



State of Vermont Agency of Commerce and Community Development

FY2017 Budget

Patricia Moulton, Secretary
Lucy Leriche, Deputy Secretary

February 2016

ACCD

Mission/Outcomes

- To help Vermonters improve their quality of life and build strong communities.

- Statutory outcomes, re:
- Challenges for Change, Act 146 (2009 Adj. Session), Sec G1 (1) and (2)

- **Outcome 1:** *Vermont achieves a sustainable annual increase in nonpublic sector employment and in median household income.*
- **Outcome 2:** *Vermont attains a statewide, state-of-the-art telecommunications infrastructure.*

AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

FY 17 BUDGET DETAIL

Table of Contents

1. Agency Detail	Page	4
2. Administration	Page	29
3. Dept. of Economic Development	Page	47
4. Dept. of Housing and Community Development	Page	78
a. Housing and Community Development	Page	108
b. Community Development Block Grants	Page	123
c. Downtown Transportation & Capital Impr. Fund	Page	127
5. Dept. of Tourism and Marketing	Page	132
a. VT Life Magazine	Page	161
6. Dept. of Tourism and Marketing Performance Measures	Page	168

Agency of Commerce and Community Development Summary

	FY 2017 Position Count	FY 2015 Actual	FY 2016 Budget As Passed	FY 2017 Governor Recommend
Department				
ACCD Administration	26	\$4,413,414	\$7,931,107	\$8,446,625
Economic Development	17	\$5,326,800	\$6,231,522	\$6,301,445
Housing and Community Development	39	\$19,834,271	\$15,872,313	\$15,857,693
Tourism & Marketing	15	\$4,054,789	\$4,097,632	\$3,926,754
Total	97	\$33,629,274	\$34,132,574	\$34,532,517
Fund Type				
General Funds		\$12,627,706	\$13,619,833	\$13,829,707
Federal Funds		\$14,318,345	\$9,777,731	\$10,407,024
IDT Funds		\$259,831	\$412,082	\$342,630
Enterprise Funds		\$765,692	\$868,780	\$732,368
Special Fund		\$5,657,700	\$9,454,148	\$9,220,788
Total		\$33,629,274	\$34,132,574	\$34,532,517

**AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT
FY 17 GOVERNOR'S BUDGET RECOMMENDATION
ALL FUNDS BY DEPARTMENT**

Department:	General Fund	Special Fund	Federal Fund	InterDept Transfer	Enterprise Fund	FY 17 Governor's Recommend
ADMINISTRATION	\$ 3,511,636	\$ 3,599,800	\$ 1,200,000	\$ 135,189	\$ -	\$ 8,446,625
ECONOMIC DEVELOPMENT	\$ 4,600,379	\$ 767,950	\$ 933,116	\$ -	\$ -	\$ 6,301,445
HOUSING AND COMMUNITY DEVELOPMENT	\$ 2,623,306	\$ 4,853,038	\$ 8,273,908	\$ 107,441	\$ -	\$ 15,857,693
TOURISM AND MARKETING	\$ 3,094,386	\$ -	\$ -	\$ 100,000	\$ 732,368	\$ 3,926,754
TOTAL	<u>\$ 13,829,707</u>	<u>\$ 9,220,788</u>	<u>\$ 10,407,024</u>	<u>\$ 342,630</u>	<u>\$ 732,368</u>	<u>\$ 34,532,517</u>

ACCD

FY 2017

Budget Overview By Fund

Fund Source	FY 2016 As Passed Budget	FY 2016 BAA Recommend	Increase/ (Decrease) As Passed to FY16 BAA Rec	FY 2017 Governor's Recommend	Increase/ (Decrease) From FY 16 As Passed	FY 2017 % Incr/(Decr) Over FY 16 As Passed
General Fund	\$13,619,833	\$13,619,833	\$0	\$13,829,707	\$209,874	1.5%
Special Fund	\$9,454,148	\$9,884,148	\$430,000	\$9,220,788	(\$233,360)	-2.5%
Federal Fund	\$9,777,731	\$9,777,731	\$0	\$10,407,024	\$629,293	6.4%
Enterprise Fund	\$868,780	\$868,780	\$0	\$732,368	(\$136,412)	-15.7%
Inter- department Transfer Fund	\$412,082	\$412,082	\$0	\$342,630	(\$69,452)	-16.9%
Total ACCD	\$34,132,574	\$34,562,574	\$430,000	\$34,532,517	\$399,943	1.2%

Agency of Commerce and Community Development FY 2017 Summary Budget Changes by Fund

FY 16 General Fund As Passed	\$13,619,833
ACT 58 Internal Service Fund Reductions	(\$25,919)
FY 16 General Fund Amended	\$13,593,914
Salary/Benefits Net Increase	\$260,659
Insurance (Workers' Comp, Property and General Liability) Increase	\$9,963
VISION/HRMS-DHR-DII-Prop Mgmt Internal Service Fund Net Increase	\$7,949
National Life Rent Increase	\$9,236
VT Archeology Heritage Center	\$9,000
EB-5 Audit and Construction Mgmt costs funding	\$40,000
Miscellaneous Operating Reduction	(\$4,723)
Retirement Incentive Position loss (Travel Information Chief)	(\$96,291)
<i>Total Increase Net of FY 16 Budget Reduction</i>	<i>\$209,874</i>
FY 17 General Fund Request	\$13,829,707
FY 16 Federal Fund	\$9,777,731
EPA -Brownfields grant additional funding	\$400,000
National Park Service (NPS) -Funding Historic Preservation CLG Grant authority adjustment	\$48,125
HUD -CDBG -State Program Administration spending authority adjustment	\$14,434
HUD -CDBG -Disaster Recovery II Program Administration reduction for completed projects	(\$113,053)
HUD -HOME Program spending authority adjustment	\$59,871
Completion of EDA/VT Economic Resiliency Initiative Grant	(\$49,069)
Dept of Defense -Procurement Technical Assistance Center grant -funding increase	\$15,145
US Small Bus Admin -International Trade & Export Assistance STEP IV -new grant	\$174,211
US Small Bus Admin -International Trade & Export Assistance STEP II/III grants completed	(\$314,008)
Department of Defense - Community Planning Assistance Fund new grant	\$319,530
HUD -CDBG -State Program spending authority adjustment	\$74,107
<i>Total Increase</i>	<i>\$629,293</i>
FY 17 Federal Fund Request	\$10,407,024
FY 16 Special Fund As Passed	\$9,454,148
ACT 58 Position Reduction	(\$100,000)
FY 16 Special Fund Amended	\$9,354,148
VCGI external billings for services to partners (VSJF/VNRC) increase	\$30,000
Assistance for Buyouts -VT Housing Conservation Board completed projects	(\$100,000)
Historic Sites admissions/gift shop fees reduction	(\$4,548)
Archaeology Center box and artifact fees spending authority adjustment	\$15,000
CDBG workshops spending authority increase	\$425
Archeology database spending authority adjustment	(\$19,550)
Mobile Home Park lot fee spending authority adjustment	\$1,500
EB-5 Enterprise fund anticipated increase	\$18,300
Economic Development conference fees decrease	(\$20,000)
Miscellaneous Receipts (VEPC analyst fees) eliminated	(\$60,000)
DT Transportation and Capital Improvement Fund spending authority increase	\$5,513
<i>Total Decrease With FY 16 Budget Reduction</i>	<i>(\$233,360)</i>
FY 17 Special Fund Request	\$9,220,788

**Agency of Commerce and Community Development
FY 2017 Summary Budget Changes by Fund**

FY 16 Interdepartmental Transfer Fund	\$412,082
VCGI internal billings to state dept/agencies (VT Emerg Mgmt) decrease	(\$84,811)
Quebec Initiative Contract Year 2	\$50,000
ANR -Electric Car Program grants -pass-thru to municipalities Comm Planning & Revitalization Program reduction for completed projects	(\$30,715)
AOT -Chimney Point restoration reduction for completed projects	(\$4,908)
ANR -Low Impact Development (LID) completion	(\$7,367)
AOT -Archaeology month/Heritage Center spending authority adjustment	\$8,349
<i>Total Decrease</i>	(\$69,452)
FY 17 Interdepartmental Transfer Fund Request	\$342,630
FY 16 Enterprise Fund	\$868,780
Salary/Benefits Net Decrease	(\$38,459)
Retirement Incentive Position loss (Financial Administrator III)	(\$96,578)
Web hosting contract/operating reduction	(\$1,375)
<i>Total Decrease</i>	(\$136,412)
FY 17 Enterprise Fund Request	\$732,368
Total FY 17 Budget Increase	\$399,943

**Agency of Commerce and Community Development
FY 2017 Staffing Changes**

Administration	
Total No. of Positions FY 2015	26
Total No. of Positions FY 2016	26
Total No. of Positions FY 2017	26
Housing and Community Development	
Total No. of Positions FY 2015	40
Total No. of Positions FY 2016	40
Grants Specialist (CDBG-DR) Limited Pos. Service Ends	-1
Total No. of Positions FY 2017	39
Economic Development	
Total No. of Positions FY 2015	18
Senior Economic Development Specialist -Captives Rescission Pos. Loss	-1
Total No. of Positions FY 2016	17
Total No. of Positions FY 2017	17
Tourism and Marketing	
Total No. of Positions FY 2015	9
Total No. of Positions FY 2016	9
Travel Information Chief Retirement Incentive Pos. Loss	-1
Total No. of Positions FY 2017	8
VT Life Magazine	
Total No. of Positions FY 2015	8
Total No. of Positions FY 2016	8
Financial Administrator III Retirement Incentive Pos. Loss	-1
Total No. of Positions FY 2017	7
AGENCY TOTALS	
Total No. of Positions FY 2015	101
Total No. of Positions FY 2016	100
Total No. of Authorized Positions FY 2017	97

Organization: 07 - Commerce and Community Development

Budget Rollup Report

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages	6,038,706	6,634,323	6,634,323	6,501,264	(133,059)	-2.0%
Fringe Benefits	2,721,002	3,219,255	3,219,255	3,252,285	33,030	1.0%
Contracted and 3rd Party Service	5,080,821	5,121,530	5,551,530	5,333,148	211,618	4.1%
PerDiem and Other Personal Services	13,906	167,321	167,321	184,875	17,554	10.5%
Budget Object Group Total: 1. PERSONAL SERVICES	13,854,434	15,142,429	15,572,429	15,271,572	129,143	0.9%

Budget Object Group: 2. OPERATING

Budget Object Rollup Name						
Equipment	62,658	74,783	74,783	61,289	(13,494)	-18.0%
IT/Telecom Services and Equipment	289,425	443,723	443,723	357,163	(86,560)	-19.5%
Travel	277,126	451,393	451,393	386,136	(65,257)	-14.5%
Supplies	127,362	143,625	143,625	128,324	(15,301)	-10.7%
Other Purchased Services	2,705,538	2,771,335	2,771,335	2,698,584	(72,751)	-2.6%
Other Operating Expenses	172,015	151,190	151,190	201,221	50,031	33.1%
Rental Other	24,856	29,783	29,783	29,328	(455)	-1.5%
Rental Property	350,469	391,559	391,559	371,986	(19,573)	-5.0%
Property and Maintenance	139,421	165,850	165,850	151,662	(14,188)	-8.6%
Budget Object Group Total: 2. OPERATING	4,148,870	4,623,241	4,623,241	4,385,693	(237,548)	-5.1%

Organization: 07 - Commerce and Community Development

Budget Rollup Report

Budget Object Group: 3. GRANTS

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Grants Rollup	15,625,969	14,366,904	14,366,904	14,875,252	508,348	3.5%
Budget Object Group Total: 3. GRANTS	15,625,969	14,366,904	14,366,904	14,875,252	508,348	3.5%
Total Expenses	33,629,274	34,132,574	34,562,574	34,532,517	399,943	1.2%

Fund Name						
General Funds	12,627,706	13,619,833	13,619,833	13,829,707	209,874	1.5%
Special Fund	5,657,700	9,454,148	9,884,148	9,220,788	(233,360)	-2.5%
Federal Funds	14,318,345	9,777,731	9,777,731	10,407,024	629,293	6.4%
IDT Funds	259,831	412,082	412,082	342,630	(69,452)	-16.9%
Enterprise Funds	765,692	868,780	868,780	732,368	(136,412)	-15.7%
Funds Total	33,629,274	34,132,574	34,562,574	34,532,517	399,943	1.2%

Position Count				97		
FTE Total				96.32		

Organization: Agency of Commerce and Community Development

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

		FY2016 Original		FY2016 Governor's	FY2017 Governor's	Difference Between	Percent Change
		FY2015 Actuals	As Passed Budget	BAA Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages							
Description	Code						
Classified Employees	500000	6,032,213	5,097,614	5,097,614	4,741,205	(356,409)	-7.0%
Exempt	500010	0	1,376,231	1,376,231	1,580,027	203,796	14.8%
Temporary Employees	500040	0	204,345	204,345	217,311	12,966	6.3%
Overtime	500060	6,493	0	0	0	0	0.0%
Vacancy Turnover Savings	508000	0	(43,867)	(43,867)	(37,279)	6,588	-15.0%
Total: Salaries and Wages		6,038,706	6,634,323	6,634,323	6,501,264	(133,059)	-2.0%
Fringe Benefits							
Description	Code						
FICA - Classified Employees	501000	443,700	389,962	389,962	362,642	(27,320)	-7.0%
FICA - Exempt	501010	0	104,234	104,234	119,563	15,329	14.7%
Health Ins - Classified Empl	501500	1,170,793	1,289,416	1,289,416	1,262,125	(27,291)	-2.1%
Health Ins - Exempt	501510	0	210,923	210,923	291,526	80,603	38.2%
Retirement - Classified Empl	502000	939,689	872,202	872,202	841,913	(30,289)	-3.5%
Retirement - Exempt	502010	0	189,567	189,567	213,145	23,578	12.4%
Dental - Classified Employees	502500	68,051	85,485	85,485	64,744	(20,741)	-24.3%
Dental - Exempt	502510	0	16,898	16,898	15,772	(1,126)	-6.7%
Life Ins - Classified Empl	503000	17,720	16,292	16,292	15,287	(1,005)	-6.2%
Life Ins - Exempt	503010	0	2,832	2,832	3,799	967	34.1%
LTD - Classified Employees	503500	3,964	1,681	1,681	988	(693)	-41.2%
LTD - Exempt	503510	0	3,163	3,163	3,637	474	15.0%
EAP - Classified Empl	504000	2,743	2,569	2,569	2,344	(225)	-8.8%
EAP - Exempt	504010	0	509	509	572	63	12.4%
Employee Tuition Costs	504530	5,469	0	0	0	0	0.0%
Workers Comp - Ins Premium	505200	54,799	21,395	21,395	31,051	9,656	45.1%
Unemployment Compensation	505500	13,293	11,280	11,280	22,330	11,050	98.0%
Catamount Health Assessment	505700	780	847	847	847	0	0.0%
Total: Fringe Benefits		2,721,002	3,219,255	3,219,255	3,252,285	33,030	1.0%

Organization: Agency of Commerce and Community Development

Budget Detail Report

Contracted and 3rd Party Service		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Contr&3Rd Party-Fulfillment	507020	1,258	0	0	1,500	1,500	0.0%
Contr & 3Rd Party - Financial	507100	33,457	75,000	75,000	125,000	50,000	66.7%
Contr&3Rd Pty-Educ & Training	507350	5,000	0	0	0	0	0.0%
Contr&3Rd Pty - Info Tech	507550	145,854	51,300	51,300	75,563	24,263	47.3%
Contract-Web Dev. & Maint.	507551	1,680	0	0	0	0	0.0%
Contr-Info Tech-Web Hosting	507552	118	850	850	0	(850)	-100.0%
Contr-Compsoftware-Sysdevelop	507553	110,686	77,450	77,450	90,725	13,275	17.1%
Creative/Development	507561	37,061	0	0	85,000	85,000	0.0%
Creative/Development-Web	507562	11,053	88,000	88,000	68,500	(19,500)	-22.2%
Advertising/Marketing-Other	507563	158,395	260,870	260,870	160,870	(100,000)	-38.3%
Media-Planning/Buying	507564	62,563	61,000	61,000	77,500	16,500	27.0%
Other Contr and 3Rd Pty Serv	507600	4,513,697	4,507,060	4,937,060	4,648,490	141,430	3.1%
Total: Contracted and 3rd Party Service		5,080,821	5,121,530	5,551,530	5,333,148	211,618	4.1%

PerDiem and Other Personal Services							
Description	Code						
Per Diem	506000	13,850	14,600	14,600	15,300	700	4.8%
Other Pers Serv	506200	0	152,721	152,721	169,575	16,854	11.0%
Service of Papers	506240	56	0	0	0	0	0.0%
Total: PerDiem and Other Personal Services		13,906	167,321	167,321	184,875	17,554	10.5%

Total: 1. PERSONAL SERVICES	13,854,434	15,142,429	15,572,429	15,271,572	129,143	0.9%
-----------------------------	------------	------------	------------	------------	---------	------

Organization:
Agency of Commerce and Community Development

Budget Detail Report

Budget Object Group: 2. OPERATING

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Equipment							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	41,095	52,250	52,250	46,989	(5,261)	-10.1%
Hw - Printers,Copiers,Scanners	522217	563	0	0	0	0	0.0%
Other Equipment	522400	12,931	17,533	17,533	8,500	(9,033)	-51.5%
Office Equipment	522410	440	500	500	500	0	0.0%
Furniture & Fixtures	522700	7,629	4,500	4,500	5,300	800	17.8%
Total: Equipment		62,658	74,783	74,783	61,289	(13,494)	-18.0%

IT/Telecom Services and Equipment							
Description	Code						
Tele-Internet-Dsl-Cable Modem	516626	1,357	2,000	2,000	2,000	0	0.0%
Telecom-Data Telecom Services	516651	528	453	453	455	2	0.4%
Telecom-Video Conf Services	516653	215	1,318	1,318	650	(668)	-50.7%
Telecom-Long Distance Service	516655	261	2,000	2,000	4,750	2,750	137.5%
Telecom-Toll Free Phone Serv	516657	3,077	12,650	12,650	6,200	(6,450)	-51.0%
Telecom-Conf Calling Services	516658	1,847	4,165	4,165	4,295	130	3.1%
Telecom-Wireless Phone Service	516659	21,227	28,129	28,129	23,242	(4,887)	-17.4%
It Intsvccost-Vision/Isdassess	516671	111,424	121,692	121,692	104,240	(17,452)	-14.3%
It Intsvccost- Dii - Telephone	516672	28,680	28,462	28,462	28,877	415	1.5%
It Inter Svc Cost User Support	516678	59,390	147,007	147,007	88,586	(58,421)	-39.7%
Hw - Other Info Tech	522200	8,995	5,944	5,944	7,351	1,407	23.7%
Hardware-Telephone User Equip	522219	326	1,550	1,550	3,700	2,150	138.7%
Software - Other	522220	5,045	35,199	35,199	18,694	(16,505)	-46.9%
Software - Office Technology	522221	1,362	1,835	1,835	4,967	3,132	170.7%
Sw-Database&Management Sys	522222	21,735	7,900	7,900	10,200	2,300	29.1%
Software-Gis	522223	5,495	23,519	23,519	28,571	5,052	21.5%
Sw-Website Dev Maint Hosting	522224	6,750	16,000	16,000	17,385	1,385	8.7%
Hw-Personal Mobile Devices	522258	11,714	3,900	3,900	3,000	(900)	-23.1%
Total: IT/Telecom Services and Equipment		289,425	443,723	443,723	357,163	(86,560)	14 -19.5%

Organization: Agency of Commerce and Community Development

Budget Detail Report

		FY2016 Original		FY2016 Governor's	FY2017 Governor's	Difference Between	Percent Change
Other Operating Expenses		FY2015 Actuals	As Passed Budget	BAA Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Single Audit Allocation	523620	54,739	20,821	20,821	57,048	36,227	174.0%
Registration & Identification	523640	1,092	800	800	7,090	6,290	786.3%
Taxes	523660	7,990	8,619	8,619	9,000	381	4.4%
Bank Service Charges	524000	15	0	0	6,800	6,800	0.0%
Reimbursement of Petty Cash	525050	7	0	0	0	0	0.0%
Cost of Freight	525160	216	2,950	2,950	500	(2,450)	-83.1%
Cost of Stock Items Sold	525290	107,956	118,000	118,000	120,783	2,783	2.4%
Total: Other Operating Expenses		172,015	151,190	151,190	201,221	50,031	33.1%

Other Purchased Services							
Description	Code						
Insurance Other Than Empl Bene	516000	53,954	65,702	65,702	68,371	2,669	4.1%
Insurance - General Liability	516010	48,775	14,223	14,223	13,731	(492)	-3.5%
Dues	516500	197,044	212,763	212,763	205,516	(7,247)	-3.4%
Licenses	516550	65	410	410	0	(410)	-100.0%
Telecom-Mobile Wireless Data	516623	17,021	20,320	20,320	19,947	(373)	-1.8%
Telecom-Telephone Services	516652	10,249	14,151	14,151	7,640	(6,511)	-46.0%
It Int Svc Dii Allocated Fee	516685	104,113	102,816	102,816	102,382	(434)	-0.4%
Advertising-Tv	516811	81,721	290,000	290,000	255,000	(35,000)	-12.1%
Advertising-Radio	516812	33,081	96,700	96,700	135,700	39,000	40.3%
Advertising-Print	516813	248,748	189,525	189,525	225,700	36,175	19.1%
Advertising-Web	516814	1,117,270	696,952	696,952	848,899	151,947	21.8%
Advertising-Other	516815	234,111	350,646	350,646	262,600	(88,046)	-25.1%
Advertising - Out of Home	516817	7,484	40,000	40,000	7,200	(32,800)	-82.0%
Advertising - Job Vacancies	516820	7,554	3,000	3,000	3,000	0	0.0%
Client Meetings	516855	2,635	8,800	8,800	6,500	(2,300)	-26.1%
Trade Shows & Events	516870	196,543	321,100	321,100	229,000	(92,100)	-28.7%
Giveaways	516871	13,154	11,750	11,750	12,525	775	6.6%
Photography	516875	2,160	7,250	7,250	8,500	1,250	17.2%

Organization: Agency of Commerce and Community Development

Budget Detail Report

Other Operating Expenses (cont)		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Printing and Binding	517000	12,838	28,180	28,180	15,495	(12,685)	-45.0%
Printing & Binding-Bgs Copy Ct	517005	4,527	4,053	4,053	6,228	2,175	53.7%
Printing-Promotional	517010	55,415	31,200	31,200	33,050	1,850	5.9%
Photocopying	517020	8	3,325	3,325	2,225	(1,100)	-33.1%
Registration For Meetings&Conf	517100	38,683	53,549	53,549	56,739	3,190	6.0%
Training - Info Tech	517110	1,465	8,500	8,500	6,000	(2,500)	-29.4%
Postage	517200	37,667	43,995	43,995	44,975	980	2.2%
Postage - Bgs Postal Svcs Only	517205	7,792	6,970	6,970	5,870	(1,100)	-15.8%
Freight & Express Mail	517300	34,242	33,580	33,580	33,605	25	0.1%
Instate Conf, Meetings, Etc	517400	40,865	0	0	285	285	0.0%
Outside Conf, Meetings, Etc	517500	645	0	0	0	0	0.0%
Other Purchased Services	519000	41,043	50,369	50,369	21,853	(28,516)	-56.6%
Human Resources Services	519006	41,882	53,156	53,156	48,098	(5,058)	-9.5%
Dry Cleaning	519020	191	0	0	0	0	0.0%
Brochure Distribution	519030	7,109	8,200	8,200	11,950	3,750	45.7%
Moving State Agencies	519040	5,483	150	150	0	(150)	-100.0%
Total: Other Purchased Services		2,705,538	2,771,335	2,771,335	2,698,584	(72,751)	-2.6%

Property and Maintenance							
Description	Code						
Water/Sewer	510000	16,576	12,875	12,875	14,000	1,125	8.7%
Rubbish Removal	510210	4,998	4,975	4,975	5,200	225	4.5%
Snow Removal	510300	28,978	39,465	39,465	37,000	(2,465)	-6.2%
Custodial	510400	8,644	10,138	10,138	9,000	(1,138)	-11.2%
Lawn Maintenance	510520	40,063	45,450	45,450	40,490	(4,960)	-10.9%
Repair & Maint - Buildings	512000	858	2,325	2,325	24,000	21,675	932.3%
Plumbing & Heating Systems	512010	9,742	17,400	17,400	10,000	(7,400)	-42.5%
Rep&Maint-Info Tech Hardware	513000	632	0	0	0	0	0.0%
Repair & Maint - Office Tech	513010	10,258	12,167	12,167	10,523	(1,644)	-13.5%
Other Repair & Maint Serv	513200	18,302	21,055	21,055	449	(20,606)	-97.9%
Repair&Maint-Property/Grounds	513210	370	0	0	1,000	1,000	16 0.0%
Total: Property and Maintenance		139,421	165,850	165,850	151,662	(14,188)	-8.6%

Organization: Agency of Commerce and Community Development

Budget Detail Report

Rental Other		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Rental of Equipment & Vehicles	514500	1,135	0	0	200	200	0.0%
Rental - Auto	514550	6,611	7,500	7,500	4,728	(2,772)	-37.0%
Rental - Other	515000	17,111	22,283	22,283	24,400	2,117	9.5%
Total: Rental Other		24,856	29,783	29,783	29,328	(455)	-1.5%

Rental Property							
Description	Code						
Rent Land & Bldgs-Office Space	514000	334,635	372,313	372,313	353,303	(19,010)	-5.1%
Rent Land&Bldgs-Non-Office	514010	15,834	19,246	19,246	18,683	(563)	-2.9%
Total: Rental Property		350,469	391,559	391,559	371,986	(19,573)	-5.0%

Supplies							
Description	Code						
Office Supplies	520000	11,773	24,296	24,296	18,540	(5,756)	-23.7%
Vehicle & Equip Supplies&Fuel	520100	171	2,530	2,530	0	(2,530)	-100.0%
Gasoline	520110	7,137	7,867	7,867	8,280	413	5.2%
Diesel	520120	563	0	0	0	0	0.0%
Building Maintenance Supplies	520200	2,255	1,400	1,400	4,100	2,700	192.9%
Plumbing, Heating & Vent	520210	2,718	2,450	2,450	3,500	1,050	42.9%
Heating & Ventilation	520211	603	2,450	2,450	0	(2,450)	-100.0%
Small Tools	520220	5	700	700	200	(500)	-71.4%
Electrical Supplies	520230	877	500	500	500	0	0.0%
Other General Supplies	520500	5,269	5,774	5,774	9,915	4,141	71.7%
It & Data Processing Supplies	520510	5,406	8,025	8,025	6,784	(1,241)	-15.5%
Educational Supplies	520540	239	0	0	0	0	0.0%
Agric, Hort, Wildlife	520580	1,554	1,203	1,203	1,200	(3)	-0.2%
Fire, Protection & Safety	520590	695	1,610	1,610	1,600	(10)	-0.6%
Recognition/Awards	520600	0	450	450	0	(450)	-100.0%
Food	520700	310	400	400	0	(400)	17 -100.0%
Electricity	521100	32,206	34,725	34,725	35,000	275	0.8%

