new materials will be purchased for our trade show displays. These materials will be an asset to our department and we are hoping you will approve this request.

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Hogan".

Michael J. Hogan  
Commissioner of Liquor Control