Organization: Agency of Commerce and Community Development

Budget Detail Report

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Rental Other							
Description	Code						
Heating Oil #2	521220	14,098	15,000	15,000	15,000	0	0.0%
Propane Gas	521320	4,725	13,650	13,650	7,000	(6,650)	-48.7%
Books&Periodicals-Library/Educ	521500	680	2,200	2,200	1,410	(790)	-35.9%
Subscriptions	521510	27,814	7,355	7,355	5,470	(1,885)	-25.6%
Subscriptions Other Info Serv	521515	4,913	7,100	7,100	9,825	2,725	38.4%
Road Supplies and Materials	521600	45	100	100	0	(100)	-100.0%
Household, Facility&Lab Suppl	521800	2,374	2,840	2,840	0	(2,840)	-100.0%
Paper Products	521820	930	1,000	1,000	0	(1,000)	-100.0%
Total: Supplies		127,362	143,625	143,625	128,324	(15,301)	-10.7%

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Travel							
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	37,740	62,631	62,631	58,718	(3,913)	-6.2%
Travel-Inst-Other Transp-Emp	518010	23,952	41,175	41,175	38,741	(2,434)	-5.9%
Travel-Inst-Meals-Emp	518020	3,884	4,460	4,460	5,311	851	19.1%
Travel-Inst-Lodging-Emp	518030	3,002	4,875	4,875	4,575	(300)	-6.2%
Travel-Inst-Incidentals-Emp	518040	1,265	2,651	2,651	1,565	(1,086)	-41.0%
Conference - Instate - Emp	518050	285	310	310	0	(310)	-100.0%
Travel-Inst-Auto Mileage-Nonemp	518300	15,649	18,717	18,717	18,185	(532)	-2.8%
Travel-Inst-Other Trans-Nonemp	518310	255	1,100	1,100	250	(850)	-77.3%
Travel-Inst-Meals-Nonemp	518320	2,477	5,550	5,550	6,660	1,110	20.0%
Travel-Inst-Lodging-Nonemp	518330	380	800	800	800	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	5,616	7,280	7,280	11,176	3,896	53.5%
Travel-Outst-Other Trans-Emp	518510	62,607	107,400	107,400	90,056	(17,344)	-16.1%
Travel-Outst-Meals-Emp	518520	13,900	33,096	33,096	28,694	(4,402)	-13.3%
Travel-Outst-Lodging-Emp	518530	92,446	146,642	146,642	113,580	(33,062)	-22.5%
Travel-Outst-Incidentals-Emp	518540	8,266	8,556	8,556	7,825	(731)	-8.5%

Organization: Agency of Commerce and Community Development

Budget Detail Report

Travel (cont)		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Trav-Outst-Automileage-Nonemp	518700	107	0	0	0	0	0.0%
Trvl-Outst-Other Trans-Nonemp	518710	125	6,150	6,150	0	(6,150)	-100.0%
Travel-Outst-Meals-Nonemp	518720	80	0	0	0	0	0.0%
Travel-Outst-Lodging-Nonemp	518730	4,982	0	0	0	0	0.0%
Trvl-Outst-Incidentals-Nonemp	518740	108	0	0	0	0	0.0%
Total: Travel		277,126	451,393	451,393	386,136	(65,257)	-14.5%
Total: 2. OPERATING		4,148,870	4,623,241	4,623,241	4,385,693	(237,548)	-5.1%

Budget Object Group: 3. GRANTS

Grants Rollup							
Description	Code						
Grants To Municipalities	550000	6,771,182	7,122,026	7,122,026	7,219,815	97,789	1.4%
Grants	550220	5,794,786	159,000	159,000	400,000	241,000	151.6%
Other Grants	550500	3,060,001	7,085,878	7,085,878	7,255,437	169,559	2.4%
Total: Grants Rollup		15,625,969	14,366,904	14,366,904	14,875,252	508,348	3.5%
Total: 3. GRANTS		15,625,969	14,366,904	14,366,904	14,875,252	508,348	3.5%
Total Expenses:		33,629,274	34,132,574	34,562,574	34,532,517	399,943	1.2%

Organization: Agency of Commerce and Community Development

Budget Detail Report

Fund Name	Fund Code	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA	FY2017 Governor's	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
				Recommended Budget	Recommended Budget		
General Fund	10000	12,627,706	13,619,833	13,619,833	13,829,707	209,874	1.5%
Misc Fines & Penalties	21054	4,978	30,000	30,000	45,000	15,000	50.0%
Captive Insurance Reg & Suprv	21085	610,350	630,350	630,350	530,350	(100,000)	-15.9%
Historic Sites Special Fund	21325	434,842	494,208	494,208	489,660	(4,548)	-0.9%
VT Center for Geographic Info	21328	138,734	6,100	6,100	36,100	36,100	0.0%
Municipal & Regional Planning	21330	3,290,198	3,760,599	3,760,599	3,760,599	0	0.0%
Inter-Unit Transfers Fund	21500	259,831	412,082	412,082	342,630	(69,452)	-16.9%
Conference Fees & Donations	21525	51,873	36,575	36,575	17,000	(19,575)	-53.5%
Downtown Trans & Capital Impro	21575	249,712	423,966	423,966	429,479	5,513	1.3%
ACCD-Mobile Home Park Laws	21819	72,822	78,000	78,000	79,500	1,500	1.9%
ACCD-Miscellaneous Receipts	21820	370,222	560,000	560,000	400,000	(166,100)	-29.3%
Windham County Development Fund	21898	370,250	3,185,000	3,185,000	3,185,000	0	0.0%
Archeology Operations	21918	0	32,050	32,050	12,500	(19,550)	-61.0%
EB-5 Enterprise Fund	21919	63,721	217,300	217,300	235,600	18,300	8.4%
Clean Water Fund	21932	0	0	430,000	0	0	0.0%
Federal Revenue Fund	22005	14,318,345	9,777,731	9,777,731	10,407,024	629,293	6.4%
Vermont Life Magazine Fund	50400	765,692	868,780	868,780	732,368	(136,412)	-15.7%
Funds Total:		33,629,274	34,132,574	34,562,574	34,532,517	399,943	1.2%
Position Count					97		
FTE Total					96		

FY2017 Grant Itemization Form - Agency of Commerce and Community Development

DEPARTMENT - Administration

Appropriation Name	Grant Title	Grantee	FY 16 As Passed	Incr(Decr)	FY 17	GF \$	SF \$	Fed \$	Interdept \$	Purpose/Service Provided/Other Funds Explanation
Administration	VT Sustainable Jobs Fund	VT Sustainable Jobs Fund	213,307	0	213,307	213,307	0	0	0	Pass-thru to support program.
	VT Council on Rural Development	VT Council on Rural Develop	43,320	0	43,320	43,320	0	0	0	Pass-thru to support program.
	Quebec Initiative	Lake Champlain Chamber	0	50,000	50,000	0	0	0	50,000	Pass-thru to support program.
	UVM Data Center -Rural Studies	UVM Data Center	96,000	0	96,000	96,000	0	0	0	Pass-thru to support rural studies research.
	VY Economic Response	Various entities	3,185,000	0	3,185,000	0	3,185,000	0	0	Windham Region Economic Response to VTY Closing.
	EPA Brownfields	Various entities	785,000	396,000	1,181,000	0	0	1,181,000	0	Used to mitigate brownfield costs to VT businesses.
TOTAL Grants in FY17			4,322,627	446,000	4,768,627	352,627	3,185,000	1,181,000	50,000	

DEPARTMENT - Housing and Community Development

Appropriation Name			FY 16 As Passed	Incr(Decr)	FY 17	GF \$	SF \$	Fed \$	Interdept \$	Purpose/Service Provided
Housing and	Mobile Home Park Program	Mediators	2,500	1,500	4,000	0	4,000	0	0	Pays for mediation fees.
Community Dev	HOME Investment Partnership	HOME Housing Conserv Board	256,520	(1,336)	255,184	0	0	255,184	0	Pass-thru support to cover admin costs under the HOME program.
	First Stop	CVOEO	70,000	0	70,000	70,000	0	0	0	Mobile Home Park client assistance.
	Certified Local Government	Municipalities	57,403	63,144	120,547	0	0	120,547	0	Support for historic buildings re: planning, surveying & documentation
	EDA- VT Econ Resiliency Initiative	Various entities	10,000	(10,000)	0	0	0	0	0	Supports economic resiliency in statewide disaster planning efforts.
	Municipal Planning Assistance	Municipalities	457,482	0	457,482	0	457,482	0	0	Supports individual town planning efforts.
	VHCB Disaster Recovery Buyouts	Various entities	500,000	(100,000)	400,000	0	400,000	0	0	Supports disaster recovery buyouts not covered by FEMA.
	ANR -LID Program -Burlington	City of Burlington	7,367	(7,367)	0	0	0	0	0	Low Impact Development (LID)
	ANR -Electric Car Program	Municipalities	80,715	(30,715)	50,000	0	0	0	50,000	Supports electric car charging stations throughout VT.
			1,441,987	(84,774)	1,357,213	70,000	861,482	375,731	50,000	
DT Transp & Cap Impr	DT Transportation & Cap Imp Fund	Municipalities	335,151	0	335,151	0	335,151	0	0	Funds transportation & capital improvements in VT Downtowns.
CDBG	Community Devel Block Grant	Municipalities	6,174,938	74,107	6,249,045	0	0	6,249,045	0	Planning, housing and economic dev projects -Consolidated Plan.
TOTAL Grants in FY17			7,952,076	(10,667)	7,941,409	70,000	1,196,633	6,624,776	50,000	

DEPARTMENT - Economic Development

Appropriation Name			FY 16 As Passed	Incr(Decr)	FY 17	GF \$	SF \$	Fed \$	Interdept \$	Purpose/Service Provided
Economic Development	VT Women's Business Center	VT Women's Business Ctr	18,050	(18,050)	0	0	0	0	0	Pass-thru to support program.
	VT Employee Ownership Center	VEOC	69,660	0	69,660	69,660	0	0	0	Pass-thru to support program.
	Small Business Development Center	SBDC	357,400	0	357,400	357,400	0	0	0	Support for small business development efforts.
	Small Business Dev Ctr -PTAC	SBDC	0	107,445	107,445	53,722	0	53,723	0	Support for regional centers promoting federal/state contract awards.
	SeVEDS	Brattleboro Dev Credit Corp	50,000	0	50,000	50,000	0	0	0	Support long range econ devel planning for Windham County.
	Internat'l Trade Technical Assistance	Various entities	90,000	5,000	95,000	0	0	95,000	0	Technical assistance to increase exportation of VT products.
	VT Captive Insurance Association	VT Captive Insurance Assoc	20,000	(20,000)	0	0	0	0	0	Promotional assistance to support industry.
	Job Development Zones	Municipalities	8,970	(1,380)	7,590	7,590	0	0	0	Pays bond interest on notes.
	VT Training Program	Various entities	1,307,741	0	1,307,741	1,307,741	0	0	0	Pays for training for VT employees.
TOTAL Grants in FY17			1,921,821	73,015	1,994,836	1,846,113	0	148,723	0	

DEPARTMENT - Tourism and Marketing

Appropriation Name			FY 16 As Passed	Incr(Decr)	FY 17	GF \$	SF \$	Fed \$	Interdept \$	Purpose/Service Provided
Tourism and Marketing	VT Ski Areas Association	VT Ski Areas Association	28,500	0	28,500	28,500	0	0	0	Program support.
	VT Mountain Bike Assoc	VT Mountain Bike Assoc	26,880	0	26,880	26,880	0	0	0	Program support.
	VT Shires	VT Shires Chamber	20,000	0	20,000	20,000	0	0	0	Pass-thru to support program.
	VT Convention & Visitor's Bureau	Lake Champlain Chamber	95,000	0	95,000	95,000	0	0	0	Pass-thru to support program.
TOTAL Grants in FY17			170,380	0	170,380	170,380	0	0	0	
Agency Grand Total in FY17			14,366,904	508,348	14,875,252	2,439,120	4,381,633	7,954,499	100,000	

FY2017 Governor's Recommended Budget Position Summary Report

07-Commerce and Community Development

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670001	447800 - Procurement Tech Serv Coord	1	1	58,385	33,851	4,467	96,703
670004	540100 - Community Development Spec II	1	1	53,227	32,932	4,072	90,231
670007	049600 - Grants Mng Spec Housing&Com De	1	1	58,781	33,921	4,498	97,200
670010	485600 - Procur Tech Asst Counselor II	1	1	50,273	18,034	3,846	72,153
670013	089150 - Financial Director III	1	1	111,238	37,369	8,439	157,046
670014	072700 - Vermont Life Assistant Editor	1	1	62,400	34,566	4,774	101,740
670015	059600 - Business Administrator	1	1	54,933	10,653	4,203	69,789
670020	521800 - Grants Specialist	1	1	60,466	28,064	4,626	93,156
670022	540000 - Community Development Spec III	1	1	52,916	18,505	4,047	75,468
670023	089060 - Financial Administrator II	1	1	58,781	30,962	4,496	94,239
670024	140300 - State Archeologist	1	1	59,717	34,089	4,568	98,374
670025	550200 - Contracts & Grants Administrat	1	1	64,397	28,763	4,927	98,087
670027	461000 - Marketing Manager	1	1	51,064	18,175	3,906	73,145
670028	071801 - VT Life Associate Publisher	1	1	72,176	21,938	5,522	99,636
670029	479700 - Managing Editor Vt Life	1	1	56,493	27,354	4,322	88,169
670034	063000 - Historic Sites Section Chief	1	1	57,990	27,621	4,436	90,047

FY2017 Governor's Recommended Budget Position Summary Report

07-Commerce and Community Development

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670035	089230 - Administrative Svcs Cord II	1	1	67,766	29,364	5,185	102,315
670036	540000 - Community Development Spec III	1	1	76,169	30,863	5,827	112,859
670037	071700 - Downtown Program Coord	1	1	56,493	33,513	4,322	94,328
670040	076300 - Commnty Affairs Planning Coord	1	1	58,386	33,851	4,467	96,704
670044	478500 - Travel Marketing Spec III	1	1	53,227	18,560	4,072	75,859
670045	089090 - Financial Manager II	1	1	74,672	36,926	5,713	117,311
670048	089070 - Financial Administrator III	1	1	56,493	28,203	4,322	89,018
670050	456700 - Director of Grants Management	1	1	82,223	15,706	6,290	104,219
670051	072000 - Senior Hist Pres Review Coord	1	1	61,651	34,213	4,716	100,580
670052	314900 - Bennington Monument Caretaker	0.89	1	62,275	28,385	4,764	95,424
670054	058900 - Information Technology Mgr II	1	1	79,393	32,286	6,074	117,753
670055	485600 - Procur Tech Asst Counselor II	1	1	48,672	32,119	3,723	84,514
670056	072900 - VT Life Production Spec	1	1	62,400	34,566	4,774	101,740
670058	048900 - Community Development Director	1	1	61,152	29,034	4,678	94,864
670060	700100 - Database Administrator III	1	1	74,672	22,383	5,713	102,768
670061	478500 - Travel Marketing Spec III	1	1	48,110	25,860	3,681	77,651

FY2017 Governor's Recommended Budget Position Summary Report

07-Commerce and Community Development

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670064	071600 - Travel Marketing Specialist II	1	1	55,453	27,169	4,242	86,864
670067	050200 - Administrative Assistant B	1	1	38,625	15,958	2,955	57,538
670068	473300 - Historic Resources Specialist	1	1	48,110	17,649	3,681	69,440
670074	464500 - Procurement Tech Assist Ctr Dir	1	1	79,477	31,452	6,080	117,009
670075	089220 - Administrative Svcs Cord I	1	1	58,843	27,774	4,501	91,118
670081	099500 - IT Project Manager III	1	1	63,710	34,800	4,874	103,384
670082	049100 - Housing Program Coordinator	1	1	66,206	35,245	5,065	106,516
670083	076200 - State Architectural Historian	1	1	61,880	34,473	4,734	101,087
670087	072400 - Historic Sites Regional Admin	1	1	68,078	22,807	5,208	96,093
670088	072400 - Historic Sites Regional Admin	1	1	71,989	23,504	5,507	101,000
670091	140700 - Survey Archeologist	1	1	64,127	34,646	4,906	103,679
670093	076300 - Commnty Affairs Planning Coord	1	1	58,386	19,480	4,467	82,333
670095	076300 - Commnty Affairs Planning Coord	0.8	1	57,591	27,345	4,406	89,342
670096	089240 - Administrative Svcs Cord III	1	1	58,781	27,762	4,496	91,039
670097	050200 - Administrative Assistant B	1	1	54,101	26,928	4,138	85,167
670099	072100 - Tax Credit & Historic Grants	1	1	56,493	19,143	4,322	79,958

FY2017 Governor's Recommended Budget Position Summary Report

07-Commerce and Community Development

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670113	073600 - Economic Development Director	1	1	72,322	36,335	5,533	114,190
670117	089060 - Financial Administrator II	1	1	50,003	32,357	3,825	86,185
670122	020500 - Storekeeper A	0.63	1	23,168	21,413	1,772	46,353
670123	478501 - Senior Travel Marketing Spec	1	1	54,642	18,813	4,180	77,635
670127	089120 - Financial Manager III	1	1	89,024	33,358	6,810	129,192
670128	073600 - Economic Development Director	1	1	56,181	33,458	4,298	93,937
670141	099500 - IT Project Manager III	1	1	63,710	28,414	4,874	96,998
670142	472200 - Dir of Comm Plan & Revital	1	1	72,384	36,512	5,538	114,434
670145	700800 - Senior Information Technologis	1	1	79,539	37,621	6,084	123,244
670146	049600 - Grants Mng Spec Housing&Com De	1	1	48,110	17,477	3,681	69,268
670147	467100 - Information Tech Analyst II	1	1	62,317	20,181	4,768	87,266
670153	540300 - Senior Economic Development Sp	1	1	51,064	27,238	3,906	82,208
670154	074200 - Workforce Train Prog Dir	1	1	56,181	10,875	4,298	71,354
670156	060000 - Sr Grants Management Analyst	1	1	76,398	37,064	5,844	119,306
670158	465800 - Technology & Program Tech	1	1	45,968	17,265	3,517	66,750
670162	049601 - Grants Management Specialist	1	1	53,227	18,560	4,072	75,859

FY2017 Governor's Recommended Budget Position Summary Report

07-Commerce and Community Development

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670164	473300 - Historic Resources Specialist	1	1	51,522	26,467	3,942	81,931
670165	469101 - Economic Research Analyst	1	1	67,974	35,560	5,200	108,734
670166	049600 - Grants Mng Spec Housing&Com De	1	1	67,870	21,171	5,192	94,233
670167	473900 - Procurement Tech Asst Couns I	1	1	57,180	19,265	4,374	80,819
670168	089240 - Administrative Svcs Cord III	1	1	51,522	32,444	3,941	87,907
670170	045000 - Housing Policy Specialist	1	1	52,915	18,316	4,049	75,280
670172	131400 - Environmental Officer	1	1	61,651	34,436	4,717	100,804
670173	071800 - VT Life Publishing Asst	1	1	47,112	25,682	3,604	76,398
670175	049600 - Grants Mng Spec Housing&Com De	1	1	48,110	31,848	3,681	83,639
670176	049600 - Grants Mng Spec Housing&Com De	1	1	54,933	33,236	4,203	92,372
670181	700800 - Senior Information Technologis	1	1	74,485	36,721	5,698	116,904
670182	700100 - Database Administrator III	1	1	61,651	34,432	4,716	100,799
670184	099500 - IT Project Manager III	1	1	57,491	33,691	4,398	95,580
670185	058100 - Systems Developer III	1	1	63,710	34,800	4,875	103,385
677001	90100A - Agency Secretary	1	1	128,440	32,262	8,688	169,390
677002	90120A - Commissioner	1	1	91,707	10,242	7,016	108,965

FY2017 Governor's Recommended Budget Position Summary Report

07-Commerce and Community Development

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
677003	90120A - Commissioner	1	1	92,310	26,727	7,061	126,098
677005	90120A - Commissioner	1	1	91,707	18,780	7,016	117,503
677006	90570D - Deputy Commissioner	1	1	78,000	37,527	5,967	121,494
677007	96500D - Deputy Secretary	1	1	98,987	19,199	7,572	125,758
677011	95250E - Executive Assistant	1	1	80,787	23,659	6,179	110,625
677012	95871E - General Counsel II	1	1	91,582	33,138	7,006	131,726
677013	90570D - Deputy Commissioner	1	1	80,787	37,742	6,180	124,709
677014	94980E - Economic Progress Council Dir	1	1	80,787	31,996	6,180	118,963
677015	95230E - Historic Preservation Officer	1	1	77,958	23,150	5,963	107,071
677017	95870E - General Counsel I	1	1	77,688	37,196	5,943	120,827
677019	07370B - International Trade Director	1	1	65,000	35,180	4,973	105,153
677022	95360E - Principal Assistant	1	1	61,214	7,340	4,683	73,237
677025	91590E - Private Secretary	1	1	51,126	28,856	3,911	83,893
677026	96170E - Chief Marketing Officer	1	1	71,677	36,130	5,483	113,290
677028	90110E - Vermont Life Editor	1	1	80,787	23,659	6,180	110,626
677029	95250E - Executive Assistant	1	1	66,664	35,482	5,100	107,246

FY2017 Governor's Recommended Budget Position Summary Report

07-Commerce and Community Development

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
677031	92730E - Director of Information Tech	1	1	112,819	43,813	8,462	165,094
Total		96.32	97	6,321,232	2,715,852	482,205	9,519,289

Fund Code	Fund Name	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
10000	General Fund	66.4	71	4,501,413	1,839,019	342,985	6,683,417
21085	Captive Insurance Reg & Suprv	1	1	72,322	36,335	5,533	114,190
21328	VT Center for Geographic Info	0.67		38,519	22,573	2,947	64,039
21330	Municipal & Regional Planning	2.12	4	142,630	74,540	10,912	228,082
21575	Downtown Trans & Capital Impro	1	1	56,493	33,513	4,322	94,328
21819	ACCD-Mobile Home Park Laws	0.7	1	46,344	24,671	3,545	74,560
22005	Federal Revenue Fund	17.8	12	1,058,975	496,023	81,013	1,636,011
50400	Vermont Life Magazine Fund	6.63	7	404,536	189,178	30,948	624,662
Total		96.32	97	6,321,232	2,715,852	482,205	9,519,289

Fiscal Year 2017 Budget Changes by Dept. - Administration By Fund

	General \$\$	Special \$\$	Federal \$\$	Interdept'l Transfer \$\$	Total \$\$
Approp #1, Administration FY 2016 Approp	3,391,307	3,569,800	800,000	170,000	7,931,107
ACT 58, FY 16 Internal Service Reductions	(6,116)				(6,116)
Approp #1, FY 2016 Approp Amended	3,385,191	3,569,800	800,000	170,000	7,924,991
Salary/Benefits net increase	106,333				106,333
National Life Rent increase	6,338				6,338
Internal Service Charges (DII, HR, VISION, Insurance, Prop Mgmt) net increase	13,774				13,774
VCGI external billings for services to partners (VSJF/VNRC) increase		30,000			30,000
Quebec Initiative Contract Year 2				50,000	50,000
VCGI internal billings to state dept/agencies (VT Emerg Mgmt) decrease				(84,811)	(84,811)
EPA -Brownfields grant additional funding			400,000		400,000
Total Additions/(Reductions) FY 2017 to reach Gov Rec	126,445	30,000	400,000	(34,811)	521,634
Approp #1 FY 2017 Governor Recommend	3,511,636	3,599,800	1,200,000	135,189	8,446,625

Organization: ADMINISTRATION

Budget Rollup Report

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages	1,518,707	1,860,296	1,860,296	1,939,426	79,130	4.3%
Fringe Benefits	678,970	912,009	912,009	964,279	52,270	5.7%
Contracted and 3rd Party Service	50,487	22,500	452,500	47,500	25,000	111.1%
PerDiem and Other Personal Services	0	0	0	8,989	8,989	0.0%
Budget Object Group Total: 1. PERSONAL SERVICES	2,248,164	2,794,805	3,224,805	2,960,194	165,389	5.9%

Budget Object Group: 2. OPERATING

Budget Object Rollup Name						
Equipment	8,973	25,950	25,950	16,119	(9,831)	-37.9%
IT/Telecom Services and Equipment	149,117	267,769	267,769	206,436	(61,333)	-22.9%
Travel	14,158	25,706	25,706	19,505	(6,201)	-24.1%
Supplies	6,783	14,000	14,000	7,879	(6,121)	-43.7%
Other Purchased Services	130,980	177,873	177,873	170,577	(7,296)	-4.1%
Other Operating Expenses	1,923	2,360	2,360	2,380	20	0.8%
Rental Other	553	1,700	1,700	700	(1,000)	-58.8%
Rental Property	264,502	294,636	294,636	290,208	(4,428)	-1.5%
Property and Maintenance	3,687	3,681	3,681	4,000	319	8.7%
Budget Object Group Total: 2. OPERATING	580,675	813,675	813,675	717,804	(95,871)	-11.8%

Organization: ADMINISTRATION

Budget Rollup Report

Budget Object Group: 3. GRANTS

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Grants Rollup	1,584,575	4,322,627	4,322,627	4,768,627	446,000	10.3%
Budget Object Group Total: 3. GRANTS	1,584,575	4,322,627	4,322,627	4,768,627	446,000	10.3%
Total Expenses	4,413,414	7,931,107	8,361,107	8,446,625	515,518	6.5%
Fund Name						
General Funds	2,927,978	3,391,307	3,391,307	3,511,636	120,329	3.5%
Special Fund	508,984	3,569,800	3,999,800	3,599,800	30,000	0.8%
Federal Funds	950,669	800,000	800,000	1,200,000	400,000	50.0%
IDT Funds	25,784	170,000	170,000	135,189	(34,811)	-20.5%
Funds Total	4,413,414	7,931,107	8,361,107	8,446,625	515,518	6.5%
Position Count				26		
FTE Total				26		

Organization: ADMINISTRATION

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

			FY2016 Original	FY2016 Governor's	FY2017 Governor's	Difference Between	Percent Change
			As Passed	BAA	Recommended	FY2017 Governor's	FY2017 Governor's
			Budget	Recommended	Budget	Recommend and	Recommend and
				Budget		FY2016 As Passed	FY2016 As Passed
Salaries and Wages		FY2015 Actuals					
Description	Code						
Classified Employees	500000	1,518,176	1,358,222	1,358,222	1,308,422	(49,800)	-3.7%
Exempt	500010	0	513,032	513,032	635,418	122,386	23.9%
Overtime	500060	530	0	0	0	0	0.0%
Vacancy Turnover Savings	508000	0	(10,958)	(10,958)	(4,414)	6,544	-59.7%
Total: Salaries and Wages		1,518,707	1,860,296	1,860,296	1,939,426	79,130	4.3%

Fringe Benefits							
Description	Code						
FICA - Classified Employees	501000	110,815	103,899	103,899	100,025	(3,874)	-3.7%
FICA - Exempt	501010	0	38,198	38,198	47,301	9,103	23.8%
Health Ins - Classified Empl	501500	294,646	351,122	351,122	341,590	(9,532)	-2.7%
Health Ins - Exempt	501510	0	80,535	80,535	114,968	34,433	42.8%
Retirement - Classified Empl	502000	239,121	232,390	232,390	228,577	(3,813)	-1.6%
Retirement - Exempt	502010	0	65,960	65,960	92,952	26,992	40.9%
Dental - Classified Employees	502500	15,639	19,880	19,880	15,770	(4,110)	-20.7%
Dental - Exempt	502510	0	5,964	5,964	5,810	(154)	-2.6%
Life Ins - Classified Empl	503000	4,771	4,453	4,453	4,433	(20)	-0.4%
Life Ins - Exempt	503010	0	1,479	1,479	1,655	176	11.9%
LTD - Classified Employees	503500	1,688	828	828	633	(195)	-23.6%
LTD - Exempt	503510	0	1,180	1,180	1,462	282	23.9%
EAP - Classified Empl	504000	614	594	594	570	(24)	-4.0%
EAP - Exempt	504010	0	179	179	210	31	17.3%
Workers Comp - Ins Premium	505200	11,630	5,348	5,348	8,323	2,975	55.6%
Catamount Health Assessment	505700	47	0	0	0	0	0.0%
Total: Fringe Benefits		678,970	912,009	912,009	964,279	52,270	5.7%

Organization: ADMINISTRATION

Budget Detail Report

Contracted and 3rd Party Service		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Contr-Compsoftware-Sysdevelop	507553	0	0	0	25,000	25,000	0.0%
Creative/Development	507561	7,853	0	0	10,000	10,000	0.0%
Advertising/Marketing-Other	507563	15,000	7,500	7,500	6,000	(1,500)	-20.0%
Media-Planning/Buying	507564	538	0	0	1,500	1,500	0.0%
Other Contr and 3Rd Pty Serv	507600	27,097	15,000	445,000	5,000	(10,000)	-66.7%
Total: Contracted and 3rd Party Service		50,487	22,500	452,500	47,500	25,000	111.1%

PerDiem and Other Personal Services							
Description	Code						
Other Pers Serv	506200	0	0	0	8,989	8,989	0.0%
Total: PerDiem and Other Personal Services		0	0	0	8,989	8,989	0.0%

Total: 1. PERSONAL SERVICES	2,248,164	2,794,805	3,224,805	2,960,194	165,389	5.9%
-----------------------------	-----------	-----------	-----------	-----------	---------	------

Budget Object Group: 2. OPERATING

Equipment		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Hardware - Desktop & Laptop Pc	522216	6,148	24,950	24,950	15,619	(9,331)	-37.4%
Hw - Printers,Copiers,Scanners	522217	403	0	0	0	0	0.0%
Office Equipment	522410	440	0	0	0	0	0.0%
Furniture & Fixtures	522700	1,982	1,000	1,000	500	(500)	-50.0%
Total: Equipment		8,973	25,950	25,950	16,119	(9,831)	-37.9%

Organization: ADMINISTRATION

Budget Detail Report

IT/Telecom Services and Equipment		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Tele-Internet-Dsl-Cable Modem	516626	6	0	0	0	0	0.0%
Telecom-Other Data Comm	516630	75	0	0	0	0	0.0%
Telecom-Data Telecom Services	516651	220	220	220	220	0	0.0%
Telecom-Video Conf Services	516653	215	1,318	1,318	650	(668)	-50.7%
Telecom-Conf Calling Services	516658	95	1,090	1,090	1,300	210	19.3%
Telecom-Wireless Phone Service	516659	7,713	11,773	11,773	10,200	(1,573)	-13.4%
It Intsvccost-Vision/Isdassess	516671	107,088	116,996	116,996	99,680	(17,316)	-14.8%
It Intsvccost- Dii - Telephone	516672	5,529	4,835	4,835	5,196	361	7.5%
It Inter Svc Cost User Support	516678	15,999	94,211	94,211	45,405	(48,806)	-51.8%
Hw - Other Info Tech	522200	6,157	3,584	3,584	4,991	1,407	39.3%
Hardware-Telephone User Equip	522219	131	0	0	100	100	0.0%
Software - Other	522220	1,282	12,922	12,922	13,100	178	1.4%
Software - Office Technology	522221	205	1,085	1,085	3,967	2,882	265.6%
Sw-Database&Management Sys	522222	0	100	100	0	(100)	-100.0%
Software-Gis	522223	1,169	19,035	19,035	20,027	992	5.2%
Hw-Personal Mobile Devices	522258	3,232	600	600	1,600	1,000	166.7%
Total: IT/Telecom Services and Equipment		149,117	267,769	267,769	206,436	(61,333)	-22.9%

Other Operating Expenses							
Description	Code						
Single Audit Allocation	523620	1,623	2,000	2,000	2,000	0	0.0%
Registration & Identification	523640	300	360	360	380	20	5.6%
Total: Other Operating Expenses		1,923	2,360	2,360	2,380	20	0.8%

Organization: ADMINISTRATION

Budget Detail Report

Other Purchased Services		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Insurance Other Than Empl Bene	516000	11,659	16,425	16,425	18,326	1,901	11.6%
Insurance - General Liability	516010	10,269	3,557	3,557	3,680	123	3.5%
Dues	516500	676	1,122	1,122	1,341	219	19.5%
Licenses	516550	0	410	410	0	(410)	-100.0%
Telecom-Mobile Wireless Data	516623	2,506	3,830	3,830	3,295	(535)	-14.0%
Telecom-Telephone Services	516652	118	0	0	0	0	0.0%
It Int Svc Dii Allocated Fee	516685	21,444	21,199	21,199	26,619	5,420	25.6%
Advertising-Radio	516812	3,336	5,000	5,000	6,000	1,000	20.0%
Advertising-Print	516813	2,263	2,300	2,300	2,000	(300)	-13.0%
Advertising-Web	516814	0	2,115	2,115	2,000	(115)	-5.4%
Advertising-Other	516815	0	35,500	35,500	32,500	(3,000)	-8.5%
Advertising - Job Vacancies	516820	147	500	500	500	0	0.0%
Trade Shows & Events	516870	0	1,500	1,500	500	(1,000)	-66.7%
Giveaways	516871	118	1,250	1,250	125	(1,125)	-90.0%
Photography	516875	100	5,500	5,500	5,500	0	0.0%
Printing and Binding	517000	978	525	525	1,170	645	122.9%
Printing & Binding-Bgs Copy Ct	517005	721	1,550	1,550	4,000	2,450	158.1%
Printing-Promotional	517010	0	4,150	4,150	0	(4,150)	-100.0%
Photocopying	517020	0	25	25	0	(25)	-100.0%
Registration For Meetings&Conf	517100	1,235	3,935	3,935	3,650	(285)	-7.2%
Training - Info Tech	517110	1,465	8,000	8,000	5,500	(2,500)	-31.3%
Postage	517200	97	0	0	0	0	0.0%
Postage - Bgs Postal Svcs Only	517205	186	1,245	1,245	300	(945)	-75.9%
Freight & Express Mail	517300	0	200	200	250	50	25.0%
Instate Conf, Meetings, Etc	517400	71	0	0	285	285	0.0%
Outside Conf, Meetings, Etc	517500	645	0	0	0	0	0.0%
Other Purchased Services	519000	28,713	4,729	4,729	4,188	(541)	-11.4%
Human Resources Services	519006	41,882	53,156	53,156	48,098	(5,058)	-9.5%
Brochure Distribution	519030	683	0	0	750	750	0.0%
Moving State Agencies	519040	1,668	150	150	0	(150)	-100.0%
Total: Other Purchased Services		130,980	177,873	177,873	170,577	(7,296)	35 -4.1%

Organization: ADMINISTRATION

Budget Detail Report

		FY2015 Actuals		FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Property and Maintenance								
Description	Code							
Custodial	510400	549	0	0	0	0	0	0.0%
Repair & Maint - Office Tech	513010	3,138	3,681	3,681	4,000	319	8.7%	
Total: Property and Maintenance		3,687	3,681	3,681	4,000	319	8.7%	

		FY2015 Actuals		FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Rental Other								
Description	Code							
Rental - Other	515000	553	1,700	1,700	700	(1,000)	-58.8%	
Total: Rental Other		553	1,700	1,700	700	(1,000)	-58.8%	

		FY2015 Actuals		FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Rental Property								
Description	Code							
Rent Land & Bldgs-Office Space	514000	260,906	290,328	290,328	285,674	(4,654)	-1.6%	
Rent Land&Bldgs-Non-Office	514010	3,595	4,308	4,308	4,534	226	5.2%	
Total: Rental Property		264,502	294,636	294,636	290,208	(4,428)	-1.5%	

Organization: ADMINISTRATION

Budget Detail Report

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Supplies							
Description	Code						
Office Supplies	520000	3,040	8,500	8,500	3,435	(5,065)	-59.6%
Gasoline	520110	77	100	100	200	100	100.0%
Other General Supplies	520500	242	100	100	250	150	150.0%
It & Data Processing Supplies	520510	2,525	3,400	3,400	2,834	(566)	-16.6%
Recognition/Awards	520600	0	450	450	0	(450)	-100.0%
Electricity	521100	267	0	0	0	0	0.0%
Books&Periodicals-Library/Educ	521500	256	525	525	410	(115)	-21.9%
Subscriptions	521510	300	625	625	300	(325)	-52.0%
Subscriptions Other Info Serv	521515	75	300	300	450	150	50.0%
Total: Supplies		6,783	14,000	14,000	7,879	(6,121)	-43.7%
Travel							
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	7,444	15,806	15,806	6,536	(9,270)	-58.6%
Travel-Inst-Other Transp-Emp	518010	807	700	700	1,050	350	50.0%
Travel-Inst-Meals-Emp	518020	1,803	987	987	2,000	1,013	102.6%
Travel-Inst-Lodging-Emp	518030	0	200	200	0	(200)	-100.0%
Travel-Inst-Incidentals-Emp	518040	53	50	50	60	10	20.0%
Conference - Instate - Emp	518050	285	310	310	0	(310)	-100.0%
Travel-Inst-Auto Mileage-Nonemp	518300	0	432	432	0	(432)	-100.0%
Travel-Inst-Meals-Nonemp	518320	1,387	0	0	2,800	2,800	0.0%
Travel-Outst-Auto Mileage-Emp	518500	370	1,850	1,850	1,025	(825)	-44.6%
Travel-Outst-Other Trans-Emp	518510	539	1,231	1,231	2,084	853	69.3%
Travel-Outst-Meals-Emp	518520	23	650	650	350	(300)	-46.2%
Travel-Outst-Lodging-Emp	518530	1,429	3,090	3,090	3,500	410	13.3%
Travel-Outst-Incidentals-Emp	518540	18	400	400	100	(300)	-75.0%
Total: Travel		14,158	25,706	25,706	19,505	(6,201)	-24.1%
Total: 2. OPERATING		580,675	813,675	813,675	717,804	(95,871)	-11.8%

Organization: ADMINISTRATION

Budget Detail Report

Budget Object Group: 3. GRANTS

Grants Rollup		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Grants	550220	903,882	0	0	0	0	0.0%
Other Grants	550500	680,693	4,322,627	4,322,627	4,768,627	446,000	10.3%
Total: Grants Rollup		1,584,575	4,322,627	4,322,627	4,768,627	446,000	10.3%
Total: 3. GRANTS		1,584,575	4,322,627	4,322,627	4,768,627	446,000	10.3%
Total Expenses:		4,413,414	7,931,107	8,361,107	8,446,625	515,518	6.5%

Fund Name	Fund Code						
General Fund	10000	2,927,978	3,391,307	3,391,307	3,511,636	120,329	3.5%
VT Center for Geographic Info	21328	138,734	6,100	6,100	36,100	30,000	491.8%
Municipal & Regional Planning	21330	0	378,700	378,700	378,700	0	0.0%
Inter-Unit Transfers Fund	21500	25,784	170,000	170,000	135,189	(34,811)	-20.5%
Windham County Development Fund	21898	370,250	3,185,000	3,185,000	3,185,000	0	0.0%
Clean Water Fund	21932	0	0	430,000	0	0	0.0%
Federal Revenue Fund	22005	950,669	800,000	800,000	1,200,000	400,000	50.0%
Funds Total:		4,413,414	7,931,107	8,361,107	8,446,625	515,518	6.5%

Position Count					26		
FTE Total					26		

Department: ADMINISTRATION

GRANTS TO NON-STATE-GOVERNMENT ENTITIES

Budget Request Code	Fund	Justification	Est Amount
6240	10000	UVM Data Center for Rural Studies	\$96,000
6240	10000	VT Council on Rural Development	\$43,320
6240	10000	VT Sustainable Jobs Fund	\$213,307
6240	21500	Quebec Initiative -LCRCC	\$50,000
6240	21898	Windham Region VY Economic Response	\$3,185,000
6240	22005	EPA Brownfields	\$1,181,000
		Total	\$4,768,627

Department: ADMINISTRATION

FEDERAL GRANT RECEIPTS

Budget Request Code	Fund	Justification	Est Amount
6242	22005	CFDA 66.818 EPA - Brownfields	\$1,200,000
		Total	\$1,200,000

Department: ADMINISTRATION

INTERDEPARTMENTAL TRANSFER RECEIPTS

Budget Request Code	Fund	Justification	Est Amount
6239	21500	Chief Marketing Officer intra-agency/dept billings	\$70,000
6239	21500	Quebec Initiative -VT Enterprise Fund	\$50,000
6239	21500	VCGI intra-agency/dept shared server/software	\$15,189
		Total	\$135,189

**ADMINISTRATION
FY 17 CONTRACT DETAIL**

Name/Type	Code	FY 2017 Contracts Request	General Fund	VCGI Special Fund	Interdept Transfer
GIS System Development	507553	\$25,000	\$0	\$25,000	\$0
COOP State Advertising Contracts	507561	\$10,000	\$0	\$0	\$10,000
Image Relay LLC	507563	\$6,000	\$6,000	\$0	\$0
HMC Advertising	507564	\$1,500	\$0	\$0	\$1,500
COOP State Advertising Contracts	507600	\$5,000	\$0	\$0	\$5,000
Total Administration		<u>\$47,500</u>	<u>\$6,000</u>	<u>\$25,000</u>	<u>\$16,500</u>

IT Systems Development	507553	\$25,000	\$0	\$25,000	\$0
Creative Development	507561	\$10,000	\$0	\$0	\$10,000
Advertising/Marketing -Other	507563	\$6,000	\$6,000	\$0	\$0
Media-Plan/Buying	507564	\$1,500	\$0	\$0	\$1,500
Other Contracts & Third Party Svcs	507600	\$5,000	\$0	\$0	\$5,000
		<u>\$47,500</u>	<u>\$6,000</u>	<u>\$25,000</u>	<u>\$16,500</u>

ACCD/Administration**General Fund Carry-forward Balances - June 30, 2015**

Source: VISION Query - VT_APPROP_FUND_SUM_NW

Unit	Fund	Dept	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07100	10000	7100000000	\$3,048,548.29	\$91,968.15	\$2,927,977.68	\$28,602.46

Carry-forward Justification for Dept 7100000000:

FY16 Pay Act Needs Offset -Administration	\$8,905.07
FY16 Pay Act Needs/Health Benefit Increase for New Employee Offset -Chief Marketing Officer	\$19,697.39
	<u>\$28,602.46</u>
FY 15 Encumbrances/PO Rollover	<u>\$91,968.15</u>

**FISCAL YEAR 2017 BUDGET
DEPARTMENT PROGRAM PROFILE**

DEPARTMENT:	ADMINISTRATION							
	Name and brief narrative description of program (not to exceed 2 sentences for each)	GF \$\$	Spec F (incl tobacco) \$\$	Fed F \$\$	All other funds \$\$	Total funds \$\$	Authorized Positions	Amounts granted out
Administration								
FY 2015 expenditures	Administration consists of the Office of the Agency Secretary, Deputy Secretary, IT Services, Administrative Services and Legal Counsel. Together they provide managerial direction, coordination, and support services to the agency.	2,779,754	370,250	950,669	5,316	4,105,989	19	1,584,575
FY 2016 estimated expenditures		3,013,178	3,185,000	800,000	0	6,998,178	19	4,322,627
FY 2017 budget request		3,063,815	3,185,000	1,200,000	50,000	7,498,815	19	4,768,627
Chief Marketing Officer								
FY 2015 expenditures	The Office of the Chief Marketing Officer for the state of Vermont was created in Act 71, 2005, to ensure consistency and efficiency in the use of state funds for marketing and promotional activities conducted by state agencies.	148,224	0	0	15,391	163,615	2	0
FY 2016 estimated expenditures		200,514	0	0	70,000	270,514	2	0
FY 2017 budget request		204,206	0	0	70,000	274,206	2	0
VT Center for Geographic Information								
FY 2015 expenditures	Vermont Center for Geographic Information (VCGI) is the statewide resource portal for Vermont's geospatial data, information, and activities and is charged with the development and implementation of a comprehensive strategy for the State, including supporting structures & systems. VCGI is charged with ensuring that all data gathered by state agencies shall be standardized, distributed via a VCGI-managed statewide system and available to the Vermont Geographic Information Systems (VGIS) partner community.	0	138,734	0	5,077	143,810	5	0
FY 2016 estimated expenditures		177,615	384,800	0	100,000	662,415	5	0
FY 2017 budget request		243,615	414,800	0	15,189	673,604	5	0
	Total Department							
	FY 2015 expenditures	2,927,978	508,984	950,669	25,784	4,413,414	26	1,584,575
	FY 2016 estimated expenditures	3,391,307	3,569,800	800,000	170,000	7,931,107	26	4,322,627
	FY 2017 budget request	3,511,636	3,599,800	1,200,000	135,189	8,446,625	26	4,768,627

OVERVIEW

The Chief Marketing Office (CMO) serves as a central resource for state marketing activity, providing guidance on marketing functions within state agencies and departments. Specifically, the CMO acts as a steward of the Vermont brand; provides strategic marketing and communications expertise, tactical planning support and centralized creative services; and enhances the success of state marketing efforts through collaboration across state government.

STAFF AND PRIORITIES

The Chief Marketing Office is a two-person operation, consisting of the Chief Marketing Officer and a Marketing Manager. Former Chief Marketing Officer Nancy Brooks resigned in October 2014, leaving then Marketing Manager Heather Pelham to fulfill the responsibilities of the office. To realize vacancy savings and meet rescission targets, the Chief Marketing Officer position was not filled until June 2015 when Pelham was officially appointed to the position. The CMO regained full staffing levels in October 2015 when Erin Salls was hired as the new Marketing Manager.

In 2015, the CMO team worked on two major statewide projects, as well as a plethora of smaller design and creative services projects for individual agencies and departments.

MAJOR STATEWIDE PROJECTS

State of Vermont Website Template

The CMO team started working with DII in 2006 to create a State of Vermont web template that would provide a standard look-and-feel for state websites, as well as a fully-supported platform for more state programs to maintain an online presence without each individual agency, department or program needing to fund custom web development and hosting out of their own budgets.

Through the collaboration of the CMO, DII and the State's contracted web developers at Vermont Information Consortium (VIC), the template underwent a comprehensive design upgrade in 2014. The template now features a 'mobile-responsive' design; a modern, clean look-and-feel; and a flexible suite of site features that gives state entities the ability to 'mix and match' tools and display widgets to create a custom user experience, while maintaining a consistent digital presence for the State overall.

The first sites to go live in the new template came online in April 2015. Over the course of 2015, the Chief Marketing Officer worked with agency and department staff across state government to institute best practices for information architecture and content strategy as site owners migrated websites to the new template. In addition to content strategy, the CMO team provided user training, custom imagery development and technical support on the template to over 30 state entities. The CMO will be working with DII and VIC in 2016 to introduce a second round of feature enhancements to the template based on user feedback, as well as to develop a user training guide and companion user guide website.

Economic Development Marketing Plan

The major priority for the CMO in 2015 has been the initiation of efforts to develop an economic development marketing program as authorized by Act 51, passed in June 2015. Along with Commissioner of Economic Development Joan Goldstein, the Chief Marketing Officer has taken on a leadership role in this work to develop the strategy, messaging and implementation plan that will guide the Agency of Commerce and Community Development (ACCD) over the next three years to promote Vermont as a great place to live, work and do business.

Following passage of the legislation and \$200,000 appropriation, ACCD embarked on a three-month internal discovery phase led by the CMO with team members from the Department of Tourism and Marketing and the Department of Economic Development, to review stakeholder research, existing assets, and past economic development marketing efforts. In order to maximize the resources allocated for this effort, the ACCD team developed a draft profile of target audiences, key messages and possible tactics internally to better inform the consultants to be contracted to assist with the formal development of the economic development marketing program.

After a robust Request for Proposal process, a scope of services was executed between ACCD and both Development Counsellors International of New York, and Spike Advertising of Vermont for consulting services to develop an economic development marketing plan in December 2015. The contracted work includes: a Discovery phase to capture perceived barriers to and opportunities for economic development in the state from internal stakeholders statewide, as well as from

external target audiences, though group meetings, one-on-one interviews and perception surveys; a Key Message Development Phase, to prioritize target audiences and develop the key messages for those top priority audiences; and the Marketing Plan Development phase, to identify specific goals, strategies and tactics for a three-year economic development marketing plan, complete with performance metrics, budget projections and timelines for implementation.

The Chief Marketing Officer is acting as contract manager for this initiative and will continue to lead the economic development marketing plan efforts throughout 2016.

CENTRALIZED MARKETING SERVICES & RESOURCES

Beyond the priorities outlined above, the CMO supports marketing work throughout state government by serving as the state's central brand steward and providing access to shared resources.

Creative Services

The CMO team spent 1,169 hours on design, production and creative services in 2015. The cost of staff time is 60% less than the contracted hourly rates of marketing vendors, equating to a savings of over \$70,000.

Many state agencies and departments who do not have professional or dedicated communications staff look exclusively to the CMO to help them accomplish their outreach and marketing goals. The centralized creative services the CMO offers results in improved quality and effectiveness of outreach materials, dollars saved, and enhanced success of marketing programs. As importantly, through centralized creative services the Vermont brand is consistently faced and messaged across state government.

Some examples of creative services provided in 2015 include: advertising and design services to support the Domestic Export program at the Agency of Agriculture, Food and Markets; design services to promote the State Historic Sites and Archaeology month for the Division for Historic Preservation; design services to overhaul the standard Application for Benefits administered by the Department for Children and Families; and the rebranding of the Center for Achievement in Public Service.

Master Contracts & Other Shared Resources

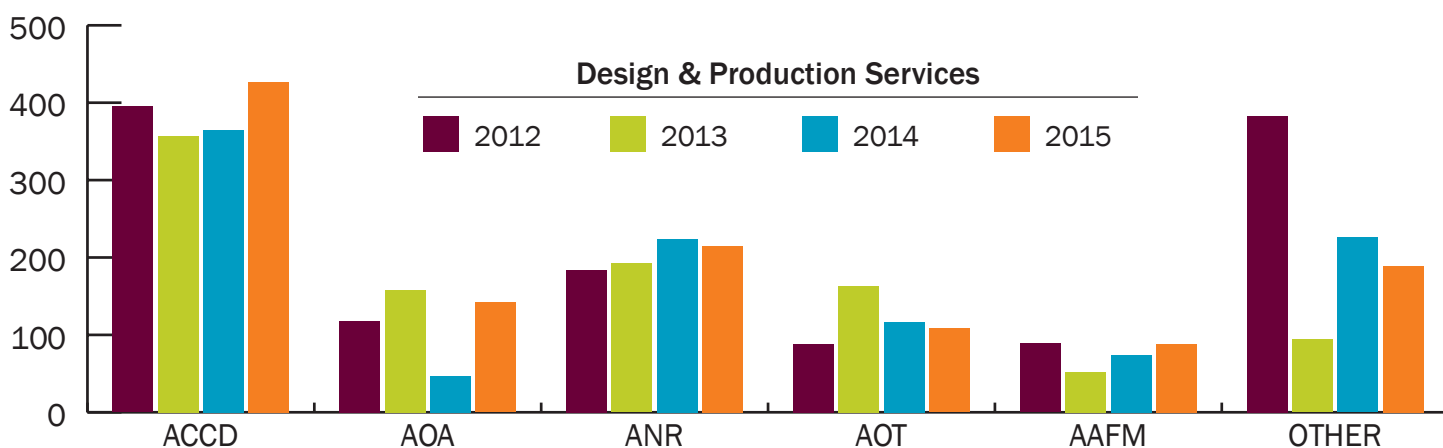
The CMO maintains five master contracts for marketing and communications creative services, one master contract for statewide media buying, and three master photography contracts.

These consolidated contracts make it easier and more efficient for state offices to enter into agreements with outside vendors and consultants for large or specialized marketing projects, under processes that still ensure transparency, accountability and fair competition via full RFP processes. Consolidating these services into statewide master contracts, as opposed to myriad individual agreements, enables all state offices and programs to avail themselves of one set of reduced rates for marketing services.

Finally, the CMO maintains a shared image library for state-owned photography, utilized by 326 active users who downloaded 5,070 images in 2015. Organization of the online library continues to be improved as new photography assets are added.

QUESTIONS OR COMMENTS? PLEASE REACH OUT:

Heather Pelham, Chief Marketing Officer
802-477-2727; heather.pelham@vermont.gov



Department of Economic Development

Joan Goldstein, Commissioner

Economic Development	\$ 6,301,445
FY 2017 Governor's Recommend	\$6,301,445

Fiscal Year 2017 Budget Changes by Dept. - Economic Development

By Fund

	General \$\$	Special \$\$	Federal \$\$	Total \$\$
Approp #1, Economic Development FY 2016 Approp	4,563,634	929,650	738,238	6,231,522
ACT 58, FY16 Rescission (one position)		(100,000)		(100,000)
ACT 58, FY 16 Internal Service Reductions	(4,983)			(4,983)
Approp #1, FY 2016 Approp Amended	4,558,651	829,650	738,238	6,126,539
Insurance (General Liab, W/C, Prop) increase	1,728			1,728
EB-5 Audit and Construction Mgmt Costs	40,000			40,000
Conference Fees decrease		(20,000)		(20,000)
Miscellaneous Receipts (VEPC analyst fees) eliminated		(60,000)		(60,000)
EB-5 Enterprise Fund anticipated increase		18,300		18,300
Dept of Defense -Procurement Tech Assistance Center grant funding increase			15,145	15,145
US Small Bus Admin -International Trade & Export Assistance STEP II/III grants completed			(314,008)	(314,008)
US Small Bus Admin -International Trade & Export Assistance STEP IV -new grant			174,211	174,211
Department of Defense - Community Planning Assistance Fund new grant			319,530	319,530
Total Additions/(Reductions) FY 2017 to reach Gov Rec	41,728	(61,700)	194,878	174,906
Approp #1 FY 2017 Governor Recommend	4,600,379	767,950	933,116	6,301,445

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Rollup Report

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages	981,920	1,041,133	1,041,133	1,023,995	(17,138)	-1.6%
Fringe Benefits	481,777	559,965	559,965	519,417	(40,548)	-7.2%
Contracted and 3rd Party Service	1,538,595	1,602,424	1,602,424	1,824,836	222,412	13.9%
PerDiem and Other Personal Services	3,600	89,613	89,613	70,941	(18,672)	-20.8%
Budget Object Group Total: 1. PERSONAL SERVICES	3,005,892	3,293,135	3,293,135	3,439,189	146,054	4.4%

Budget Object Group: 2. OPERATING

Budget Object Rollup Name						
Equipment	11,615	9,800	9,800	5,550	(4,250)	-43.4%
IT/Telecom Services and Equipment	49,457	48,544	48,544	43,623	(4,921)	-10.1%
Travel	147,240	249,173	249,173	214,155	(35,018)	-14.1%
Supplies	33,672	23,287	23,287	15,355	(7,932)	-34.1%
Other Purchased Services	581,131	667,557	667,557	564,353	(103,204)	-15.5%
Other Operating Expenses	4,460	3,290	3,290	10,446	7,156	217.5%
Rental Other	3,091	5,000	5,000	3,500	(1,500)	-30.0%
Rental Property	55,425	8,335	8,335	8,913	578	6.9%
Property and Maintenance	1,907	1,580	1,580	1,525	(55)	-3.5%
Budget Object Group Total: 2. OPERATING	887,998	1,016,566	1,016,566	867,420	(149,146)	-14.7%

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Rollup Report

Budget Object Group: 3. GRANTS

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Grants Rollup	1,432,909	1,921,821	1,921,821	1,994,836	73,015	3.8%
Budget Object Group Total: 3. GRANTS	1,432,909	1,921,821	1,921,821	1,994,836	73,015	3.8%
Total Expenses	5,326,800	6,231,522	6,231,522	6,301,445	69,923	1.1%

Fund Name						
General Funds	3,967,025	4,563,634	4,563,634	4,600,379	36,745	0.8%
Special Fund	710,739	929,650	929,650	767,950	(161,700)	-17.4%
Federal Funds	649,036	738,238	738,238	933,116	194,878	26.4%
Funds Total	5,326,800	6,231,522	6,231,522	6,301,445	69,923	1.1%

Position Count				17		
FTE Total				17		

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

			FY2016 Original	FY2016 Governor's	FY2017 Governor's	Difference Between	Percent Change
Salaries and Wages		FY2015 Actuals	As Passed Budget	BAA Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Classified Employees	500000	976,612	818,854	818,854	735,385	(83,469)	-10.2%
Exempt	500010	0	237,827	237,827	304,158	66,331	27.9%
Overtime	500060	5,308	0	0	0	0	0.0%
Vacancy Turnover Savings	508000	0	(15,548)	(15,548)	(15,548)	0	0.0%
Total: Salaries and Wages		981,920	1,041,133	1,041,133	1,023,995	(17,138)	-1.6%

Fringe Benefits							
Description	Code						
FICA - Classified Employees	501000	71,483	62,646	62,646	56,258	(6,388)	-10.2%
FICA - Exempt	501010	0	18,195	18,195	23,269	5,074	27.9%
Health Ins - Classified Empl	501500	220,256	220,510	220,510	179,460	(41,050)	-18.6%
Health Ins - Exempt	501510	0	57,524	57,524	67,749	10,225	17.8%
Retirement - Classified Empl	502000	158,022	140,107	140,107	128,474	(11,633)	-8.3%
Retirement - Exempt	502010	0	35,066	35,066	40,252	5,186	14.8%
Dental - Classified Employees	502500	12,625	14,910	14,910	10,791	(4,119)	-27.6%
Dental - Exempt	502510	0	2,982	2,982	3,321	339	11.4%
Life Ins - Classified Empl	503000	2,885	2,749	2,749	2,433	(316)	-11.5%
Life Ins - Exempt	503010	0	282	282	756	474	168.1%
LTD - Classified Employees	503500	534	0	0	0	0	0.0%
LTD - Exempt	503510	0	547	547	701	154	28.2%
EAP - Classified Empl	504000	480	450	450	391	(59)	-13.1%
EAP - Exempt	504010	0	90	90	121	31	34.4%
Employee Tuition Costs	504530	5,469	0	0	0	0	0.0%
Workers Comp - Ins Premium	505200	10,023	3,907	3,907	5,441	1,534	39.3%
Total: Fringe Benefits		481,777	559,965	559,965	519,417	(40,548)	-7.2%

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Detail Report

Contracted and 3rd Party Service		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Contr & 3Rd Party - Financial	507100	33,457	75,000	75,000	125,000	50,000	66.7%
Contr&3Rd Pty - Info Tech	507550	35,455	31,500	31,500	45,263	13,763	43.7%
Contract-Web Dev. & Maint.	507551	1,680	0	0	0	0	0.0%
Contr-Compsoftware-Sysdevelop	507553	4,424	18,450	18,450	16,725	(1,725)	-9.3%
Creative/Development	507561	12,514	0	0	0	0	0.0%
Creative/Development-Web	507562	10,564	53,000	53,000	56,000	3,000	5.7%
Advertising/Marketing-Other	507563	49,458	74,870	74,870	56,870	(18,000)	-24.0%
Other Contr and 3Rd Pty Serv	507600	1,391,043	1,349,604	1,349,604	1,524,978	175,374	13.0%
Total: Contracted and 3rd Party Service		1,538,595	1,602,424	1,602,424	1,824,836	222,412	13.9%

PerDiem and Other Personal Services							
Description	Code						
Per Diem	506000	3,600	4,000	4,000	3,800	(200)	-5.0%
Other Pers Serv	506200	0	85,613	85,613	67,141	(18,472)	-21.6%
Total: PerDiem and Other Personal Services		3,600	89,613	89,613	70,941	(18,672)	-20.8%

Total: 1. PERSONAL SERVICES	3,005,892	3,293,135	3,293,135	3,439,189	146,054	4.4%
-----------------------------	-----------	-----------	-----------	-----------	---------	------

Budget Object Group: 2. OPERATING

Equipment							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	11,090	9,800	9,800	5,550	(4,250)	-43.4%
Furniture & Fixtures	522700	525	0	0	0	0	0.0%
Total: Equipment		11,615	9,800	9,800	5,550	(4,250)	-43.4%

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Detail Report

			FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
IT/Telecom Services and Equipment		FY2015 Actuals					
Description	Code						
Telecom-Toll Free Phone Serv	516657	55	100	100	150	50	50.0%
Telecom-Conf Calling Services	516658	772	1,650	1,650	1,395	(255)	-15.5%
Telecom-Wireless Phone Service	516659	7,644	9,460	9,460	6,240	(3,220)	-34.0%
It Intsvccost-Vision/Isdassess	516671	997	1,141	1,141	1,090	(51)	-4.5%
It Intsvccost- Dii - Telephone	516672	2,771	3,570	3,570	3,120	(450)	-12.6%
It Inter Svc Cost User Support	516678	16,964	18,552	18,552	18,782	230	1.2%
Hw - Other Info Tech	522200	554	0	0	0	0	0.0%
Hardware-Telephone User Equip	522219	0	300	300	0	(300)	-100.0%
Software - Other	522220	82	11,778	11,778	0	(11,778)	-100.0%
Software - Office Technology	522221	336	0	0	0	0	0.0%
Sw-Database&Management Sys	522222	15,499	0	0	10,200	10,200	0.0%
Software-Gis	522223	994	1,093	1,093	2,046	953	87.2%
Hw-Personal Mobile Devices	522258	2,789	900	900	600	(300)	-33.3%
Total: IT/Telecom Services and Equipment		49,457	48,544	48,544	43,623	(4,921)	-10.1%

Other Operating Expenses							
Description	Code						
Single Audit Allocation	523620	4,012	3,290	3,290	4,126	836	25.4%
Registration & Identification	523640	448	0	0	6,320	6,320	0.0%
Total: Other Operating Expenses		4,460	3,290	3,290	10,446	7,156	217.5%

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Detail Report

Other Purchased Services		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Insurance Other Than Empl Bene	516000	10,152	12,004	12,004	11,984	(20)	-0.2%
Insurance - General Liability	516010	9,242	2,601	2,601	2,407	(194)	-7.5%
Dues	516500	10,398	22,910	22,910	17,110	(5,800)	-25.3%
Telecom-Mobile Wireless Data	516623	7,407	9,230	9,230	8,512	(718)	-7.8%
Telecom-Telephone Services	516652	1,355	6,032	6,032	2,690	(3,342)	-55.4%
It Int Svc Dii Allocated Fee	516685	19,259	20,139	20,139	17,405	(2,734)	-13.6%
Advertising-Radio	516812	1,420	1,400	1,400	1,400	0	0.0%
Advertising-Print	516813	94,984	83,350	83,350	92,200	8,850	10.6%
Advertising-Web	516814	107,012	44,540	44,540	103,360	58,820	132.1%
Advertising-Other	516815	72,680	82,616	82,616	53,000	(29,616)	-35.8%
Advertising - Job Vacancies	516820	4,257	0	0	0	0	0.0%
Client Meetings	516855	2,099	8,300	8,300	6,000	(2,300)	-27.7%
Trade Shows & Events	516870	163,199	287,000	287,000	196,000	(91,000)	-31.7%
Giveaways	516871	4,542	4,500	4,500	4,000	(500)	-11.1%
Photography	516875	1,785	1,000	1,000	2,000	1,000	100.0%
Printing and Binding	517000	1,534	9,650	9,650	2,400	(7,250)	-75.1%
Printing & Binding-Bgs Copy Ct	517005	2,055	1,375	1,375	400	(975)	-70.9%
Printing-Promotional	517010	1,893	500	500	5,000	4,500	900.0%
Photocopying	517020	8	0	0	0	0	0.0%
Registration For Meetings&Conf	517100	21,448	28,160	28,160	33,405	5,245	18.6%
Postage	517200	0	85	85	40	(45)	-52.9%
Postage - Bgs Postal Svcs Only	517205	596	450	450	600	150	33.3%
Freight & Express Mail	517300	3,394	2,775	2,775	3,200	425	15.3%
Instate Conf, Meetings, Etc	517400	40,142	0	0	0	0	0.0%
Other Purchased Services	519000	79	38,940	38,940	1,240	(37,700)	-96.8%
Dry Cleaning	519020	191	0	0	0	0	0.0%
Total: Other Purchased Services		581,131	667,557	667,557	564,353	(103,204)	-15.5%

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Detail Report

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Property and Maintenance							
Description	Code						
Rep&Maint-Info Tech Hardware	513000	297	0	0	0	0	0.0%
Repair & Maint - Office Tech	513010	1,610	1,580	1,580	1,475	(105)	-6.6%
Other Repair & Maint Serv	513200	0	0	0	50	50	0.0%
Total: Property and Maintenance		1,907	1,580	1,580	1,525	(55)	-3.5%
Rental Other							
Description	Code						
Rental - Other	515000	3,091	5,000	5,000	3,500	(1,500)	-30.0%
Total: Rental Other		3,091	5,000	5,000	3,500	(1,500)	-30.0%
Rental Property							
Description	Code						
Rent Land & Bldgs-Office Space	514000	52,799	2,600	2,600	3,863	1,263	48.6%
Rent Land&Bldgs-Non-Office	514010	2,627	5,735	5,735	5,050	(685)	-11.9%
Total: Rental Property		55,425	8,335	8,335	8,913	578	6.9%
Supplies							
Description	Code						
Office Supplies	520000	1,605	5,765	5,765	1,630	(4,135)	-71.7%
Gasoline	520110	2,674	3,147	3,147	2,885	(262)	-8.3%
Other General Supplies	520500	218	225	225	140	(85)	-37.8%
It & Data Processing Supplies	520510	1,023	1,475	1,475	1,350	(125)	-8.5%
Educational Supplies	520540	239	0	0	0	0	0.0%
Food	520700	36	0	0	0	0	0.0%
Books&Periodicals-Library/Educ	521500	374	875	875	100	(775)	-73.3%
Subscriptions	521510	25,989	5,000	5,000	3,250	(1,750)	-35.0%
Subscriptions Other Info Serv	521515	1,513	6,800	6,800	6,000	(800)	-11.8%
Total: Supplies		33,672	23,287	23,287	15,355	(7,932)	-34.1%

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Detail Report

Travel		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	11,742	16,093	16,093	22,739	6,646	41.3%
Travel-Inst-Other Transp-Emp	518010	5,550	17,665	17,665	17,681	16	0.1%
Travel-Inst-Meals-Emp	518020	409	75	75	488	413	550.7%
Travel-Inst-Lodging-Emp	518030	2,162	1,375	1,375	2,375	1,000	72.7%
Travel-Inst-Incidentals-Emp	518040	882	1,550	1,550	560	(990)	-63.9%
Travel-Inst-Auto Mileage-Nonemp	518300	4,874	5,500	5,500	5,000	(500)	-9.1%
Travel-Inst-Other Trans-Nonemp	518310	51	0	0	0	0	0.0%
Travel-Inst-Lodging-Nonemp	518330	184	0	0	0	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	2,623	2,585	2,585	5,966	3,381	130.8%
Travel-Outst-Other Trans-Emp	518510	42,842	76,269	76,269	61,472	(14,797)	-19.4%
Travel-Outst-Meals-Emp	518520	8,979	22,721	22,721	19,244	(3,477)	-15.3%
Travel-Outst-Lodging-Emp	518530	59,375	100,482	100,482	73,205	(27,277)	-27.1%
Travel-Outst-Incidentals-Emp	518540	6,252	4,858	4,858	5,425	567	11.7%
Travel-Outst-Automileage-Nonemp	518700	107	0	0	0	0	0.0%
Travel-Outst-Meals-Nonemp	518720	80	0	0	0	0	0.0%
Travel-Outst-Lodging-Nonemp	518730	1,022	0	0	0	0	0.0%
Travel-Outst-Incidentals-Nonemp	518740	108	0	0	0	0	0.0%
Total: Travel		147,240	249,173	249,173	214,155	(35,018)	-14.1%
Total: 2. OPERATING		887,998	1,016,566	1,016,566	867,420	(149,146)	-14.7%

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Detail Report

Budget Object Group: 3. GRANTS

Grants Rollup		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Grants To Municipalities	550000	10,350	8,970	8,970	7,590	(1,380)	-15.4%
Other Grants	550500	1,422,559	1,912,851	1,912,851	1,987,246	74,395	3.9%
Total: Grants Rollup		1,432,909	1,921,821	1,921,821	1,994,836	73,015	3.8%
Total: 3. GRANTS		1,432,909	1,921,821	1,921,821	1,994,836	73,015	3.8%
Total Expenses:		5,326,800	6,231,522	6,231,522	6,301,445	69,923	1.1%

Fund Name	Fund Code						
General Fund	10000	3,967,025	4,563,634	4,563,634	4,600,379	36,745	0.8%
Captive Insurance Reg & Suprv	21085	610,350	630,350	630,350	530,350	(100,000)	-15.9%
Conference Fees & Donations	21525	36,668	22,000	22,000	2,000	(20,000)	-90.9%
ACCD-Miscellaneous Receipts	21820	0	60,000	60,000	0	(60,000)	-100.0%
EB-5 Enterprise Fund	21919	63,721	217,300	217,300	235,600	18,300	8.4%
Federal Revenue Fund	22005	649,036	738,238	738,238	933,116	194,878	26.4%
Funds Total:		5,326,800	6,231,522	6,231,522	6,301,445	69,923	1.1%

Position Count					17	
FTE Total					17	

Department: **ECONOMIC DEVELOPMENT**

GRANTS TO NON-STATE-GOVERNMENT ENTITIES

Budget Request Code	Fund	Justification	Est Amount
6250	10000	Brattleboro Development Credit Corp/SeVEDS	\$50,000
6250	10000	Job Zones Development, Municipalities	\$7,590
6250	10000	Small Business Dev Ctr - PTAC Match	\$53,722
6250	10000	Small Business Development Ctr - SBDC	\$357,400
6250	10000	VT Employee Ownership Center - VEOC	\$69,660
6250	10000	VT Training Program Grants - Various entities	\$1,307,741
6250	22005	International Trade Technical Assistance - Various entities	\$95,000
6250	22005	Small Business Dev Ctr - PTAC	\$53,723
		Total	\$1,994,836

Department: **ECONOMIC DEVELOPMENT**

FEDERAL GRANT RECEIPTS

Budget Request Code	Fund	Justification	Est Amount
6255	22005	CFDA 12.002 Procurement Technical Assistance for Business Firms (PTAC)	\$439,375
6255	22005	CFDA 12.617 Economic Adjustment Assistance (Business Support OEA)	\$319,530
6255	22005	CFDA 59.061 State Trade & Export Promotion (International Trade - STEP)	\$174,211
		Total	\$933,116

**ECONOMIC DEVELOPMENT
FY 17 CONTRACT DETAIL**

Name/Type	Account Code	FY 2017 Contracts Request	General Fund	Federal	Captive Insurance	Conf Fees & Donations	EB-5 Special Funds
Int'l Trade Financial Reviews EB-5 projects	507100	\$125,000	\$40,000	\$0	\$0	\$0	\$85,000
Competitive Computing - Maintainence (website)	507550	\$45,263	\$45,263	\$0	\$0	\$0	\$0
AGATE Intelligrants -Info Technology	507553	\$16,725	\$16,725	\$0	\$0	\$0	\$0
Advertising Agency -Creative Dev/Web/Marketing	507562	\$56,000	\$0	\$0	\$16,000	\$0	\$40,000
Advertising Agency -Marketing Other	507563	\$56,870	\$9,370	\$2,500	\$45,000	\$0	\$0
RDC Block Grant Contracts	507600	\$1,266,104	\$1,266,104	\$0	\$0	\$0	\$0
Federal OEA Contracts	507600	\$197,374	\$0	\$197,374	\$0	\$0	\$0
Outreachsystems.com	507600	\$11,500	\$5,750	\$5,750	\$0	\$0	\$0
Technical Assistance	507600	\$27,000	\$27,000	\$0	\$0	\$0	\$0
International Trade-Compliance and Trade Assistance-SBDC	507600	\$23,000	\$5,000	\$18,000	\$0	\$0	\$0
Total Economic Development		<u><u>\$1,824,836</u></u>	<u><u>\$1,415,212</u></u>	<u><u>\$223,624</u></u>	<u><u>\$61,000</u></u>	<u><u>\$0</u></u>	<u><u>\$125,000</u></u>
Contr & Third Party - Financial	507100	\$125,000	\$40,000	\$0	\$0	\$0	\$85,000
Information Technology	507550	\$45,263	\$45,263	\$0	\$0	\$0	\$0
Comp Software/System Develop	507553	\$16,725	\$16,725	\$0	\$0	\$0	\$0
Creative/Development -Web	507562	\$56,000	\$0	\$0	\$16,000	\$0	\$40,000
Advertising/Marketing -Other	507563	\$56,870	\$9,370	\$2,500	\$45,000	\$0	\$0
Other Contracts & Third Party Svcs	507600	\$1,524,978	\$1,303,854	\$221,124	\$0	\$0	\$0
		<u><u>\$1,824,836</u></u>	<u><u>\$1,415,212</u></u>	<u><u>\$223,624</u></u>	<u><u>\$61,000</u></u>	<u><u>\$0</u></u>	<u><u>\$125,000</u></u>

Department of Economic Development
General Fund Carry-forward Balances - June 30, 2015

Source: VISION Query - VT_APPROP_FUND_SUM_NW

Unit	Dept	Fund	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07120	7120010000	10000	(6,388,341.50)	984,447.73	3,967,024.76	(1,436,869.01)

ACT 179 Sec B 801

AGATE: Contract for work related to online grants management system modifications for new requirements mandated by S. 220. 60,000.00
 VT Training Program Grants: for new businesses being recruited from out of state for relocation to VT. Grants would be for training new hires. 450,000.00
 Site Locator: One time expense for a contractor to enhance our presence for recruitment of businesses to VT. This may be in terms of lead generation, marketing, and also via technology upgrades to our current site selector tool on the agency website. 30,000.00

VT Training Program: has a list of 20+ companies we are in process with for training contracts. The program was redesigned this year due to legislative changes. The program was off line for 2+ months to facilitate the redesign. Additional changes were made late in the year due to feedback from the redesign. All this lead to a delay in deploying funds during the FY. We have pent up demand we need to fulfill with this carryforward.

Partial Pay Act and Staff Restructuring Needs 829,017.00
 67,852.01
 1,436,869.01

One-Time Appropriations:

Unit	Dept	Fund	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07120	7120890704	10000	(7,711.88)	0.00	0.00	(7,711.88)

Act 65 Sec. 233(a)(5)(A) of Fiscal Year 2007

Vermont International Trade Commission- Appropriations for Member Per diem and public meeting costs forward balance as stipulated, the commission on international trade and state sovereignty shall carry forward until expended and shall not revert to the general fund at the end of the fiscal year.

RPC/RDC PAYMENT HISTORY FY2003 THRU FY17 REQUEST

Unit	Fund	Account	Account Descr	Project	Sum Amount
------	------	---------	---------------	---------	------------

RPC Payment History

07110	21330	550220	Grants	GRRPC2003	2,638,944.00
07110	21330	550220	Grants	GRRPC2004	2,638,945.00
07110	21330	550220	Grants	GRRPC2005	2,638,943.00
07110	21330	550220	Grants	GRRPC2006	2,757,696.00
07110	21330	550220	Grants	GRRPC2007	2,881,790.00
07110	21330	550220	Grants	GRRPC2008	3,011,473.00
07110	21330	550220	Grants	GRRPC2009	2,680,993.50
07110	21330	550220	Grants	GRRPC10	2,632,027.00
07110	21330	507600	Other Contr and 3rd Pty Serv	GRRPC11	2,508,076.00
07110	21330	507600	Other Contr and 3rd Pty Serv	RPC12	2,508,076.00
07110	21330	507600	Other Contr and 3rd Pty Serv	RPC13	2,382,675.00
07110	21330	507600	Other Contr and 3rd Pty Serv	RPC14	2,758,884.00
07110	21330	507600	Other Contr and 3rd Pty Serv	RPC15	2,924,417.00
07110	21330	507600	Other Contr and 3rd Pty Serv	RPC16	2,924,417.00
07110	21330	507600	FY17 Budget Request	RPC17	2,924,417.00
Total RPC FY2003 - FY2017					40,811,773.50

RDC Payment History

07120	10000	550220	Grants	GRRDC03	805,142.00
07120	10000	550220	Grants	GRRDC04	805,742.00
07120	10000	550220	Grants	GRRDC05	955,742.00
07120	10000	550220	Grants	GRRDC06	1,030,742.00
07120	10000	550220	Grants	GRRDC07	1,040,742.00
07120	10000	550220	Grants	GRRDC08	1,112,742.00
07120	10000	550220	Grants	GRRDC09	1,001,468.00
07120	10000	550220	Grants	GRRDC10	1,076,463.00
07110	10000	507600	Other Contr and 3rd Pty Serv	GRRDC11	1,024,956.00
07110	10000	507600	Other Contr and 3rd Pty Serv	RDC12	1,024,953.00
07110	10000	507600	Other Contr and 3rd Pty Serv	RDC13	1,024,953.00
07120	10000	507600	Other Contr and 3rd Pty Serv	RDC14	1,224,956.00
07120	10000	507600	Other Contr and 3rd Pty Serv	RDC15	1,301,106.00
07120	10000	507600	Other Contr and 3rd Pty Serv	RDC16	1,266,104.00
07120	10000	507600	FY17 Budget Request	RDC17	1,266,104.00
Total RDC FY2003 - FY2017					15,961,915.00

Summary Table of Contents -Strategic Overview and Program Performance FY17 Budget Request

	Strategic Overview <u>Page #:</u>	Program Profile <u>Page #:</u>
Department of Economic Development:		
Mission	1	
Population Served	1	
Summary	1	
Program Successes	2	
Program Reports	4	
<i>Recruitment, Retention and Expansion</i>	4	1
<i>Regional Development Corporations</i>	5	
<i>Financial Services</i>	6	
<i>Vermont Employment Growth Incentive</i>	7	1
<i>International Trade</i>	9	1
<i>VT Global Trade Partnership</i>	9	
<i>EB-5</i>	10	
<i>Procurement Technical Assistance Center</i>	10	1
<i>Vermont Training Program</i>	11	2

Department of Economic Development (DED)
Fiscal Year 2017 Budget
Strategic Overview and Program Performance Narrative

STRATEGIC OVERVIEW

1. MISSION

The mission of the Department of Economic Development is to improve the economic well-being of Vermonters by helping to increase jobs and opportunities, create a robust workforce, improve wages and encourage business start-ups, growth, recruitment, and expansion.

We accomplish this through a variety of economic development programs with the goals of:

- leading a coordinated, statewide effort to foster the growth of more jobs and higher quality jobs that will develop a more vital, resilient, and diverse economy
- supporting existing businesses and encouraging and facilitating their expansion
- recruiting new employers and new employees to the state
- improving the Vermont workforce through access to training
- connecting businesses to new markets here and abroad
- attracting financing and connecting businesses with financial needs to potential providers
- nurturing a culture of entrepreneurship and innovation that will stimulate the economy

2. POPULATION SERVED

We serve all of Vermont as the department touches on key elements important to all residents – employment, business development, vibrant communities, quality of life, work, and place. We serve, support and work with many partners to implement our mission including Vermont businesses, entrepreneurs, municipalities, economic and community development organizations, out-of-state and international businesses for recruitment, low and moderate-income Vermonters, institutions of higher learning, local and federal partners, lending institutions and capital managers.

3. SUMMARY OF DEPARTMENT PROGRAMS, OUTCOMES AND SPECIAL PROJECTS

The Department of Economic Development is made up of 17 people, including the commissioner and an administrative assistant. Many of the members of this small team are skilled employees who work on highly specialized programs. During the latter part of FY 2015 the Department welcomed a new Commissioner. Then during the following 6 months the department experienced turnover of 4 key positions. The DED team has been rebuilt and is full again as we approached the beginning of the calendar year 2016 with the exception of one as the Office of the Creative Economy was eliminated in FY15.

These programs within the DED include Financial Services (Captive Insurance), Business Support, the Vermont Employment Growth Incentive, Windham County Economic Development Program, Tax Increment Financing District Program, International Trade (EB-5 and Vermont Global Trade Partnership), the Procurement Technical Assistance Center, and the Vermont Training Program.

A. Outcomes

The Department is a revenue center that is directly responsible for bringing dollars into the state's general fund, to businesses, and to Vermonters. Over the last year, nearly every program saw an increase in performance over the prior year and directly contributed to Vermont's prosperity in the following ways:

PROGAM SUCCESES:

The State General Fund:

- *Captive Insurance*: \$26.428 million in premium tax and fees collected in 2015 and an estimated \$26.43 million for 2016.
- *VEGI: The Vermont Employment Growth Incentive* approved nine business projects in calendar year 2015 that will contribute an additional \$1.7 million in net new tax revenue (after the cost of the incentive) over the next five years.
- *EB-5*: Two projects approved in FY16 will bring in more than \$100 million in foreign direct investment and considerable job creation.

Businesses:

- *PTAC*: Helped secure \$104 million in government contracts for businesses in FY 15.
- *VTP*: Contributed \$1.3 million to businesses and training providers to help offset training costs in FY15.

Employee Wages & Job Growth

- *VEGI*: During calendar 2015 VEPC authorized incentives to businesses totaling \$4.3 million over the next five years for nine companies that will create 332 new jobs with an average compensation of \$48,250, generating \$13.5 million in new, qualifying payroll.
- *Vermont Training Program*: Over 3200 Vermont workers including 82 new hires were trained under the program through both on-site as well as classroom training. Of the total 271 companies served, 91 of them have 49 employees or less.
- *EB-5*: In FY 15 the Vermont Regional Center had 134 I-829 approvals (permanent residency for foreign investors that is tied to a project's job creation) translating into an estimated minimum of 1340 jobs created and maintained over the prior two years.

Grant Administration:

- *Windham County Economic Development Program*: \$3.144 million has been committed for projects estimated to create 142 direct jobs and retain 300.
- *Northern Borders Regional Commission*: In 2015, the Northern Border Regional Commission awarded \$1.2 million in grants for six Vermont economic development projects, including the renovation and expansion of the Fairbanks Museum, infrastructure improvements at Willoughby State Forest, development work by the Vermont Sustainable Jobs Fund on behalf of Vermont's forest sector, expansion of the Franklin County Industrial Development Corporation Industrial Park, recreational and public space improvements in the Village of Enosburg Falls, and a new septic system at the Newport State Airport. For 2016, \$1.7 million in grant funds are available for projects in Essex, Orleans, Caledonia, Lamoille, and Franklin counties and the towns of Alburgh, Isle La Motte, and South Hero in Grand Isle County. We seek applications from public bodies, non-profit organizations, or Native American tribes for projects that will directly or indirectly result in job creation and positive economic impact.

- *STEP IV:* For FY2016, The Department applied for, and was in the top tier of states nationwide to receive, a \$174,000 grant from SBA to help train businesses in export and to bring them to international trade shows in Dusseldorf, Dubai, Montreal, and Hannover. We intend to apply for Step V to continue with this favorable program.
- *DOD OEA:* In FY2016, DED was awarded a \$386,000 grant to help businesses -those who contract with DOD and were adversely impacted by contraction in Defense budget- diversify their revenue sources.

B. Special Projects

In FY16, in addition to its regular programs, the Department of Economic Development undertook the following new projects, each of which will be continued and built upon in FY17.

Economic Development Marketing Plan: The Department was fortunate in FY16 to receive a \$200,000 appropriation to develop a targeted marketing plan to attract talent and entrepreneurs to Vermont. We have a contract with two professional marketing firms to collaborate to deliver us a strategic marketing plan. We have their gap analysis, insights from their immersion tour, and a media audit to help inform us of the current state. They have also distributed a perception survey. The next step will be to formulate the messages and tactics to reach our audiences.

Enterprise Fund: During the past year, 3 awards were approved totaling \$1.7mm. This leverages \$87m in investment and creation of 248 permanent jobs.

Windham County Economic Development Grants: As part of the settlement the Agency of Commerce and the Administration negotiated with Entergy Vermont Yankee, Entergy will pay ACCD 10 million dollars over the next 5 years. These funds are set aside to help promote job growth in the county. We have been through two rounds, and administer loans through this vehicle. The same two people who work on all VEGI, TIF, and enterprise fund requests also work on the WCEDP with no new funding or support.

Comprehensive Economic Development Strategy Update: The Department of Economic Development is working to update the statewide comprehensive economic development strategy or CEDS, which was completed in the summer of 2014. Approval of the CEDS makes the entire state eligible to pursue funding from the EDA for economic development related projects. More important, the CEDS is a strategy to grow the Vermont economy. Keeping the CEDS a living document that is used by the Legislature, State agencies and departments and partner entities is the goal and the challenge going forward.

DFR: In 2015 ACCD entered into an MOU with the Department of Financial Regulation in order to respond to the regulatory evolution and increasing complexity of the eb-5 program. DFR now provides a regulatory function, which will help to further protect investors and strengthen this powerhouse of an economic development tool.

4. PROGRAM REPORTS

A. Business Recruitment, Retention and Expansion (BRE)

While all DED staff work directly with businesses on a wide variety of programs, and helps recruit new businesses, the Department has two dedicated full-time positions devoted to visiting with businesses. One is focused on manufacturing, technology, and entrepreneurial firms while the other primarily supports the “Green Economy” sectors of clean energy, working lands, environmental consulting and green building. In addition, the third person who calls on businesses has a specific focus on international trade and the assistance the department can provide.

The BRE staff is involved in a wide variety of areas to facilitate assistance for Vermont businesses to stay in Vermont and grow in Vermont. We complement the role of the regional development corporations and help facilitate access to state or private programs, services and resources.

Among the activities BRE staff perform:

- *Supply Chain Facilitation.* BRE staff connect Vermont companies when there is a potential synergy or a likely possibility for supply chain interaction. Not surprisingly, most Vermont companies are not fully versed in the diversity of capabilities of other Vermont companies.
- *Export Training.* BRE staff, working with the Vermont Manufacturing Extension Center, have assisted in recruiting companies for ExporTech, a National Institute of Standards and Technology (NIST)-developed intensive export training program that has trained 14 companies to date.
- *Interagency Collaboration Efforts.* BRE staff are working with other state agencies to pursue ways to effectively collaborate on job creation activities. For example, the department and the Agency of Agriculture are collaborating on working lands grants to businesses in the food, farm, and forestry sectors.
- *Grant Administration.* BRE staff work with RDC’s and economic development organizations to administer federal grants such as the Northern Border Regional Commission grants. In 2015, DED helped to administer and create a system to qualify and rank applications. NBRC allocated almost \$1.2mm to recipients in the Northeast Kingdom.
- BRE staff represent the department on boards including the Vermont Business and Industry Exposition, Working Lands Enterprise Board, the Vermont Environmental Consortium, the Clean Energy Development Fund and more.

For working lands business we have:

- Conducted on-site business support visits with 50 working lands businesses in the FY 2015.
- Helped lead the Working Lands Enterprise Initiative, alongside the Agency of Agriculture, Food, and Markets, and the Department of Forest, Parks, and Recreation (please see the Working Lands Annual Report for RBA measures of that program); served actively on the boards of key business associations including the Vermont Wood Manufacturer’s Association and the Vermont Environmental Consortium; and supported vital technical assistance providers, including the Farm and Forest Viability Program of the Vermont Housing & Conservation Board, and the Vermont Agricultural Development Program, via active involvement on their Boards.
- One staffer from DED served as a primary reviewer of the **142 WLEB applications we received**, which **requested \$5 million** in funding. Played a major role in helping the Board decide on the **funding of 36 projects**, for a **total State investment of \$1.2 million**, which in turn **leveraged an additional \$1.8 million in matching funds**.

Recruitment

DED works to attract business to start-up, relocate and/or expand to Vermont. While we do not have a dedicated staff, all the department works as a team to focus on increasing national perception and awareness of Vermont as a competitive location for a business to operate. As part of this strategy, various industry sectors and markets, such as environmental technology, aviation, specialty foods, and information technology, have been selected as being of specific benefit to the State. Recruitment marketing tactics are focused on enhancing Vermont's image as a business friendly state offering viable economic incentives and other competitive advantages such as our educated workforce, geographic proximity to major markets, and recognized quality of life. We actively market our applicable financial incentives, specifically Vermont Employment Growth Incentive (VEGI), VT Training Program (VTP), and VT Economic Development Authority (VEDA), as well as Vermont's unique position as a regional EB-5 center. Historically, Vermont targets prospects in small to midsize operations, from 20 to 400 employees, which complements the State's small scale and labor force.

Vermont Enterprise Fund: During this FY2016, we were able to locate a branch of a Canadian composites company into the Northeast Kingdom. This was the culmination of many months' effort and a \$200,000 allocation of enterprise funds (VEF) helped to close the deal. This was the first time we had such funds to augment our offering of VEGI and VTP funds. Used in this way the VEF is very helpful to our efforts.

Vermont Quebec Enterprise Initiative: Increasingly, we are focusing our recruiting efforts on Canadian and other foreign prospects. FY2016 brought a partnership with the Lake Champlain Regional Chamber of Commerce (LCRCC) to develop better trade relationships and business recruitment with the Province of Quebec. The Vermont Québec Initiative is a collaborative effort with the RDC's, the LCRCC, agencies in Quebec and the Department of Economic Development. The program is supported by \$100,000 appropriated in FY16. The LCRCC developed a two-year budget to carry out a variety of activities designed to network Vermont and Québec companies. We have already begun initial conversations with several companies considering Vermont everywhere from Brattleboro to Newport and northwestern Vermont.

Communications

In the last year the Department has created a strategy to better inform businesses and those in the economic development community of the programs and help the state can offer. Efforts in this arena have included:

- *ThinkVermont E-Newsletter:* Launched in 2014, it now reaches more than 2500 subscribers 4 times a year.
- *Social Media:* The Department maintains a Facebook and Twitter feed and posts regularly.
- *Marketing Plan:* We will implement the strategic ED marketing plan – which is being formulated as we write this- as much as we can with the funds and resources available via Tourism and Marketing, CMO office, and VT Life.

Regional Development Corporations

The Department provides contracts to the state's 12 Regional Development Corporations (RDCs). These organizations are part of the economic delivery system for the state and all areas of the state are served. The RDCs are independent, non-profit corporations that provide assistance to Vermont businesses with expansion, start-up and relocation to Vermont. They are the "eyes and ears" for the Agency on key issues and opportunities around the state. Each RDC leverages the state dollars with other private and/or public dollars from local communities to fund their operations. The regional network is critical as the needs of the various regions around the state vary depending on the needs of the regional economy. The RDCs are staffed by professionals and directed by independent boards of directors.

The performance contracts with the Regional Development Corporations ensure the activities are aligned with the statewide Comprehensive Economic Development Strategy and with requirements of Act 199. Among the measures required by these contracts:

- A minimum of 50 logged business visits per region.
- Hosting a minimum of four events a year, with at least one related to educating businesses in financing opportunities and one to workforce development and/or job fairs.
- Quarterly reports to DED as well as a communications outreach plan within the region.
- Updating and maintaining a database of available sites and buildings on the DED web site.
- Communicating regularly with its regional businesses via e-newsletters, web sites and social media.
- Reporting on how the RDC is working to contribute to the measurable goals stated in the Comprehensive Economic Development Strategy, particularly regarding access to financing, workforce and education, physical infrastructure, and business environment.
- A narrative that details the particular challenges a region may be facing and what measures are being proposed to address them.

For FY 2017 we intend to add a required peer to peer evaluation piece and professional development initiatives. There are about 5 new directors statewide and we need to ensure that the level of economic development proficiency is up to our standards.

B. Financial Services (Captive Insurance)

Financial Services promotes Vermont's leading position as the top US captive insurance domicile and seeks out new and diversified opportunities in complementary financial services industries.

To market effectively to our prospective clientele, various strategies are utilized. The department partners with the Captive Insurance Division of the Department of Financial Regulation and the Vermont Captive Insurance Association whenever possible to maximize resources and effectiveness. Tactics include speaking events throughout the country through "Business Development Road Shows," conferences, media events, trade shows, electronic newsletters, web promotion, direct marketing, networking and various other means.

- One ACCD employee recruits new companies to domicile captive insurance business in Vermont and/or set up complementary financial service companies' offices here.
- Vermont competes in a global marketplace and ranks as the third largest captive insurance domicile in the world, after Bermuda and the Cayman Islands. Nearly 40 other US states have captive insurance legislation and are actively seeking captive insurance companies, some of which are zero premium tax states or charge significantly less in premium taxes than Vermont.
- 2015 represented a particularly excellent year with 33 new captives formed (versus 16 in 2014) – 11 were re-domestications. Vermont had a stronger year than primary competitors the Cayman Islands and Bermuda who both licensed only 22.
- Our Dan Towle is ranked #19 on the "Power 50" list ranking the 50 most influential people in the world in captive insurance as voted by industry peers reported by a British publication and the deputy commissioner at DFR- is ranked #1. Vermont is the gold standard in this industry.
- Vermont won US Domicile of the Year by a worldwide captive publication
- The captive insurance program budget comprises special funds.

Program measures include:

- The captive insurance industry generates more than \$26 million in tax revenues and licensing fees to the state annually.

Year	New Captives	Total Captives	Premium Taxes	Licenses & Fees	Gross Written Premium
2016	25*	1087*	\$24,000,000*	\$2,430,000*	\$26,500,000,000*
2015	33	1062	\$23,998,000	\$2,430,000*	\$26,500,000,000*
2014	16	1029	\$24,370,532	\$2,300,000	\$25,470,028,392
2013	29	1013	\$24,844,875	\$2,634,360	\$27,573,365,791
2012	32	984	\$24,216,614	\$2,542,167	\$27,525,581,940
2011	41	952	\$23,987,405	\$2,487,605	\$26,666,634,251
2010	33	911	\$23,544,181	\$1,785,686	\$25,401,473,436

*Projected figures for 2015 and 2016 (Data provided by the Department of Financial Regulation)

C. Vermont Employment Growth Incentive

The VEGI program continues to encourage the creation of good paying jobs and investment in Vermont that otherwise would not occur, generating new revenue to the state to support other programs. Applications are reviewed by the Vermont Economic Progress Council for consistency with nine program guidelines, including the quality of the jobs, and a rigorous cost-benefit analysis to calculate the level of new tax revenue a project will generate for the state. The Council also must determine that projects would not occur or would occur in a significantly different and less desirable manner if not for the incentives being authorized. Therefore, the projects generate new state tax revenues that would not have otherwise been realized. Those revenues pay the incentives and generate net new tax revenue for Vermont. There are no general funds being used in the payment of the incentives.

To earn the incentives, authorized companies must meet payroll, employment and capital investment performance requirements each year. Only when the Tax Department determines that the performance requirements are met and maintained, can the incentive be earned and paid out to the company in five annual installments.

In 2015 *The Vermont Employment Growth Incentive* approved nine business projects that will contribute an additional \$1.7 million in net new tax revenue (after the cost of the incentive) over the next five years. The businesses will create 332 new jobs with an average compensation of \$48,250, generating \$13.5 million in new, qualifying payroll.

Vermont companies such as GS Precision in Brattleboro, GW Plastics in Bethel, Maponics in White River Junction, Cabot Hosiery in Northfield, are expanding in Vermont and will be adding jobs in Vermont because of VEGI incentives.

Est. Projected Direct and Indirect Economic Activity	2007-2020
Total Full-time Job Creation (Direct and Indirect):	7,842
New Qualifying FT Jobs	3,249
New Non-Qualifying FT Jobs	687
New Indirect Jobs	3,906
Total Retained Full Time Jobs	5,535
Total Qualifying Full Time Payroll:	\$147.3 million
Weighted Average Wage (Full time jobs)	\$45,101
Average Total Compensation (Full Time jobs)	\$55,242
Average % of Health Care Premium Paid by Employer	73%
Total Qualifying Capital Investments	\$687.4 million
Approximate Value of Vermont Biz-to-Biz Interaction	\$167 million/Year
Total Net Revenue Return to Vermont:	\$26.2 million
Total Net New Revenue/Qualifying Job	\$8,074 / job*

Economic Activity 2007-2012	Projected	Actual
New Qualifying Jobs	2,166	3,897
New Qualifying Payroll	\$100.8 million	\$242.6 million
New Capital Investments	\$443.8 million	\$623.4 million
Net Incentive Installments Paid:	\$11.9 million	\$10.4 million
Net Revenue Return to Vermont	\$14.7 million	\$36.6 million
Net New Revenue/New Qualifying Job	\$4,515	9,390*

* Note: These figures do not represent a cost per job. They show the net new tax revenue generated to Vermont per new qualifying job created.

D. International Trade: EB-5 Regional Center and Vermont Global Trade Partnership

The International Trade effort has been expanded to include both export assistance to Vermont businesses through the Vermont Global Trade Partnership (see below) and foreign direct investment into Vermont. This includes the administration of the Vermont Regional Center, which is our EB-5 foreign investment program.

International Trade: Vermont Global Trade Partnership (VGTP) is Vermont's center for international business assistance. Formed in 2004, VGTP provides technical assistance and trade counseling, import and export leads, workshops, coordinated trade missions and trade shows, and many other useful services to help Vermont companies seeking to succeed in international markets. The VGTP team works with partners in US customs, Dept. of Commerce, the Small Business Administration, VEDA-EXIM bank, the Vermont Chamber, the VT Small Business Development Center network, Eastern Trade Council, The Council of State Governments, the VT Training Program, the Procurement Technical Assistance Center and others in serving Vermont's international trade needs.

In FY2016, VGTP was 1 of 40 states to receive a federal State Trade and Export Promotional (STEP IV) grant. The \$174,000 grant will allow VGTP to continue some of the work that was started with the STEP III grant. This work will include business export training and participation in international trade shows such as MEDICA – the world's largest medical trade show – in Germany; Aero Montreal where companies will have access to B2B meetings with Canadian OEM's, Systems integrators and SME's that represent Quebec's \$13.8 billion aerospace cluster; and Hannover Messe, which the United States is this year's partner country.

Highlights include:

- Applied and received \$174,461 STEP funding, which will open opportunities for Vermont small businesses to attend trade missions, individual export trade shows, utilize US Commercial Service, attend ExporTech training with 66% reimbursement, and assist with international marketing upgrades and material;
- Allowing two eligible Vermont small businesses to attend MEDICA 2015 - resulting in an estimated 2.5 million dollars in export sales over the next 12 months;
- Financially and logically assisting five eligible Vermont small businesses to attend Arab Health in Dubai joining the Best of New England booth. (This was the first time VGTP had a presence at this trade show, resulting in an expected 3.5 million dollars in export sales over the next 12 months.);
- Welcomed delegation visits from Korean Consul General, Head of US Cotton Council for China and North Asia and Consul General of Japan in Boston;
- Re-established relationships with Turkish Cultural Center of Vermont; this lead to new EB-5 investors and possible FDI opportunities.
- Conducted 30+ on site meetings with Vermont companies regarding international trade resources, background research regarding potential partners, including how to decide which trade shows best meet the companies structure; and,
- Development of new marketing strategies (ie., Look books, DED Newsletters, VMEC newsletter).

For FY 2017, VGTP will be taking significant steps to strengthen its relationships with Vermont's small businesses. This relationship building will start with many different training topics in partnership with our Regional Development Centers, US Commercial Services, VT Small Business Development Center and Vermont Chamber of Commerce.

Finally, as VGTP representatives traveled with companies to MEDICA, the aerospace trade shows, and Arab Health, we also engaged in cross-selling by marketing Vermont to foreign companies – via Foreign Direct Investment (FDI).

The Vermont EB-5 Regional Center is our EB-5 foreign investment arm. The Center enters into memorandums of understanding with projects seeking foreign investors through the federal EB-5 program. Congress recently extended the program until the federal year end 9/30/16. In August of 2015, Gene Fullam assumed leadership of Vermont's EB-5 Regional Center. As its new Director, Fullam brings extensive experience in corporate finance, private placements and other aspects of investment banking, that serve the agency well.

Since his arrival, Fullam has initiated, along with DFR's input, several new processes and practices: notably minimum credit quality standards for all new and existing projects; an optimal MOU that is now the standard for all projects; and, more comprehensive PPM disclosure consistent with that done in the public markets.

As of December 30, 2015, approximately \$563,000,000 has been invested in projects via the Vermont EB-5 Regional Center, totaling over seven hundred seventy-one (771) I-526 petitions and three hundred fifty-five (355) I-829 approvals. Seven different new enterprise projects have received USCIS I-829 approvals (for citizenship by investors in EB-5 projects). For the same period, we calculate some 2,385 direct, indirect and induced jobs are being supported via EB-5 investment in the State of Vermont. Sadly, we report, the closing of Seldon Technologies in 2015 and the prospective loss of some 31 jobs. However, we note that the Regional Center is working with legal counsel for the company to assure final I-829 reporting and partial repayment of EB-5 loaned investment capital.

In fiscal year (FY) 2015, the Vermont Regional Center was again recognized by IIUSA, this time for its I-829 Approval Club Award (reflecting the number of approvals obtained in FY 2015). This follows receipt of the same award by IIUSA in FY 2014.

Projects to date include Country Home Products, Mount Snow, SouthFace Village at Okemo, Stowe Aviation, Sugarbush Resort, Trapp Family Lodge and several Jay Peak projects. Anticipated new and follow-on projects for 2016 include: Quechee Lakes and Mount Snow Phase II.

For 2016, the Regional Center is taking additional steps in the face of mounting competition to strengthen its programs. For example, the Regional Center, through its partnership with DFR, is already in the process of scheduling quarterly due diligence meetings with respective projects for 2016. Due diligence surveillance was recently completed for all current Vermont EB-5 projects for the 2015 reporting period. In addition, after reviewing the increasingly competitive landscape of Regional Centers across the country (which now number more than 700), the Vermont Regional Center has increased its fees to help provide the funds necessary to sufficiently oversee and market projects. The goal is to create enough revenue to pay for the oversight provided by DFR. Additionally, come January 2017 we may have a requirement – contingent upon reauthorization bill and its contents- to fund an 'Integrity Fund' which enables USCIS to audit Regional Centers.

E. Procurement Technical Assistance Center (PTAC)

The six full-time counselors with the Procurement Technical Assistance Center work closely with businesses around the state to help them navigate the often-complicated processes of applying for contracts from federal, state and municipal government organizations.

This is accomplished through a grant with the Defense Logistics Agency and State General Funds.

The Vermont Procurement Technical Assistance Center had a stellar year, garnering more than 566 Contracts totaling \$105 Million in government contracts that went to 94 Vermont businesses. Vermont's PTAC is currently working with 719 active businesses and in 2015 met with 130 new businesses and had 1,858 follow-up meetings.

Some examples of the work: In FY 15, the Vermont National Guard requested assistance from the Vermont PTAC with finding vendors for Uniform Alterations. We have two Counselors Brenda Plastridge and Craig Baden, that successfully worked with two clients in preparing bid proposals and were successfully awarded the contracts. Diana Lopez of Vermont Sewing School and Lee Anthony Fabric's will be providing alterations to guard members stationed in Lyndonville, Newport and Bradford in the amount of \$13,460. Evergreen Alterations was awarded five contracts totaling \$85,318.

Ed Williams, Procurement Counselor for Springfield was contacted by David Thurber, of EME Management Inc., Dba Springfield Paving, who had a pending award with the Army Corps of Engineers that could not be assigned because his System for Award Management registration was not active. David advised Ed that he had been attempting for days but was consistently receiving errors which prevented him from becoming active. Recognizing David's immediate need to activate his registration, Ed suggested that he meet with David at his office immediately. Ed was able to assist David in resolving the SAM issues and his registration was submitted that day. The following day David received a Contract award from the USACE New England District for \$85,631 for reclamation and repaving of the Townshend Dam Road. Had it not been for the quick action of the PTAC and the efficiency of the current SAM turnaround of submitted registrations, this small business could have lost this contract.

Heidi Eichendberger, Owner of the Hearing Center of Vermont met Brenda Plastridge in spring of 2014 during the Newport Home show. Being new to the state, Heidi was very impressed with all that was offered through the Department of Economic Development. "I did not know, however, that I could really benefit from this organization, after all, we were busy setting up our business!" stated Heidi. Several months later, after attending a workshop offered by the PTAC, Heidi was sold on the benefits of signing up with this program. "Brenda was helpful, gracious, knowledgeable and demonstrated the resources available to us. She even came to our office in order to make the meeting with her easier. Within two months of working with Brenda, we obtained our first contract with the local prison, thanks to PTAC and Brenda Plastridge." PTAC provides a crucial service to the mainly small businesses it supports.

G. Vermont Training Program (VTP)

Workforce training has been named one of the four most critical areas for the state to address in Vermont 2020, the statewide Comprehensive Economic Development Strategy. The Vermont Training Program partners with employers and training providers to train Vermont's employees for the jobs of tomorrow. VTP provides performance-based workforce grants for: pre-employment training, training for new hires and incumbent workers. Training can either be on-site or through a training provider/vendor. Grants may cover up to 50% of the training cost. The VTP has been assisting with the training of Vermont's employees for over 30 years.

Fiscal year 2015 was a busy and successful year for the Vermont Training Program. Over 3200 Vermont workers including 82 new hires were trained under the program through both on-site as well as classroom training. Of the total 271 companies served, 91 of them have 49 employees or less. Fourteen training providers were awarded grants and they served 244 businesses across the State. Advanced manufacturing skills such as Lean Technology were the most sought after but Computer Aided Design and Computer Numerical Control were also popular requests. CNC skills were trained in traditional metal fabricators but were needed in wood prefabrication companies as well. Leadership training was a popular training request as businesses continue to adjust to workforce needs and challenges. Trade skills in HVAC, welding and electrical repair were requested either through a training provider or an individual business application. Software and IT training was also requested as more businesses are continuing to streamline their processes with the support of various software. Businesses continue to train internally as the number of incumbent employees trained is a majority of the applications for both skill upgrades as well as advancement in position.

VTP works closely with other departments to leverage other available funds and strategically determine how to best meet new and existing needs. Since development of a workforce ‘pipeline’ is of crucial importance for FY 17 staff is recommending a carve out of 10% of the allocated funds to be used on employers who are developing programming at college, high school, and earlier levels to introduce and prepare students for the jobs and careers of the future. Additionally, we will develop a workforce needs assessment.

FISCAL YEAR 2017 BUDGET							
DEPARTMENT PROGRAM PROFILE							
DEPARTMENT:	ECONOMIC DEVELOPMENT						
	Name and brief narrative description of program (not to exceed 2 sentences for each)	GF \$\$	Spec F (incl tobacco) \$\$	Fed F \$\$	Total funds \$\$	Authorized Positions	Amounts granted out
ECONOMIC ADMINISTRATION							
FY 2015 expenditures	Provides management and oversight for the Economic Dev. Department and all its programs.	262,605	7,005		269,610	2	0
FY 2016 estimated expenditures	This include budgets, personnel, performance management and operations of the department and programs.	250,630	8,000		258,630	2	0
FY 2017 budget request		261,033	2,000		263,033	2	0
BUSINESS SUPPORT							
FY 2015 expenditures	Assists new or expanding companies operating in Vermont through locating facilities, financing, entrepreneurship, and permit assistance by direct client interaction and partnership with the Regional Development Corporations. Develops focused marketing packages to reach specific industries/businesses in a geographic region.	2,042,754		26	2,042,780	3	486,565
FY 2016 estimated expenditures	Administers the grant programs including Regional Development Corporations.	2,091,840			2,091,840	3	504,080
FY 2017 budget request		2,071,826		319,530	2,391,356	3	484,650
FINANCIAL SERVICES							
FY 2015 expenditures	Promotes and strengthens Vermont's top position as a U.S. captive domicile. Seeks out new and diversified opportunities within financial services.		610,350		610,350	2	30,000
FY 2016 estimated expenditures			630,350		630,350	1	20,000
FY 2017 budget request			530,350		530,350	1	0
PROCUREMENT TECHNICAL ASSISTANCE CENTER							
FY 2015 expenditures	Responsible for contract bid opportunities from federal, state and local governments, and private sector organizations for VT businesses. Maintains an electronic bulletin board to promote VT business networking and to provide informational resources.	298,884	28,345	395,748	722,977	6	89,252
FY 2016 estimated expenditures		315,279		424,230	739,509	6	0
FY 2017 budget request		337,118		439,375	776,493	6	107,445
INTERNATIONAL TRADE							
FY 2015 expenditures	Provides technical support and training to businesses, interfaces with various international trade components of federal government, and supports international trade missions. Administers Vermont's EB5 Regional Center to attract foreign investment to approved projects.	208,777	65,039	253,262	527,078	2	16,964
FY 2016 estimated expenditures		265,979	231,300	314,008	811,287	2	90,000
FY 2017 budget request		266,648	235,600	174,211	676,459	2	95,000

FISCAL YEAR 2017 BUDGET							
DEPARTMENT PROGRAM PROFILE							
DEPARTMENT:	ECONOMIC DEVELOPMENT						
	Name and brief narrative description of program (not to exceed 2 sentences for each)	GF \$\$	Spec F (incl tobacco) \$\$	Fed F \$\$	Total funds \$\$	Authorized Positions	Amounts granted out
VT ECONOMIC PROGRESS COUNCIL	VEPC is an independent Council created by statute, housed within ACCD, and consisting of two staff (one appointed by the Governor and one classified) an eleven-member board (nine appointed by the Governor and two appointed by the General Assembly) and non-voting regional representatives designated by the RDCs and RPCs. VEPC administers the application and authorization portion of the Vermont Employment Growth Incentive Program (claim portion administered by the Tax Department), the Tax Increment Finance District Program, and the Windham County Economic Development Program.						
FY 2015 expenditures		214,604			214,604	2	0
FY 2016 estimated expenditures		211,255	60,000		271,255	2	0
FY 2017 budget request		236,542			236,542	2	0
VERMONT TRAINING PROGRAM	The VTP promotes business expansion and relocation to Vermont by working with employers and training providers to upgrade the skills of the Vermont workforce. Provides skills training for new positions and upgrades the skills of incumbent workers.						
FY 2015 expenditures		939,401			939,401	1	810,128
FY 2016 estimated expenditures		1,428,651			1,428,651	1	1,307,741
FY 2017 budget request		1,427,212			1,427,212	1	1,307,741
Total Department	FY 2015 expenditures	3,967,025	710,739	649,036	5,326,800	18	1,432,909
	FY 2016 estimated expenditures	4,563,634	929,650	738,238	6,231,522	17	1,921,821
	FY 2017 budget request	4,600,379	767,950	933,116	6,301,445	17	1,994,836

Department of Housing & Community Development

Noelle MacKay, Commissioner

Josh Hanford, Deputy Commissioner

Housing & Community Development	\$ 9,179,169
Comm. Dev. Block Grants	\$6,249,045
Downtown Transp. and Capital Improvement Fund	\$429,479
FY 2017 Governor's Recommend	\$15,857,693

Fiscal Year 2017 Budget Changes by Dept. - Housing and Community Development

By Func

	General \$\$	Special \$\$	Federal \$\$	Interdept'l Transfer \$\$	Total \$\$
Approp #1 Housing and Community Development: FY 16 Approp	2,536,040	4,530,732	2,064,555	142,082	9,273,409
ACT 58, FY 16 Internal Service Reductions	(10,519)				(10,519)
Approp #1, FY 2016 Approp Amended	2,525,521	4,530,732	2,064,555	142,082	9,262,890
Salary/Benefits net increase	84,592				84,592
Insurance (General Liab, W/C, Prop) increase	4,193				4,193
Historic Sites admissions/gift shop fees reduction		(4,548)			(4,548)
Mobile Home Park lot fee spending authority adjustment		1,500			1,500
Archaeology database spending authority adjustment		(19,550)			(19,550)
Archaeology Center box and artifact fees spending authority adjustment		15,000			15,000
CDBG workshops spending authority increase		425			425
Assistance for Buyouts -VT Housing Conservation Board completed projects		(100,000)			(100,000)
HUD -HOME Program spending authority adjustment			59,871		59,871
HUD -CDBG -Disaster Recovery II Program Administration reduction for completed projects			(113,053)		(113,053)
National Park Service (NPS) -Funding Historic Preservation CLG Grant authority adjustment			48,125		48,125
HUD -CDBG -State Program Administration spending authority adjustment			14,434		14,434
Completion of EDA/VT Economic Resiliency Initiative Grant			(49,069)		(49,069)
ANR -Electric Car Program grants -pass-thru to municipalities Comm Planning & Revitalization Program reduction for completed projects				(30,715)	(30,715)
AOT -Chimney Point restoration reduction for completed projects				(4,908)	(4,908)
AOT -Archaeology month/Heritage Center spending authority adjustment	9,000			8,349	17,349
ANR -Low Impact Development (LID) completion				(7,367)	(7,367)
Total Additions/(Reductions) FY 2017 to reach Gov Rec	97,785	(107,173)	(39,692)	(34,641)	(83,721)
Approp #1 FY 17 Governor's Recommend	2,623,306	4,423,559	2,024,863	107,441	9,179,169
Approp #2 Community Development Block Grants: FY 2016 Approp			6,174,938		6,174,938
HUD -CDBG -State Program spending authority adjustment			74,107		74,107
					0
Total Additions/(Reductions) FY 2017 to reach Gov Rec	0	0	74,107	0	74,107
Approp #2 FY 2017 Governor Recommend	0	0	6,249,045	0	6,249,045
Approp #3 Downtown Transp and Capital Impr Fund: FY 2016 Approp	0	423,966	0	0	423,966
DT Transportation and Capital Improvement Fund spending authority increase		5,513			5,513
Total Additions/(Reductions) FY 2017 to reach Gov Rec	0	5,513	0	0	5,513
Approp #3 FY 2017 Governor Recommend	0	429,479	0	0	429,479
Housing and Community Development FY 2017 Governor Recommend	2,623,306	4,853,038	8,273,908	107,441	15,857,693

Organization: DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Rollup

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages	2,503,910	2,673,332	2,673,332	2,623,592	(49,740)	-1.9%
Fringe Benefits	1,105,763	1,263,067	1,263,067	1,320,794	57,727	4.6%
Contracted and 3rd Party Service	3,136,793	3,083,667	3,083,667	3,066,667	(17,000)	-0.6%
PerDiem and Other Personal Services	6,906	7,600	7,600	23,130	15,530	204.3%
Budget Object Group Total: 1. PERSONAL SERVICES	6,753,373	7,027,666	7,027,666	7,034,183	6,517	0.1%

Budget Object Group: 2. OPERATING

Budget Object Rollup Name						
Equipment	33,221	34,533	34,533	31,780	(2,753)	-8.0%
IT/Telecom Services and Equipment	50,309	63,074	63,074	56,976	(6,098)	-9.7%
Travel	61,844	114,819	114,819	93,206	(21,613)	-18.8%
Supplies	77,358	100,358	100,358	94,765	(5,593)	-5.6%
Other Purchased Services	177,263	178,604	178,604	184,230	5,626	3.1%
Other Operating Expenses	163,997	141,279	141,279	186,437	45,158	32.0%
Rental Other	13,467	15,583	15,583	20,200	4,617	29.6%
Rental Property	27,408	85,682	85,682	69,870	(15,812)	-18.5%
Property and Maintenance	132,139	158,639	158,639	144,637	(14,002)	-8.8%
Budget Object Group Total: 2. OPERATING	737,007	892,571	892,571	882,101	(10,470)	-1.2%

Organization: DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Object Group: 3. GRANTS

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Grants Rollup	12,343,891	7,952,076	7,952,076	7,941,409	(10,667)	-0.1%
Budget Object Group Total: 3. GRANTS	12,343,891	7,952,076	7,952,076	7,941,409	(10,667)	-0.1%

Total Expenses	19,834,271	15,872,313	15,872,313	15,857,693	(14,620)	-0.1%
----------------	------------	------------	------------	------------	----------	-------

Fund Name						
General Funds	2,513,624	2,536,040	2,536,040	2,623,306	87,266	3.4%
Special Fund	4,437,978	4,954,698	4,954,698	4,853,038	(101,660)	-2.1%
Federal Funds	12,718,640	8,239,493	8,239,493	8,273,908	34,415	0.4%
IDT Funds	164,030	142,082	142,082	107,441	(34,641)	-24.4%
Funds Total	19,834,271	15,872,313	15,872,313	15,857,693	(14,620)	-0.1%

Position Count				39		
FTE Total				38.69		

Organization: DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

Salaries and Wages		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Classified Employees	500000	2,503,290	2,160,488	2,160,488	2,094,451	(66,037)	-3.1%
Exempt	500010	0	322,067	322,067	325,956	3,889	1.2%
Temporary Employees	500040	0	204,345	204,345	217,311	12,966	6.3%
Overtime	500060	621	0	0	0	0	0.0%
Vacancy Turnover Savings	508000	0	(13,568)	(13,568)	(14,126)	(558)	4.1%
Total: Salaries and Wages		2,503,910	2,673,332	2,673,332	2,623,592	(49,740)	-1.9%

Fringe Benefits							
Description	Code						
FICA - Classified Employees	501000	185,281	165,272	165,272	160,231	(5,041)	-3.1%
FICA - Exempt	501010	0	24,637	24,637	24,934	297	1.2%
Health Ins - Classified Empl	501500	472,348	545,210	545,210	572,729	27,519	5.0%
Health Ins - Exempt	501510	0	44,102	44,102	69,802	25,700	58.3%
Retirement - Classified Empl	502000	375,500	369,661	369,661	379,528	9,867	2.7%
Retirement - Exempt	502010	0	43,048	43,048	36,423	(6,625)	-15.4%
Dental - Classified Employees	502500	28,266	36,779	36,779	29,053	(7,726)	-21.0%
Dental - Exempt	502510	0	3,976	3,976	3,321	(655)	-16.5%
Life Ins - Classified Empl	503000	6,706	6,729	6,729	6,276	(453)	-6.7%
Life Ins - Exempt	503010	0	272	272	556	284	104.4%
LTD - Classified Employees	503500	1,114	853	853	355	(498)	-58.4%
LTD - Exempt	503510	0	738	738	750	12	1.6%
EAP - Classified Empl	504000	1,127	1,105	1,105	1,053	(52)	-4.7%
EAP - Exempt	504010	0	120	120	121	1	0.8%
Workers Comp - Ins Premium	505200	22,678	8,438	8,438	12,485	4,047	48.0%
Unemployment Compensation	505500	12,129	11,280	11,280	22,330	11,050	98.0%
Catamount Health Assessment	505700	615	847	847	847	0	0.0%
Total: Fringe Benefits		1,105,763	1,263,067	1,263,067	1,320,794	57,727	4.6%

Organization: DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

Contracted and 3rd Party Service		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Contr&3Rd Pty-Educ & Training	507350	5,000	0	0	0	0	0.0%
Contr-Compsoftware-Sysdevelop	507553	106,262	59,000	59,000	49,000	(10,000)	-16.9%
Advertising/Marketing-Other	507563	11,234	0	0	0	0	0.0%
Other Contr and 3Rd Pty Serv	507600	3,014,297	3,024,667	3,024,667	3,017,667	(7,000)	-0.2%
Total: Contracted and 3rd Party Service		3,136,793	3,083,667	3,083,667	3,066,667	(17,000)	-0.6%

PerDiem and Other Personal Services							
Description	Code						
Per Diem	506000	6,850	7,600	7,600	8,000	400	5.3%
Other Pers Serv	506200	0	0	0	15,130	15,130	0.0%
Service of Papers	506240	56	0	0	0	0	0.0%
Total: PerDiem and Other Personal Services		6,906	7,600	7,600	23,130	15,530	204.3%
Total: 1. PERSONAL SERVICES		6,753,373	7,027,666	7,027,666	7,034,183	6,517	0.1%

Budget Object Group: 2. OPERATING

Equipment							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	15,008	14,500	14,500	19,480	4,980	34.3%
Hw - Printers,Copiers,Scanners	522217	160	0	0	0	0	0.0%
Other Equipment	522400	12,931	17,533	17,533	8,500	(9,033)	-51.5%
Furniture & Fixtures	522700	5,122	2,500	2,500	3,800	1,300	52.0%
Total: Equipment		33,221	34,533	34,533	31,780	(2,753)	-8.0%

Organization: DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

IT/Telecom Services and Equipment		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Tele-Internet-Dsl-Cable Modem	516626	1,351	2,000	2,000	2,000	0	0.0%
Telecom-Data Telecom Services	516651	233	233	233	235	2	0.9%
Telecom-Long Distance Service	516655	261	2,000	2,000	4,750	2,750	137.5%
Telecom-Conf Calling Services	516658	893	1,300	1,300	1,450	150	11.5%
Telecom-Wireless Phone Service	516659	4,000	4,926	4,926	4,637	(289)	-5.9%
It Intsvccost-Vision/Isdassess	516671	2,285	2,471	2,471	2,506	35	1.4%
It Intsvccost- Dii - Telephone	516672	13,259	13,557	13,557	13,361	(196)	-1.4%
It Inter Svc Cost User Support	516678	11,183	17,488	17,488	12,792	(4,696)	-26.9%
Hw - Other Info Tech	522200	1,305	2,360	2,360	2,360	0	0.0%
Hardware-Telephone User Equip	522219	195	1,250	1,250	3,600	2,350	188.0%
Software - Other	522220	1,898	3,183	3,183	3,594	411	12.9%
Software - Office Technology	522221	672	750	750	1,000	250	33.3%
Sw-Database&Management Sys	522222	6,236	6,800	6,800	0	(6,800)	-100.0%
Software-Gis	522223	2,280	2,356	2,356	4,691	2,335	99.1%
Hw-Personal Mobile Devices	522258	4,258	2,400	2,400	0	(2,400)	-100.0%
Total: IT/Telecom Services and Equipment		50,309	63,074	63,074	56,976	(6,098)	-9.7%

Other Operating Expenses							
Description	Code						
Single Audit Allocation	523620	47,725	14,400	14,400	49,504	35,104	243.8%
Registration & Identification	523640	305	260	260	350	90	34.6%
Taxes	523660	7,990	8,619	8,619	9,000	381	4.4%
Bank Service Charges	524000	15	0	0	6,800	6,800	0.0%
Reimbursement of Petty Cash	525050	7	0	0	0	0	0.0%
Cost of Stock Items Sold	525290	107,956	118,000	118,000	120,783	2,783	2.4%
Total: Other Operating Expenses		163,997	141,279	141,279	186,437	45,158	32.0%

Organization: DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

Property and Maintenance		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Water/Sewer	510000	16,576	12,875	12,875	14,000	1,125	8.7%
Rubbish Removal	510210	4,998	4,975	4,975	5,200	225	4.5%
Snow Removal	510300	28,978	39,465	39,465	37,000	(2,465)	-6.2%
Custodial	510400	8,095	10,138	10,138	9,000	(1,138)	-11.2%
Lawn Maintenance	510520	40,063	45,450	45,450	40,490	(4,960)	-10.9%
Repair & Maint - Buildings	512000	858	2,325	2,325	24,000	21,675	932.3%
Plumbing & Heating Systems	512010	9,742	17,400	17,400	10,000	(7,400)	-42.5%
Repair & Maint - Office Tech	513010	4,157	4,956	4,956	3,548	(1,408)	-28.4%
Other Repair & Maint Serv	513200	18,302	21,055	21,055	399	(20,656)	-98.1%
Repair&Maint-Property/Grounds	513210	370	0	0	1,000	1,000	0.0%
Total: Property and Maintenance		132,139	158,639	158,639	144,637	(14,002)	-8.8%

Rental Other							
Description	Code						
Rental - Other	515000	13,467	15,583	15,583	20,200	4,617	29.6%
Total: Rental Other		13,467	15,583	15,583	20,200	4,617	29.6%

Rental Property							
Description	Code						
Rent Land & Bldgs-Office Space	514000	20,930	79,385	79,385	63,766	(15,619)	-19.7%
Rent Land&Bldgs-Non-Office	514010	6,478	6,297	6,297	6,104	(193)	-3.1%
Total: Rental Property		27,408	85,682	85,682	69,870	(15,812)	-18.5%

Organization:
DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Supplies							
Description	Code						
Office Supplies	520000	4,420	8,181	8,181	10,125	1,944	23.8%
Vehicle & Equip Supplies&Fuel	520100	135	2,530	2,530	0	(2,530)	-100.0%
Gasoline	520110	2,326	1,870	1,870	3,570	1,700	90.9%
Diesel	520120	563	0	0	0	0	0.0%
Building Maintenance Supplies	520200	2,255	1,400	1,400	4,100	2,700	192.9%
Plumbing, Heating & Vent	520210	2,718	2,450	2,450	3,500	1,050	42.9%
Heating & Ventilation	520211	603	2,450	2,450	0	(2,450)	-100.0%
Small Tools	520220	5	700	700	200	(500)	-71.4%
Electrical Supplies	520230	877	500	500	500	0	0.0%
Other General Supplies	520500	4,642	5,349	5,349	9,000	3,651	68.3%
It & Data Processing Supplies	520510	1,572	2,700	2,700	2,150	(550)	-20.4%
Agric, Hort, Wildlife	520580	1,554	1,203	1,203	1,200	(3)	-0.2%
Fire, Protection & Safety	520590	695	1,610	1,610	1,600	(10)	-0.6%
Food	520700	145	300	300	0	(300)	-100.0%
Electricity	521100	31,939	34,725	34,725	35,000	275	0.8%
Heating Oil #2	521220	14,098	15,000	15,000	15,000	0	0.0%
Propane Gas	521320	4,725	13,650	13,650	7,000	(6,650)	-48.7%
Books&Periodicals-Library/Educ	521500	0	700	700	700	0	0.0%
Subscriptions	521510	720	1,100	1,100	1,120	20	1.8%
Subscriptions Other Info Serv	521515	26	0	0	0	0	0.0%
Road Supplies and Materials	521600	45	100	100	0	(100)	-100.0%
Household, Facility&Lab Suppl	521800	2,364	2,840	2,840	0	(2,840)	-100.0%
Paper Products	521820	930	1,000	1,000	0	(1,000)	-100.0%
Total: Supplies		77,358	100,358	100,358	94,765	(5,593)	-5.6%

Organization:
DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

Other Purchased Services		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Insurance Other Than Empl Bene	516000	21,993	25,901	25,901	27,489	1,588	6.1%
Insurance - General Liability	516010	20,022	5,603	5,603	5,521	(82)	-1.5%
Dues	516500	15,455	16,406	16,406	15,960	(446)	-2.7%
Licenses	516550	65	0	0	0	0	0.0%
Telecom-Mobile Wireless Data	516623	5,320	5,610	5,610	6,350	740	13.2%
Telecom-Telephone Services	516652	8,666	8,119	8,119	4,950	(3,169)	-39.0%
It Int Svc Dii Allocated Fee	516685	44,102	42,398	42,398	40,953	(1,445)	-3.4%
Advertising-Print	516813	9,372	6,875	6,875	10,000	3,125	45.5%
Advertising-Web	516814	358	150	150	500	350	233.3%
Advertising-Other	516815	15,655	30,740	30,740	27,460	(3,280)	-10.7%
Advertising - Job Vacancies	516820	2,956	1,500	1,500	1,500	0	0.0%
Client Meetings	516855	339	500	500	500	0	0.0%
Printing and Binding	517000	661	2,455	2,455	3,275	820	33.4%
Printing & Binding-Bgs Copy Ct	517005	566	1,128	1,128	828	(300)	-26.6%
Printing-Promotional	517010	3,549	4,700	4,700	3,000	(1,700)	-36.2%
Photocopying	517020	0	3,300	3,300	2,225	(1,075)	-32.6%
Registration For Meetings&Conf	517100	8,859	10,759	10,759	11,784	1,025	9.5%
Training - Info Tech	517110	0	500	500	500	0	0.0%
Postage	517200	842	1,280	1,280	1,535	255	19.9%
Postage - Bgs Postal Svcs Only	517205	3,276	5,275	5,275	4,970	(305)	-5.8%
Freight & Express Mail	517300	760	905	905	1,005	100	11.0%
Instate Conf, Meetings, Etc	517400	652	0	0	0	0	0.0%
Other Purchased Services	519000	9,981	4,500	4,500	13,925	9,425	209.4%
Moving State Agencies	519040	3,815	0	0	0	0	0.0%
Total: Other Purchased Services		177,263	178,604	178,604	184,230	5,626	3.1%

Organization: DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Travel							
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	12,731	22,657	22,657	20,318	(2,339)	-10.3%
Travel-Inst-Other Transp-Emp	518010	16,745	20,050	20,050	17,250	(2,800)	-14.0%
Travel-Inst-Meals-Emp	518020	1,494	2,873	2,873	2,373	(500)	-17.4%
Travel-Inst-Lodging-Emp	518030	419	650	650	650	0	0.0%
Travel-Inst-Incidentals-Emp	518040	202	716	716	680	(36)	-5.0%
Travel-Inst-Auto Mileage-Nonemp	518300	8,837	11,185	11,185	11,185	0	0.0%
Travel-Inst-Meals-Nonemp	518320	941	5,050	5,050	3,300	(1,750)	-34.7%
Travel-Inst-Lodging-Nonemp	518330	0	300	300	0	(300)	-100.0%
Travel-Outst-Auto Mileage-Emp	518500	1,240	795	795	2,050	1,255	157.9%
Travel-Outst-Other Trans-Emp	518510	6,288	18,450	18,450	14,800	(3,650)	-19.8%
Travel-Outst-Meals-Emp	518520	1,733	5,125	5,125	4,750	(375)	-7.3%
Travel-Outst-Lodging-Emp	518530	10,584	18,745	18,745	14,750	(3,995)	-21.3%
Travel-Outst-Incidentals-Emp	518540	630	2,073	2,073	1,100	(973)	-46.9%
Trvl-Outst-Other Trans-Nonemp	518710	0	6,150	6,150	0	(6,150)	-100.0%
Total: Travel		61,844	114,819	114,819	93,206	(21,613)	-18.8%
Total: 2. OPERATING		737,007	892,571	892,571	882,101	(10,470)	-1.2%

Budget Object Group: 3. GRANTS

Grants Rollup							
Description	Code						
Grants To Municipalities	550000	6,760,832	7,113,056	7,113,056	7,212,225	99,169	1.4%
Grants	550220	5,055,904	500,000	500,000	400,000	(100,000)	-20.0%
Other Grants	550500	527,155	339,020	339,020	329,184	(9,836)	-2.9%
Total: Grants Rollup		12,343,891	7,952,076	7,952,076	7,941,409	(10,667)	-0.1%
Total: 3. GRANTS		12,343,891	7,952,076	7,952,076	7,941,409	(10,667)	-0.1%
Total Expenses:		19,834,271	15,872,313	15,872,313	15,857,693	(14,620)	-0.1%

Organization: DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

Fund Name	Fund Code	FY2015 Actuals	FY2016 Original	FY2016 Governor's	FY2017 Governor's	Difference Between	Percent Change
			As Passed Budget	BAA Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
General Fund	10000	2,513,624	2,536,040	2,536,040	2,623,306	87,266	3.4%
Misc Fines & Penalties	21054	4,978	30,000	30,000	45,000	15,000	50.0%
Historic Sites Special Fund	21325	434,842	494,208	494,208	489,660	(4,548)	-0.9%
Municipal & Regional Planning	21330	3,290,198	3,381,899	3,381,899	3,381,899	0	0.0%
Inter-Unit Transfers Fund	21500	164,030	142,082	142,082	107,441	(34,641)	-24.4%
Conference Fees & Donations	21525	15,205	14,575	14,575	15,000	425	2.9%
Downtown Trans & Capital Impro	21575	249,712	423,966	423,966	429,479	5,513	1.3%
ACCD-Mobile Home Park Laws	21819	72,822	78,000	78,000	79,500	1,500	1.9%
ACCD-Miscellaneous Receipts	21820	370,222	500,000	500,000	400,000	(100,000)	-20.0%
Archeology Operations	21918	0	32,050	32,050	12,500	(19,550)	-61.0%
Federal Revenue Fund	22005	12,718,640	8,239,493	8,239,493	8,273,908	34,415	0.4%
Funds Total:		19,834,271	15,872,313	15,872,313	15,857,693	(14,620)	-0.1%
Position Count					39		
FTE Total					39		

Summary Table of Contents -Strategic Overview and Program Performance FY17 Budget Request

	Strategic Overview <u>Page #:</u>	Program Profile <u>Page #:</u>
Department of Housing and Community Development:		
Mission	1	
Population Served	1	
Outcomes and Measures	1	
Program Performance Information	2	
Housing	2	1
<i>Mobile Home Park Program</i>	3	
<i>HUD Consolidated Planning</i>	4	
<i>Charitable Housing Investment Tax Credit</i>	4	
<i>Home Investment Partnerships Program (HOME)</i>	5	
Neighborhood Stabilization Program	6	
Vermont Community Development Program	7	1/2
Grants Management Program	9	1
Community Planning and Revitalization	9	1
<i>State Designation Programs</i>	9	
<i>Downtown and Village Tax Credits</i>	10	
<i>Downtown Transportation Fund</i>	10	2
<i>Community Planning</i>	11	
<i>Municipal Planning Grants</i>	12	
Historic Preservation	12	1
Historic Sites	15	2

Department of Housing and Community Development (DHCD)
Fiscal Year 2017 Budget
Strategic Overview and Program Performance Narrative

STRATEGIC OVERVIEW

1. Mission

The mission of the Department of Housing and Community Development (DHCD) is to improve the lives of Vermonters and further the sustainable development of Vermont communities.

DHCD accomplishes this through a variety of economic, housing and community development programs with the goals of:

- promoting and supporting the production and preservation of housing that is affordable to all Vermonters;
- advancing vibrant communities through preservation of Vermont's historic downtowns and village centers and enhancement of Vermont's working landscape;
- supporting sound land use decision-making at both the local and regional levels;
- helping cities and towns meet their community development goals while benefitting low and moderate-income residents; and
- identifying and protecting the state's historic resources and promoting the state-owned historic sites.

2. Population Served

DHCD serves all of Vermont as it touches on key issues important to residents – employment, business development, housing options, vibrant communities, public facilities and services, accessibility for all, and quality of place. DHCD serves, supports, and works with many partners to implement its mission including Vermont businesses, municipalities, regional planning commissions, community development organizations, low and moderate-income Vermonters, mobile home residents and park owners, nonprofit housing organizations, downtown revitalization organizations, and institutions of higher learning.

3. Outcomes and Measures

As DHCD moves toward the goal of presenting its budget in a results-based format within the new budget system, staff continue to review and refine measures and outcomes to ensure programs are delivering desired results and are in line with the agency's goals. Outcomes and measures currently in place are included in the program descriptions that follow.

In addition to the results produced by ongoing programs, DHCD continues to provide leadership and staff support to help Vermont businesses and communities to better prepare and recover from natural disasters. This includes the completion of a federal Economic Development Administration (EDA) grant to make vulnerable businesses and the infrastructure that supports them stronger in future disasters. The project called the [Vermont Economic Resilience Initiative \(VERI\)](#) is a collaboration with the Agencies of Natural Resources and Transportation and the Regional Planning Commissions to determine where risk intersects with economic activity and its associated infrastructure. DHCD partnered with five communities to develop a road map of next steps to protect businesses from future risk. DHCD remains focused on the administration of a significant disaster recovery grant awarded by the Department of Housing and Urban Development (HUD) through the Community Development Block Grant Program (CDBG). Outcomes range from reopening of businesses to the completion of “buyouts” of flood-destroyed homes and rebuilding of municipal offices out of harm’s way. Finally, DHCD is participating in a number of policy initiatives designed to make the state stronger and more resilient. A more complete account of DHCD’s Irene-related activities can be found on the “[Plan Today for Tomorrow’s Flood](#)” section of the website.

PROGRAM PERFORMANCE INFORMATION

The following sections detail DHCD programs, their goals, current measures, and outcomes. For ease of reporting, the report is broken into housing and community development, and historic preservation. DHCH is committed to answering the questions – How much did we do? How well did we do it? Is anyone better off? The programs noted are in alignment with the Departmental Program Profile document also provided.

Housing and Community Development

DHCD’s housing and community development programs further the agency’s mission by supporting sustainable development in Vermont communities through oversight and coordination of state housing policy and programs; awards of federal CDBG to municipalities; development of state land use policy, and support for local and regional planning; and delivery of programs that enhance the vitality of compact centers and promote and preserve Vermont’s historic resources.

Housing

Decent and affordable housing is a basic need of all Vermonters and a cornerstone of a viable economy and healthy communities. DHCD’s role is to coordinate and oversee the implementation of the state’s housing policy, facilitate collaboration among state housing agencies, serve as a resource to housing providers, and promote and support the production and preservation of housing that is affordable to all. DHCD accomplishes this through its programs, staff activities, and leadership of the Vermont Housing Council. Highlights of this year include the creation of a suite of materials to better educate small-scale landlords on their rights and responsibilities under Vermont law and

the writing of a new five-year Consolidated Plan, which was approved by HUD in July. The new Consolidated Plan was informed by a comprehensive housing needs assessment that was supported by all the state's housing agencies and is the most thorough assessment conducted since 2004.

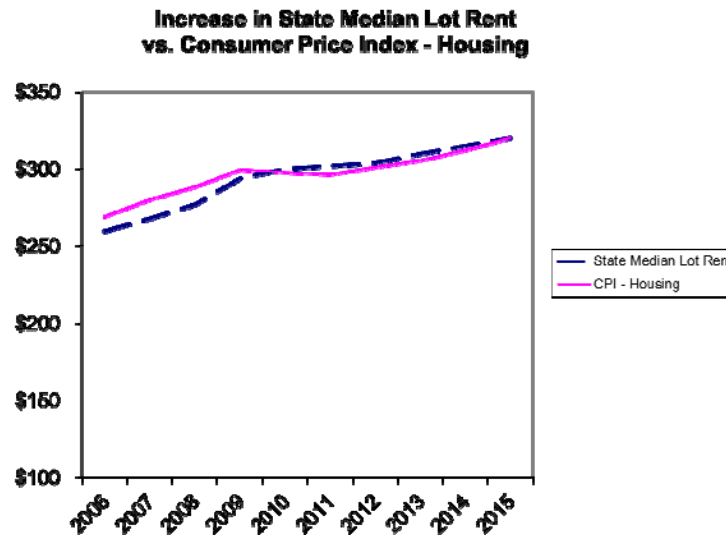
Mobile Home Park Program: The goal of this program is to ensure mobile home park residents understand their rights, which include protection from unjustified rent increases and loss of their homes as a result of the sale or closure of a park. To meet this goal, DHCD conducts an annual park registry, monitors rent increases and facilitates lot rent mediation, administers the First Stop grant, and oversees park sale and closure notifications. DHCD also works with its state partners including the Departments of Health and Environmental Conservation to support residents and owners of troubled parks.

DHCD also oversees the Champlain Housing Trust's Manufactured Housing Down Payment Assistance Loan Program and the Champlain Valley Office of Economic Opportunity (CVOEO) Mobile Home Program Cooperative Mobile Home Park Technical Assistance grant. To date, Champlain Housing Trust has made 56 loans that have allowed owners to replace old, inefficient units and mobile homes destroyed by flooding in 2011. In June, the program was extended another four years, until December 31, 2019, by reallocating funds originally designated for loan capital to support administrative costs. The Mobile Home Program Cooperative Technical Assistance grant was also extended by one year to June 30, 2016 without any additional funding. CVOEO cohosted cooperative training and networking events with the Champlain Housing Trust in May and October 2015; is developing a cooperative technical assistance manual; and assisted with four mobile home park conversions to cooperative ownership to date with more in the pipeline.

To determine if people are better off, DHCD tracks park resident's requests for assistance or support, monitors median rent increases, and compiles the park closures that result in the relocation of mobile homes. Together these measures ensure park residents continue to have safe, affordable housing.

- **Lot Rent Increases:** In 2015, any lot rent increase above 3.6% is eligible for mediation. Of 131 lot rent increases, 21 were eligible for mediation. None of these increases were disputed.
- **Park Closures:** This year, 10 parks were noticed for sale. When this occurs, all residents are offered meetings and support to help assure their rights are protected. Informational meetings were held at four parks. Residents may also consider purchasing the park and forming a coop.
- **Park Sales:** Vermont law requires park owners to offer a park for sale before closing it in order to sell the land. In 2015, the Evergreen Mobile Home Park in Pownal was noticed for sale due to a potential closure. DHCD convened a meeting with its partners to explore possible alternatives to closure, and facilitated an informational meeting for residents. Eventually, the park was sold to a private individual and has remained opened. The sale of two mobile home parks in Chittenden County, Shelburnewood Mobile Home Park in Shelburne and Farrington's Mobile Home Park in Burlington, increased the total of resident-owned parks to 10.

- **Outcomes:** DHCD tracks difference between median lot rent increases and increases in the consumer price index (CPI) to evaluate the effectiveness of its mobile home program. As shown in the graph below, rent increases over the last seven years have closely tracked increases in CPI.



HUD Consolidated Planning: Every five years the Consolidated Plan gathers citizen input and develops strategies and actions to ensure that HUD’s federal funds are used in a way that is consistent with state priorities and strategies. An updated and approved plan is required in order to apply \$10 million in federal funding through the CDBG, HOME, and Emergency Solutions Grants programs. These critical programs help provide decent and safe housing, assure a suitable living environment, and expand economic opportunities for Vermonters. The State’s latest five-year plan for the period 2015-2019 was approved by HUD in July. DHCD will complete its Annual Action Plan Update this winter and submit for HUD approval in May 2016.

Charitable Housing Investment Tax Credit: DHCD administers, in collaboration with the Tax Department, the charitable housing investment credit. The credit encourages private investment in affordable housing in Vermont by allowing investors to receive a tax credit on their state income taxes if they invest their funds with affordable housing organizations approved by DHCD as “housing charities” at below market rates. The housing charities reinvest the funds into affordable housing projects. Measures include the amount of investment leveraged, the amount spent on affordable housing projects and the cost to the state.

Performance varies somewhat from year to year as interest rates change and because outcomes depend upon individual investors' tax decisions. However, the credit is always based on no more than 3% of charitable investments and outstanding tax credit "certificates" are capped at \$5 million. The tax credit consistently serves as a highly efficient way of leveraging private investment.

HOUSING TAX CREDIT MEASURES	2012	2013	2014
Private investment	\$270,000	\$338,600	\$863,800
Amount spent on affordable housing projects	\$2,325,200	\$3,111,000	\$833,000
Cost to state	\$23,000	\$25,000	\$28,400

Dollars amounts rounded to the nearest \$100

Home Investment Partnerships Program (HOME): The intent of the federal HOME Program is to strengthen public-private partnerships and expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing for very low-income and low-income families. The State received \$3,002,167 in HOME funds in 2015. Retaining compliance and reporting responsibilities, DHCD subgrants the funds to the Vermont Housing and Conservation Board (VHCB) which administers the program. VHCB will use \$2,551,842 in state-wide project implementation funds to create new or rehabilitate existing affordable rental housing units, a minimum of \$450,325 is set aside for Community Housing Development Organizations (CHDOs), and up to 10% of that amount may be used for CHDO feasibility awards: Minimum CHDO set-aside of \$450,325 will be funded by December 2015 and the Maximum CHDO feasibility of \$45,033 will be funded by December 2015. Vermont continues to participate in a pilot project with HUD to consolidate property inspections where there are multiple federal sources involved in a project that all require separate inspections. This is part of an ongoing effort to streamline program requirements.

The HOME Program has been subject to drastic federal budget cuts and funding has declined by more than 25% over the last several years. VHCB is able to fund fewer projects, meaning fewer Vermont households have access to apartments they can afford. The accompanying decrease in administrative funding for the program places pressure on DHCD and VHCB's budgets, particularly given the program's increasingly strict monitoring and reporting requirements. Nonetheless, the program continues to be successful. As illustrated in the accomplishments below, the HOME program preserves or creates energy efficient homes for the lowest income families in Vermont, ensuring new and existing units are available and energy costs are reduced.

Accomplishments during this past program year (ending June 30, 2015):

- 9 community housing development organizations (CHDOs) serve the entire State;
- 53 multi-family units were preserved or created housing for;
 - 25 households at <30% area median income (AMI);

- 22 households >30%/<50% AMI;
- 6 households >50%/<80% AMI; and
- 116 units met Energy Star Rating.

Projected Accomplishments for FFY2016:

- 9 CHDOs will continue to serve the entire State;
- 45 multi-family units to be preserved or created housing:
 - 25 households at <30% area median income (AMI);
 - 17 households >30%/<50% AMI ;
 - 3 households >50%/<80% AMI; and
 - 32 units will meet Energy Star Rating.

Neighborhood Stabilization Program (NSP1 and NSP3): NSP funds were provided by HUD to address the housing foreclosure crisis through acquisition and redevelopment of foreclosed, blighted, and abandoned properties. These properties are brought back into use and made available to low and moderate income households. These are not ongoing programs. In 2009, the State received \$19.6 million in federal Neighborhood Stabilization funds (NSP1) and an additional \$5 million in 2011 (NSP3) to be used to buy and resell foreclosed single-family homes, multi-family foreclosed buildings to preserve affordable housing units, and to acquire and refurbish vacant, and abandoned buildings to create additional affordable housing units in targeted communities based on need. Oversight of this program by DHCD will continue in FY 2017.

Measures include the number of units acquired, sold and made permanently affordable as well as the number of households with new homes as shown below:

NSP1

- Acquisition of 53 single-family homes of which 52 units have been sold with permanent affordability covenants to households with an average of 76% of area median income;
- 54 units of multi-family housing have been preserved; and 34 new units have been completed and leased.
- The re-sale of the completed homes has generated Program Income in excess of \$6.9M, which has afforded the additional acquisition of homes and energy efficiency retrofits that ensure long-term sustainable affordability for the new homeowners.
- *Since 2009, the economic benefits from the construction of the homes include the employment of more than 864 contractors and professional service providers totaling more than 1321 workers.* Additionally, the resale of the homes has generated \$12,670,121 back into the economy.

- Loan repayments from the Canal House in Bellows Falls, one of the most significant projects funded by NSP, began on July 1, 2013. This loan generates \$9,925 in program income per month and enhances the amount of CDBG funds available for grants to communities. To date, DHCD has collected and reused \$248,203.
- The State will be working to close out the NSP1 grant in FY2017 as mandated by HUD once the remaining home is sold.

NSP3

- Acquisition of 21 homes of which 21 homes have been resold.
- *Since 2011, the economic benefits from the construction of the homes include the employment of over 372 contractors and professional service providers totaling 413 workers.* Additionally, the resale of the homes has generated \$5,314,409 back into the economy.
- The State will be working to close out the NSP3 grant as mandated by HUD in FY2017.

Vermont Community Development Program: Vermont receives an annual allocation of Community Development Block Grant (CDBG) funds from HUD which DHCD administers through the Vermont Community Development Program (VDCP). The goal of the program is to assist communities with a wide range of community, economic and housing needs through grants and loans. It is primarily intended to benefit low and moderate income individuals. A VCDP staff person is assigned to each of three regions of the state and provides technical assistance to municipalities, businesses, nonprofit organizations and housing developers. Like most federal housing and community development programs, CDBG has seen cuts and has been reduced from a high of \$9 million in 2010 to \$6.6 million. VCDP will receive \$6.6 million again this year. Requests for funding routinely exceed the amount available and forward commitment of CDBG funding is often used and encouraged by HUD to ensure critical, time sensitive projects can proceed. VCDP enhances the HUD allocation by approximately \$300,000 in annual Program Income receipts from a share of municipal loan repayments for economic development projects. An important feature of the program is that 97% of the VCDP allocation from HUD and Program Income goes directly to projects each year.

A nine-member board, appointed by the Governor and staffed by DHCD, makes funding recommendations to the Agency Secretary. Funding priorities are established in the HUD Consolidated Plan for Vermont. The top priorities are affordable housing and economic development. Public services and public facilities are also permissible uses of these funds.

HUD requires the program to report data to demonstrate the outcomes for each funded project. Some of the measures for housing include total number of rental units created and rehabilitated; total number of owner occupied units created and rehabilitated; number of affordable units created; number of units made Section 504 accessible; and number of units occupied by elderly. For economic development, measures include total number of jobs created and retained; number of low and moderate jobs created; and many others indicators. Measures for public service projects and public facility projects include number of persons with new or improved access to services; number of persons with service that is no longer substandard; and many other indicators.

In addition, VCDP measures overall program performance by annually compiling program level information. A small sample of the results for the last four federal fiscal years is below.

VCDP MEASURES	FFY 2012	FFY 2013	FFY 2014	FFY2015
Communities/projects receiving technical assistance	98	87	83	85
Projects/grants funded	27	21	19	22
Funding awarded	\$6.7M	\$6.3M	\$6.6M	\$8 M
Funding leveraged	\$55M	\$48M	\$68M	\$60 M
Housing units created or preserved	282	218	353	501
Jobs created or retained	9	11	0	0
Persons benefiting from increased access or services	6,388	2,749	6,776	2,401
Communities receiving urgent need or blight assistance	0	1	0	1
Communities receiving grant assistance for planning	3	5	4	8

As the result of a special federal appropriation in CDBG Disaster Recovery funding for states with declared disaster areas, VCDP applied for and received an additional allocation of \$21.7 million in FFY2012 and \$17.9 million in FFY2013. VCDP has obligated over \$38 million of the CDBG Disaster Recovery funding to projects assisting a broad range of recovery activities including: housing recovery, property “buyouts,” community infrastructure repair and planning and direct business assistance through grants, loans and financial counseling. During the next fiscal year, full obligation of the remaining \$2 million is expected. HUD requires that 80% of these funds be awarded to Washington, Windsor and Windham counties and that at least 50% of the funds must directly benefit low and moderate income persons. A brief summary of accomplishments to date that have been critical to helping Vermonters recover and build back stronger, and more resilient are outlined below:

- 160 Business Assistance Grants to business impacted by flooding, helping damaged businesses stay in business, saving and creating hundreds of jobs, including the reopening of a grocery store in Johnson and a childcare center in Waterbury.
- Re-location and rebuilding of four municipal office buildings severely damaged by flooding and the rehabilitation of the Brandon Town Office and the stabilization of severe erosion impacting the Reasboro Fire Department.
- Infrastructure projects including rehabilitation and installation of sewer, water and drainage systems; replacement of damaged culverts; repair of damaged bridge; and floodproofing or relocating roads.
- Provided planning, engineering and implementation funding for Wilmington and Warren Downtown Revitalization and Main Street improvements.
- Assisted in the “buyout” of 136 homes & businesses destroyed by flooding, establishing 17 recreation areas & parks, and supporting the rehabilitation of 27 homes damaged by flooding.

- Replaced 55 units of senior affordable housing, developed 27 new affordable housing replacement units, stabilized five homes from hillside erosion and assisted in floodproofing 30 affordable apartments in Brattleboro.
- Provided planning funds to four communities to relocate critical police, fire and emergency services out of the floodplain; 11 communities to identify flood damaged culverts; one Community Economic Resilience Plan and flood studies for the Mad and Winooski Rivers.

Grants Management Program: The Grants Management Division assures municipalities, developers, attorneys, consultants and program staff comply with the federal regulations related to programs administered by DHCD and its partners. The Division conducts onsite monitoring, provides technical assistance and audits the performance of grantees and developers to ensure compliance and provide agency-wide grants management oversight. It serves as the main point of contact with HUD and oversees reporting for over \$120 million in programs including the Community Development Block Grant program (CDBG), Community Development Block Grant Disaster Recovery Programs (CDBG-DR1 and CDBG-DR2), Neighborhood Stabilization Programs (NSP1 and NSP3), the HOME Investment Partnerships Program (HOME), HUD Special Purpose Grants, and Historic Preservation Grants. Compliance areas include environmental review, eligible activities, financial management, single audit, fair housing, contracts, procurement, Davis-Bacon Labor Standards, timeliness of expenditures and meeting the National Objective (beneficiaries) for each program.

A significant increase in federal oversight and reporting requirements like the new Uniform Guidance (effective as of December 26, 2014) and the pre-award risk assessments have increased the work and responsibilities of the Division. As a result, DHCD requested and received approval for two additional staff for Disaster Recovery as limited service positions, funded by the federal CDBG-DR grant. Both of the positions are now filled and focus on financial management and subrecipient oversight.

Community Planning and Revitalization (CP+R)

Division for Community Planning and Revitalization (CP+R): Vermont's distinctive sense of place is tied to its primary land use planning goal: to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside. Through collaboration with an expanding list of partners, the CP+R Division works to provide communities with the tools and resources needed to further this goal.

State Designation Programs: CP+R administers the State's designation programs (Downtowns, Village Centers, New Town Centers, Growth Centers and Neighborhood Development Areas) which support the compact urban centers piece of Vermont's land use goals. Communities continue to see the value in the various designations and work with staff to meet the program requirements.

Applications for designation are reviewed and approved by the Downtown Development Board. Upon designation, communities receive specialized training and technical assistance from CP+R staff as well as development incentives such as access to downtown tax credits,

reallocated sales taxes, and downtown transportation fund grants; priority state grant consideration; waived or lowered permit fees; and streamlined Act 250 requirements.

- **Downtowns** (24 total, 1 new designation expected in 2016). This program provides grants, tax credits and technical assistance to keep Vermont's historic, regional centers of commerce strong and vital. This designation focuses on revitalization of existing centers.
- **Village Centers** (121 total, 5 new designations added in 2015, 8 new designations expected in 2016). Similar to the downtown program, this program provides training and tax credits to help Vermont's smaller centers thrive. This designation focuses on revitalization of existing centers. The number of designated villages has increased by 30% (93 to 121) in 3 years.
- **New Town Centers** (2 total, 1 application to expand the designation is expected in 2016). This program is designed to help communities without traditional centers plan and develop them. The program is supporting South Burlington's work to create new housing and retail opportunities at the University Mall property.
- **Growth Centers** (6 total, no new designations added in 2015). Not all development fits in traditional centers, and this program helps communities plan for orderly growth in areas of land that surround a designated downtown or new town center. Data shows that the program is achieving its goal to concentrate the majority of new development within the designated growth center, which helps reduce pressure to develop Vermont's farms and forests.
- **Neighborhood Development Areas** (5 total, 4 new designations expected in 2016). This program provides regulatory benefits and reduced fees for new housing in areas within walking distance of a designated downtown, village or new town center. In 2015, the program shaved months off state permit timelines and reduced the cost to develop over 400 housing units in Chittenden County.

Downtown and Village Tax Incentives: A benefit of downtown and village center designation, this program spurs investments in traditional commercial centers and provides incentives to encourage investments that make existing buildings safe and accessible. In 2015, \$2.37 million in state tax incentives for 27 projects will support nearly \$40 million in downtown and village center construction and rehabilitation projects. These credits will help rehabilitate the abandoned railroad building on Depot Avenue in Windsor for use as a community arts and performance center, convert a former theater in Vergennes into commercial space and housing, address key life-safety requirements related to brownfield and asbestos contaminations at the Marble Museum in Proctor, and offset the cost of energy efficiency and code improvements at the historic Darling Inn of Lyndonville and the Pythian Block in St. Johnsbury. Two sales tax reallocations were awarded to support public infrastructure improvements associated with the redevelopment of a downtown parking lot to create new housing and a transit center in Montpelier and construct a 90-room hotel in the heart Winooski.

Downtown Transportation Fund: This program supports revitalization efforts in Designated Downtowns by making these areas more pedestrian, bike and transit friendly. This year 13 communities requested \$919,043 in funds for the \$388,245 available. The communities of Windsor, Bristol, Rutland, Waterbury and Barre won grants to make transportation-related capital improvements, including bike paths, sidewalks and landscaping. Since FY99, the fund has invested \$5.1 million to support 99 projects leveraging over \$36.9 million in funding for designated downtowns.

CP&R Partnerships in 2015 leveraged over \$3M in new funding to support local community planning and revitalization efforts:

- \$200,000 pilot collaboration with the Agency of Transportation to help Rutland and West Rutland, the Mad River Valley communities, and the City of Vergennes to plan transportation investments that support community revitalization.
- \$160,000 funding partnership with Green Mountain Power to install DC Fast Charging stations in Brattleboro, Bristol, Bennington and St. Albans.
- \$400,000 grant submitted with Agency of Natural Resources to the U.S. Environmental Protection Agency to continue to help clean up sites and redevelop sites in designated downtowns and villages.
- \$245,000 grant U.S. Forest Service Grant partnership with Agency of Natural Resources to plant trees and make green infrastructure improvements along roads in downtowns and villages within the Lake Chaplain watershed.
- \$500,000 grant from the U.S. Chamber of Commerce to implement the Vermont Economic Resiliency Initiative (VERI), a statewide project to minimize the impacts of floods on the state's economy.
- \$1,500,000 in U.S. Housing and Urban Development disaster recovery funding to help communities implement the community revitalization plans developed by the Division's Vermont Downtown Action Team (V-DAT). These teams helped eight communities develop plans and strategies to speed their recovery from Tropical Storm Irene.

Community Planning: CP+R also provides technical assistance to local and regional officials integrating planning with community revitalization and economic development, working closely with the Regional Planning Commissions (RPCs) and other agencies within state government. Program outcomes include:

- Released the new Planning Manual, last overhauled in 1988, with up-to-date guidance to help 5,000 local volunteers develop clear, concise, and effective plans and make their communities more vibrant, healthy, and dynamic places to live, work, and invest.
- Provided on site meetings and technical assistance to over 100 communities from St. Albans and Bennington to Burke and Poultney.
- Completed the Vermont Economic Resiliency Initiative (VERI) in partnership with the Agencies of Natural Resources and Transportation and three Regional Planning Commissions. This project provides detailed analysis and recommendations to help businesses in Barre City and Town, Brandon, Brattleboro, Enosburg Town and Village, and Woodstock quickly bounce back from future disasters, and describes a process which can be used to develop similar analysis in other areas.
- Administered \$2.9M in Regional Planning Commission work plans focused on helping cities and towns prepare for future disasters and updating 11 regional plans for compliance with statute.
- Lead the Vermont Village Greens Initiative, in collaboration with the University of Vermont, the Agency of Natural Resources and the Preservation Trust of Vermont, to raise awareness and revitalize village greens across the state.
- Produced new Act 250 guidance, along with the Agency of Natural Resources and the Natural Resources Board, to reduce the impacts of strip development.

Municipal Planning Grants (MPG): CP+R also administers the MPG program, which helps local leaders tackle issues facing their towns, like where to locate new housing, how best to protect the community from floods, and how to bring needed infrastructure to support new businesses and economic vitality. Last year, competition for MPG grants was fierce with 72 proposals requesting \$770,000 from communities across the state. Grants, totaling \$478,000, were awarded to 45 cities and towns to support local leaders as they create a vision and build consensus on how to make the places they call home stronger.

Historic Preservation

The Division for Historic Preservation (VDHP) ensures the identification, preservation, rehabilitation, interpretation, and promotion of historic resources. As vibrant components of Vermont's heritage, the state's historic resources shape our distinctive character and comprise key assets in all communities, including historic downtowns and village centers, historic agricultural and working landscapes, and important archeological sites spanning 13,000 years of our state history. VDHP encourages preservation projects and activities through local and statewide partnerships, educational outreach, national and state register listings, grant and tax credit programs, and State-owned historic sites. VDHP's operations, excluding the State-owned historic sites, are partially funded by the Historic Preservation Grant Fund provided annually through Congressional appropriations to the National Park Service.

Program outcomes in 2015 include the following:

- **National Register:** Nine nominations were successfully processed, with more than 12,000 properties listed statewide since 1966. To date, 191 historic districts, which convey the story of Vermont's downtowns and villages, are listed on the National Register of Historic Places and include 10,488 buildings, sites, objects, and structures.
- **Barn Grants:** Begun in 1992 and funded through the Capital Budget, this is the oldest state barn grant program in the country. Cumulatively, it has provided over \$3 million in grants to help repair and restore 368 historic barns and agricultural outbuildings. In 2015, the Vermont Advisory Council on Historic Preservation (ACHP), awarded 21 matching grants totaling \$247,134 to aid in the restoration and maintenance of significant buildings that contribute to Vermont's agricultural history. Thirty-two applications were reviewed with funding requests totaling \$378,559.00. Recipients of the competitive grants include Lemax farm in Hartland, Peaslee Vermont Potatoes in Guildhall, Irish Farm in Jericho, Silver Street Alpaca Farm in Monkton, Elkins Tavern in Peacham, the Robinson Homestead Sears-kit barn, and the Durkee Homestead in Tunbridge, among others.
- **Historic Preservation Grants:** Begun in 1986 and funded through the Capital Budget, this program has provided nearly \$4.5 million in grants for the revitalization of significant community buildings such as town halls, museums, theaters, libraries, recreation centers and other municipal resources over 550 historic buildings. In 2015, ACHP awarded 18 Historic Preservation grants to municipalities and non-profit organizations for the rehabilitation of historic civic buildings. This year's awarding of \$253,220 in matching grants demonstrated that historic preservation is an essential tool for community renewal, economic development, and job

growth. Grants are competitive, with 40 applications reviewed with funding requests totaling \$1.8 million. Awarded projects include roof and foundation repairs, restoration of woodwork and windows, repointing and cleaning of brick and marble, and replacement of deteriorated siding and shingles. Grant recipients include the Old White Meeting House in South Hero, Peacham Congregational Church, Longfellow School in Rutland, Fairbanks Museum in St. Johnsbury, Fletcher Free Library in Burlington, Abbott Memorial Library in South Pomfret, and the 1887 Taylor Park Fountain in St. Albans, among others. This year, grant funding will leverage approximately \$880,000 in other funding.

- **Federal Rehabilitation Investment Tax Credits:** This past year, 21 projects received \$9 million in tax incentives resulting in more than \$45 million in qualified rehabilitation investment through the employment of contractors and purchasing of materials. Among these was the completion of a \$22 million project to rehabilitate the Brooks House in Brattleboro after a devastating fire in 2011. The re-opened building in the heart of downtown Brattleboro now provides market-rate housing, retail and restaurant space, and serves as the local satellite campus for the Community College of Vermont and Vermont Technical College. Two other notable projects were completed this year in key historic buildings in downtown Barre and Morrisville. Standing on a prominent lot next to the Barre Opera House and across from City Hall Park, the A. C. Blanchard Block (1904) was designed by Vermont architect Lambert Packard. This \$4.5 million project brought 48,000 square feet of quality retail and office space to the downtown. In Morrisville, an entire block of Main Street that includes two historic buildings (the 1910 Champoux Block and the 1949 Ferris Block), formerly Arthurs Department Store, was rehabilitated for mixed-use commercial and housing. The project included 18 units of mixed-income housing and 3,000 square feet of commercial space. A total of 16 projects this year included creation or rehabilitation of housing units. These include 121 units of housing, 100 of which are affordable.
- **Certified Local Government (CLG):** This program helps 14 communities survey, protect and use local historic resources by supporting the active role of local preservation commissions. Supported by federal funding totaling \$57,594, the eight CLG projects for 2015 assisted with digital mapping of historic resources in Burlington, updating the Calais Town Hall preservation plan, expanding Montpelier's Historic District, updating Shelburne's design guidelines, reprinting the walking tour brochures for Bellows Falls and the Rockingham Meetinghouse, nomination of Advent Camp in White River Junction, and surveying historic resources in Bartonville, Brockways Mills and Cambridgeport.
- **Project Reviews:** VDHP reviewed and consulted on approximately 2,000 development projects receiving federal or state funds, permits, or licenses for their potential impacts to historic buildings and structures, historic districts, historic landscapes and settings, and known or potential archaeological resources. VDHP staff processed 163 projects under Criterion 8 of Act 250 and 333 projects under 22 VSA, with a 96% completion rate within 30 days. VDHP reviewed over 300 solar, hydro and wind installations that are required to seek a Certificate of Public Good from the Public Service Board. The majority of these projects are ground-mounted solar facilities on rack systems or tracker framework. The number of renewable energy projects reviewed in 2015 was lower than in 2014 due to the sunset of a state tax credit through the Small Scale Renewable Energy Incentive Program that provided credits for

small projects (under 15Kv). However, the size, scale and scope of this past year's projects are exponentially larger (many 150Kv up to 5MW systems) requiring significantly more staff time to review than in previous years. Projections indicate the volume of this type of project will continue to grow over the next few years as the State moves towards meeting long-term renewable energy mandates established by the administration.

- **Vermont Archeology Heritage Center (VAHC):** The center opened in September 2012 and occupies 1,850 square feet at the Vermont History Center in Barre most of which is devoted to the curation of archaeological artifacts and archives dating to all time periods of Vermont's 13,000-year human past, with a small area for office, research, and museum space. The curated collection contains information on more than 700 archaeological sites in 1,850 archival boxes that house millions of artifacts. VAHC provides unique opportunities to educate communities, teachers, students, researchers, and the interested public about Vermont's archaeological history. In FY15, 525 visitors and researchers toured and attended workshops at VAHC – more than double the number of visitors in FY14. Since its opening in 2012, VAHC has hosted 847 visitors. VAHC also serves as the headquarters for Vermont Archaeology Month (VAM), which is held every September. VAM celebrated its 20th anniversary in 2015, with 39 events hosted across the state for 1,955 participants. Events included lectures, demonstrations, hands-on workshops and the 20th annual Atlatla Championship.

VDHP annually measures various aspects of its program for the National Park Service (NPS), which provides funding for staff salaries, surveys, comprehensive preservation studies, National Register nominations, educational materials, tax incentive projects, federal reviews under Section 106, as well as architectural plans and studies necessary for the preservation of historic properties. All these activities must meet the NPS standards. A sampling of the measures used by the NPS to evaluate the successful implementation of Vermont's statutory responsibilities set forth in the National Historic Preservation Act for the identification of historic properties, comprehensive preservation planning, and consultation on the effects of federal projects are:

FEDERAL ENVIRONMENTAL REVIEWS COMPLETED	2011	2012	2013	2014	2015
Properties meeting National Register criteria for which a written eligibility opinion is provided	64	107	428	181	544
Properties <u>not</u> meeting National Register criteria for which a written eligibility opinion is provided	29	136	53	84	102
Findings of "No Properties" and /or "No Effect" on which written opinions are provided	1122	2036	1420	1879	1281
Other findings of "Effect" on which written opinions are provided	207	4440	488	144	191
Memoranda of agreement signed	6	0	8	27	3

Programmatic agreements signed	1	1	1	0	1
--------------------------------	---	---	---	---	---

State-owned Historic Sites: The State-owned Historic Sites connect visitors to the places where Vermont's history happened. There are thirteen sites comprised of 84 buildings and structures open to the public, including the homes of Presidents Chester A. Arthur and Calvin Coolidge, two nationally recognized Revolutionary War sites, three architecturally significant buildings representing design and construction from the first half of the 19th century, and the iconic Bennington Battle Monument, the tallest structure in the State of Vermont. Revenues from admissions, gift shop sales, donations, and rentals provide 45% of the sites' budget. More than 50,000 visitors toured the Vermont State Historic Sites during the 2015 season, which runs from April to October.

STATE FISCAL YEAR	ATTENDANCE	ADMISSIONS RECEIPTS	GIFT SHOP RECEIPTS
FY16	50,756	\$197,209	\$205,879
FY15	51,285	\$212,523	\$169,698
FY14	49,694	\$212,893	\$204,437
FY13	64,474	\$190,387	\$207,109
FY12	60,408	\$159,888	\$171,599
FY11	62,445	\$178,054	\$207,504

VDHP also owns two metal lattice bridges, five covered bridges, and the Forestdale iron blast furnace, as well as serving as custodian of all underwater sites under Vermont waters, including exceptional historic shipwrecks. Nine of these are open to recreational divers as Vermont's Underwater Historic Preserve.

FISCAL YEAR 2017 BUDGET DEPARTMENT PROGRAM PROFILE										
DEPARTMENT:	HOUSING AND COMMUNITY DEVELOPMENT									
	Name and brief narrative description of program (not to exceed 2 sentences for each)	GF \$\$	TF \$\$	Spec F (incl tobacco) \$\$	Fed F \$\$	ARRA \$\$	All other funds \$\$	Total funds \$\$	Authorized Positions	Amounts granted out
ADMINISTRATION										
FY 2015 expenditures	Oversees the human, technical and financial resources of the Department. The Commissioner and Deputy Commissioner represent the Governor and Agency Secretary on a number of boards and commissions.	437,295			51,428			488,723	4	
FY 2016 estimated expenditures		444,858			100,910			545,768	4	
FY 2017 budget request		502,778			84,080			586,858	4	
COMMUNITY DEVELOPMENT										
FY 2015 expenditures	Administers and helps municipalities participate in the Vermont Community Development Program (federal Community Development Block Grant program) which funds over \$6 million of housing, economic development, public facility and public services projects. In FY2017, will continue to administer CDBG Disaster Recovery funding to help communities recover from Tropical Storm Irene.	341,702		344,722	415,951			1,102,375	6	349,722
FY 2016 estimated expenditures		318,456		500,500	363,128			1,182,084	6	500,000
FY 2017 budget request		287,535		400,000	389,839			1,077,374	5	400,000
COMMUNITY PLANNING & REVITALIZATION										
FY 2015 expenditures	Provides training, technical assistance and funding to municipalities in support of planning, downtown revitalization and Smart Growth. Administers \$2.4M in grants, tax credits and sales tax reallocations; designation programs, municipal planning grants and funding for the 11 regional planning commissions.	451,019		3,305,403	341,514		120,577	4,218,513	6	747,448
FY 2016 estimated expenditures		460,852		3,395,974	91,022		88,082	4,035,930	6	555,564
FY 2017 budget request		549,125		3,396,899			50,000	3,996,024	5	507,482
GRANTS MANAGEMENT										
FY 2015 expenditures	Assists grantees in compliance with requirements of federal programs administered by the Agency; CDBG, Disaster Recovery, Neighborhood Stabilization Programs, HOME, and Historic Preservation grants. Responsible for monitoring compliance and reporting to HUD and OMB for federal awards currently in excess of \$70 million.	212,302			311,506			523,808	7	
FY 2016 estimated expenditures		177,696			540,316			718,012	7	
FY 2017 budget request		205,109			523,655			728,764	7	
HISTORIC PRESERVATION										
FY 2015 expenditures	Assists people in interpreting, protecting and enhancing VT's architectural, historic and archeological resources by coordinating public and private preservation efforts and administering federal and state programs.	340,404		4,978	636,108		26,800	1,008,290	10	57,024
FY 2016 estimated expenditures		364,331		62,050	697,365		39,000	1,162,746	10	57,403
FY 2017 budget request		378,210		57,500	745,490		47,349	1,228,549	10	120,547
HOUSING										
FY 2015 expenditures	Coordinates state housing policy through Vermont Housing Council and HUD Consolidated Plan. Administers statutory requirements of the mobile home park program. Administers Charitable Housing Tax Credit and oversees HOME and NSP programs.	154,903		98,321	284,431		5,000	542,655	2	320,679
FY 2016 estimated expenditures		165,015		78,000	271,814			514,829	2	329,020
FY 2017 budget request		94,277		79,500	281,799			455,576	2	329,184

FISCAL YEAR 2017 BUDGET										
DEPARTMENT PROGRAM PROFILE										
DEPARTMENT:	HOUSING AND COMMUNITY DEVELOPMENT									
	Name and brief narrative description of program (not to exceed 2 sentences for each)	GF \$\$	TF \$\$	Spec F (incl tobacco) \$\$	Fed F \$\$	ARRA \$\$	All other funds \$\$	Total funds \$\$	Authorized Positions	Amounts granted out
HISTORIC SITES										
FY 2015 expenditures	Owns, maintains, interprets and operates 24 historic sites with 84 buildings, and 9 underwater preserves,	575,999		434,842			11,653	1,022,494	5	
FY 2016 estimated expenditures	to encourage the discovery and appreciation of the state's rich heritage. Ten sites are staffed and open to the public.	604,832		494,208			15,000	1,114,040	5	
FY 2017 budget request		606,272		489,660			10,092	1,106,024	5	
COMMUNITY DEV BLOCK GRANT										
FY 2015 expenditures	Annual federal block grant fund from HUD which DHCD allocates to municipalities through its VCDP.				4,874,107			4,874,107		4,874,107
FY 2016 estimated expenditures	Provides financial and technical assistance to address local needs and priorities in the areas of housing, economic development, and public facilities and services for persons of lower income.				6,174,938			6,174,938		6,174,938
FY 2017 budget request					6,249,045			6,249,045		6,249,045
COMMUNITY DEV BLOCK GRANT-DISASTER RECOVERY 1 AND 2										
FY 2015 expenditures					5,803,595			5,803,595		5,813,595
FY 2016 estimated expenditures	Federal disaster recovery funding for housing, economic revitalization and community infrastructure.							0		
FY 2017 budget request								0		
DOWNTOWN TRANSP. & CAP. IMP. FUND										
FY 2015 expenditures	Matching grants to municipalities in designated downtowns for transportation-related infrastructure improvements that support economic development.			249,712				249,712	1	181,316
FY 2016 estimated expenditures				423,966				423,966	1	335,151
FY 2017 budget request				429,479				429,479	1	335,151
	Total Department									
	FY 2015 expenditures	2,513,624	0	4,437,978	12,718,640	0	164,030	19,834,271	41	12,343,891
	FY 2016 estimated expenditures	2,536,040	0	4,954,698	8,239,493	0	142,082	15,872,313	41	7,952,076
	FY 2017 budget request	2,623,306	0	4,853,038	8,273,908	0	107,441	15,857,693	39	7,941,409

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Rollup Report

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages	2,460,852	2,620,022	2,620,022	2,567,099	(52,923)	-2.0%
Fringe Benefits	1,080,426	1,227,562	1,227,562	1,282,959	55,397	4.5%
Contracted and 3rd Party Service	3,136,793	3,083,667	3,083,667	3,066,667	(17,000)	-0.6%
PerDiem and Other Personal Services	6,906	7,600	7,600	23,130	15,530	204.3%
Budget Object Group Total: 1. PERSONAL SERVICES	6,684,977	6,938,851	6,938,851	6,939,855	1,004	0.0%

Budget Object Group: 2. OPERATING

Budget Object Rollup Name						
Equipment	33,221	34,533	34,533	31,780	(2,753)	-8.0%
IT/Telecom Services and Equipment	50,309	63,074	63,074	56,976	(6,098)	-9.7%
Travel	61,844	114,819	114,819	93,206	(21,613)	-18.8%
Supplies	77,358	100,358	100,358	94,765	(5,593)	-5.6%
Other Purchased Services	177,263	178,604	178,604	184,230	5,626	3.1%
Other Operating Expenses	163,997	141,279	141,279	186,437	45,158	32.0%
Rental Other	13,467	15,583	15,583	20,200	4,617	29.6%
Rental Property	27,408	85,682	85,682	69,870	(15,812)	-18.5%
Property and Maintenance	132,139	158,639	158,639	144,637	(14,002)	-8.8%
Budget Object Group Total: 2. OPERATING	737,007	892,571	892,571	882,101	(10,470)	-1.2%

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Rollup Report

Budget Object Group: 3. GRANTS

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Grants Rollup	1,484,873	1,441,987	1,441,987	1,357,213	(84,774)	-5.9%
Budget Object Group Total: 3. GRANTS	1,484,873	1,441,987	1,441,987	1,357,213	(84,774)	-5.9%
Total Expenses	8,906,858	9,273,409	9,273,409	9,179,169	(94,240)	-1.0%

Fund Name						
General Funds	2,513,624	2,536,040	2,536,040	2,623,306	87,266	3.4%
Special Fund	4,188,266	4,530,732	4,530,732	4,423,559	(107,173)	-2.4%
Federal Funds	2,040,938	2,064,555	2,064,555	2,024,863	(39,692)	-1.9%
IDT Funds	164,030	142,082	142,082	107,441	(34,641)	-24.4%
Funds Total	8,906,858	9,273,409	9,273,409	9,179,169	(94,240)	-1.0%

Position Count				38	
FTE Total				37.69	

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages							
Description	Code						
Classified Employees	500000	2,460,231	2,107,178	2,107,178	2,037,958	(69,220)	-3.3%
Exempt	500010	0	322,067	322,067	325,956	3,889	1.2%
Temporary Employees	500040	0	204,345	204,345	217,311	12,966	6.3%
Overtime	500060	621	0	0	0	0	0.0%
Vacancy Turnover Savings	508000	0	(13,568)	(13,568)	(14,126)	(558)	4.1%
Total: Salaries and Wages		2,460,852	2,620,022	2,620,022	2,567,099	(52,923)	-2.0%

Fringe Benefits								
Description	Code							
FICA - Classified Employees	501000	182,260	161,194	161,194	155,909	(5,285)		-3.3%
FICA - Exempt	501010	0	24,637	24,637	24,934	297		1.2%
Health Ins - Classified Empl	501500	458,050	524,118	524,118	550,146	26,028		5.0%
Health Ins - Exempt	501510	0	44,102	44,102	69,802	25,700		58.3%
Retirement - Classified Empl	502000	368,133	360,540	360,540	369,659	9,119		2.5%
Retirement - Exempt	502010	0	43,048	43,048	36,423	(6,625)		-15.4%
Dental - Classified Employees	502500	27,785	35,785	35,785	28,223	(7,562)		-21.1%
Dental - Exempt	502510	0	3,976	3,976	3,321	(655)		-16.5%
Life Ins - Classified Empl	503000	6,559	6,539	6,539	6,075	(464)		-7.1%
Life Ins - Exempt	503010	0	272	272	556	284		104.4%
LTD - Classified Employees	503500	1,114	853	853	355	(498)		-58.4%
LTD - Exempt	503510	0	738	738	750	12		1.6%
EAP - Classified Empl	504000	1,104	1,075	1,075	1,023	(52)		-4.8%
EAP - Exempt	504010	0	120	120	121	1		0.8%
Workers Comp - Ins Premium	505200	22,678	8,438	8,438	12,485	4,047		48.0%
Unemployment Compensation	505500	12,129	11,280	11,280	22,330	11,050		98.0%
Catamount Health Assessment	505700	615	847	847	847	0		0.0%
Total: Fringe Benefits		1,080,426	1,227,562	1,227,562	1,282,959	55,397	110	4.5%

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

						Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Contracted and 3rd Party Service		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget		
Description	Code						
Contr&3Rd Pty-Educ & Training	507350	5,000	0	0	0	0	0.0%
Contr-Compsoftware-Sysdevelop	507553	106,262	59,000	59,000	49,000	(10,000)	-16.9%
Advertising/Marketing-Other	507563	11,234	0	0	0	0	0.0%
Other Contr and 3Rd Pty Serv	507600	3,014,297	3,024,667	3,024,667	3,017,667	(7,000)	-0.2%
Total: Contracted and 3rd Party Service		3,136,793	3,083,667	3,083,667	3,066,667	(17,000)	-0.6%

PerDiem and Other Personal Services							
Description	Code						
Per Diem	506000	6,850	7,600	7,600	8,000	400	5.3%
Other Pers Serv	506200	0	0	0	15,130	15,130	0.0%
Service of Papers	506240	56	0	0	0	0	0.0%
Total: PerDiem and Other Personal Services		6,906	7,600	7,600	23,130	15,530	204.3%

Total: 1. PERSONAL SERVICES	6,684,977	6,938,851	6,938,851	6,939,855	1,004	0.0%
-----------------------------	-----------	-----------	-----------	-----------	-------	------

Budget Object Group: 2. OPERATING

Equipment							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	15,008	14,500	14,500	19,480	4,980	34.3%
Hw - Printers,Copiers,Scanners	522217	160	0	0	0	0	0.0%
Other Equipment	522400	12,931	17,533	17,533	8,500	(9,033)	-51.5%
Furniture & Fixtures	522700	5,122	2,500	2,500	3,800	1,300	52.0%
Total: Equipment		33,221	34,533	34,533	31,780	(2,753)	-8.0%

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

						Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
IT/Telecom Services and Equipment		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget		
Description	Code						
Tele-Internet-Dsl-Cable Modem	516626	1,351	2,000	2,000	2,000	0	0.0%
Telecom-Data Telecom Services	516651	233	233	233	235	2	0.9%
Telecom-Long Distance Service	516655	261	2,000	2,000	4,750	2,750	137.5%
Telecom-Conf Calling Services	516658	893	1,300	1,300	1,450	150	11.5%
Telecom-Wireless Phone Service	516659	4,000	4,926	4,926	4,637	(289)	-5.9%
It Intsvccost-Vision/Isdassess	516671	2,285	2,471	2,471	2,506	35	1.4%
It Intsvccost- Dii - Telephone	516672	13,259	13,557	13,557	13,361	(196)	-1.4%
It Inter Svc Cost User Support	516678	11,183	17,488	17,488	12,792	(4,696)	-26.9%
Hw - Other Info Tech	522200	1,305	2,360	2,360	2,360	0	0.0%
Hardware-Telephone User Equip	522219	195	1,250	1,250	3,600	2,350	188.0%
Software - Other	522220	1,898	3,183	3,183	3,594	411	12.9%
Software - Office Technology	522221	672	750	750	1,000	250	33.3%
Sw-Database&Management Sys	522222	6,236	6,800	6,800	0	(6,800)	-100.0%
Software-Gis	522223	2,280	2,356	2,356	4,691	2,335	99.1%
Hw-Personal Mobile Devices	522258	4,258	2,400	2,400	0	(2,400)	-100.0%
Total: IT/Telecom Services and Equipment		50,309	63,074	63,074	56,976	(6,098)	-9.7%

Other Operating Expenses							
Description	Code						
Single Audit Allocation	523620	47,725	14,400	14,400	49,504	35,104	243.8%
Registration & Identification	523640	305	260	260	350	90	34.6%
Taxes	523660	7,990	8,619	8,619	9,000	381	4.4%
Bank Service Charges	524000	15	0	0	6,800	6,800	0.0%
Reimbursement of Petty Cash	525050	7	0	0	0	0	0.0%
Cost of Stock Items Sold	525290	107,956	118,000	118,000	120,783	2,783	2.4%
Total: Other Operating Expenses		163,997	141,279	141,279	186,437	45,158	32.0%

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

		Difference Between FY2017 Governor's Recommend and FY2016 As Passed						Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Other Purchased Services		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget			
Description	Code							
Insurance Other Than Empl Bene	516000	21,993	25,901	25,901	27,489	1,588	6.1%	
Insurance - General Liability	516010	20,022	5,603	5,603	5,521	(82)	-1.5%	
Dues	516500	15,455	16,406	16,406	15,960	(446)	-2.7%	
Licenses	516550	65	0	0	0	0	0.0%	
Telecom-Mobile Wireless Data	516623	5,320	5,610	5,610	6,350	740	13.2%	
Telecom-Telephone Services	516652	8,666	8,119	8,119	4,950	(3,169)	-39.0%	
It Int Svc Dii Allocated Fee	516685	44,102	42,398	42,398	40,953	(1,445)	-3.4%	
Advertising-Print	516813	9,372	6,875	6,875	10,000	3,125	45.5%	
Advertising-Web	516814	358	150	150	500	350	233.3%	
Advertising-Other	516815	15,655	30,740	30,740	27,460	(3,280)	-10.7%	
Advertising - Job Vacancies	516820	2,956	1,500	1,500	1,500	0	0.0%	
Client Meetings	516855	339	500	500	500	0	0.0%	
Printing and Binding	517000	661	2,455	2,455	3,275	820	33.4%	
Printing & Binding-Bgs Copy Ct	517005	566	1,128	1,128	828	(300)	-26.6%	
Printing-Promotional	517010	3,549	4,700	4,700	3,000	(1,700)	-36.2%	
Photocopying	517020	0	3,300	3,300	2,225	(1,075)	-32.6%	
Registration For Meetings&Conf	517100	8,859	10,759	10,759	11,784	1,025	9.5%	
Training - Info Tech	517110	0	500	500	500	0	0.0%	
Postage	517200	842	1,280	1,280	1,535	255	19.9%	
Postage - Bgs Postal Svcs Only	517205	3,276	5,275	5,275	4,970	(305)	-5.8%	
Freight & Express Mail	517300	760	905	905	1,005	100	11.0%	
Instate Conf, Meetings, Etc	517400	652	0	0	0	0	0.0%	
Other Purchased Services	519000	9,981	4,500	4,500	13,925	9,425	209.4%	
Moving State Agencies	519040	3,815	0	0	0	0	0.0%	
Total: Other Purchased Services		177,263	178,604	178,604	184,230	5,626	3.1%	

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

						Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Property and Maintenance		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget		
Description	Code						
Water/Sewer	510000	16,576	12,875	12,875	14,000	1,125	8.7%
Rubbish Removal	510210	4,998	4,975	4,975	5,200	225	4.5%
Snow Removal	510300	28,978	39,465	39,465	37,000	(2,465)	-6.2%
Custodial	510400	8,095	10,138	10,138	9,000	(1,138)	-11.2%
Other Property Mgmt Services	510500	370	0	0	0	0	0.0%
Lawn Maintenance	510520	40,063	45,450	45,450	40,490	(4,960)	-10.9%
Repair & Maint - Buildings	512000	858	2,325	2,325	24,000	21,675	932.3%
Plumbing & Heating Systems	512010	9,742	17,400	17,400	10,000	(7,400)	-42.5%
Repair & Maint - Office Tech	513010	4,157	4,956	4,956	3,548	(1,408)	-28.4%
Other Repair & Maint Serv	513200	18,302	21,055	21,055	399	(20,656)	-98.1%
Repair&Maint-Property/Grounds	513210	0	0	0	1,000	1,000	0.0%
Total: Property and Maintenance		132,139	158,639	158,639	144,637	(14,002)	-8.8%

Rental Other							
Description	Code						
Rental - Other	515000	13,467	15,583	15,583	20,200	4,617	29.6%
Total: Rental Other		13,467	15,583	15,583	20,200	4,617	29.6%

Rental Property							
Description	Code						
Rent Land & Bldgs-Office Space	514000	20,930	79,385	79,385	63,766	(15,619)	-19.7%
Rent Land&Bldgs-Non-Office	514010	6,478	6,297	6,297	6,104	(193)	-3.1%
Total: Rental Property		27,408	85,682	85,682	69,870	(15,812)	-18.5%

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed		Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Supplies								
Description	Code							
Office Supplies	520000	4,420	8,181	8,181	10,125	1,944		23.8%
Vehicle & Equip Supplies&Fuel	520100	135	2,530	2,530	0	(2,530)		-100.0%
Gasoline	520110	2,326	1,870	1,870	3,570	1,700		90.9%
Diesel	520120	563	0	0	0	0		0.0%
Building Maintenance Supplies	520200	2,255	1,400	1,400	4,100	2,700		192.9%
Plumbing, Heating & Vent	520210	2,718	2,450	2,450	3,500	1,050		42.9%
Heating & Ventilation	520211	603	2,450	2,450	0	(2,450)		-100.0%
Small Tools	520220	5	700	700	200	(500)		-71.4%
Electrical Supplies	520230	877	500	500	500	0		0.0%
Other General Supplies	520500	4,642	5,349	5,349	9,000	3,651		68.3%
It & Data Processing Supplies	520510	1,572	2,700	2,700	2,150	(550)		-20.4%
Agric, Hort, Wildlife	520580	1,554	1,203	1,203	1,200	(3)		-0.2%
Fire, Protection & Safety	520590	695	1,610	1,610	1,600	(10)		-0.6%
Food	520700	145	300	300	0	(300)		-100.0%
Electricity	521100	31,939	34,725	34,725	35,000	275		0.8%
Heating Oil #2	521220	14,098	15,000	15,000	15,000	0		0.0%
Propane Gas	521320	4,725	13,650	13,650	7,000	(6,650)		-48.7%
Books&Periodicals-Library/Educ	521500	0	700	700	700	0		0.0%
Subscriptions	521510	720	1,100	1,100	1,120	20		1.8%
Subscriptions Other Info Serv	521515	26	0	0	0	0		0.0%
Road Supplies and Materials	521600	45	100	100	0	(100)		-100.0%
Household, Facility&Lab Suppl	521800	2,364	2,840	2,840	0	(2,840)		-100.0%
Paper Products	521820	930	1,000	1,000	0	(1,000)		-100.0%
Total: Supplies		77,358	100,358	100,358	94,765	(5,593)		-5.6%

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Travel							
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	12,731	22,657	22,657	20,318	(2,339)	-10.3%
Travel-Inst-Other Transp-Emp	518010	16,745	20,050	20,050	17,250	(2,800)	-14.0%
Travel-Inst-Meals-Emp	518020	1,494	2,873	2,873	2,373	(500)	-17.4%
Travel-Inst-Lodging-Emp	518030	419	650	650	650	0	0.0%
Travel-Inst-Incidentals-Emp	518040	202	716	716	680	(36)	-5.0%
Travel-Inst-Auto Mileage-Nonemp	518300	8,837	11,185	11,185	11,185	0	0.0%
Travel-Inst-Meals-Nonemp	518320	941	5,050	5,050	3,300	(1,750)	-34.7%
Travel-Inst-Lodging-Nonemp	518330	0	300	300	0	(300)	-100.0%
Travel-Outst-Auto Mileage-Emp	518500	1,240	795	795	2,050	1,255	157.9%
Travel-Outst-Other Trans-Emp	518510	6,288	18,450	18,450	14,800	(3,650)	-19.8%
Travel-Outst-Meals-Emp	518520	1,733	5,125	5,125	4,750	(375)	-7.3%
Travel-Outst-Lodging-Emp	518530	10,584	18,745	18,745	14,750	(3,995)	-21.3%
Travel-Outst-Incidentals-Emp	518540	630	2,073	2,073	1,100	(973)	-46.9%
Travel-Outst-Other Trans-Nonemp	518710	0	6,150	6,150	0	(6,150)	-100.0%
Total: Travel		61,844	114,819	114,819	93,206	(21,613)	-18.8%
Total: 2. OPERATING		737,007	892,571	892,571	882,101	(10,470)	-1.2%

Budget Object Group: 3. GRANTS

Grants Rollup							
Description	Code						
Grants To Municipalities	550000	605,686	602,967	602,967	628,029	25,062	4.2%
Grants	550220	452,852	500,000	500,000	400,000	(100,000)	-20.0%
Other Grants	550500	426,335	339,020	339,020	329,184	(9,836)	-2.9%
Total: Grants Rollup		1,484,873	1,441,987	1,441,987	1,357,213	(84,774)	-5.9%
Total: 3. GRANTS		1,484,873	1,441,987	1,441,987	1,357,213	(84,774)	-5.9%
Total Expenses:		8,906,858	9,273,409	9,273,409	9,179,169	(94,240)	¹¹⁶ -1.0%

Organization: HOUSING AND COMMUNITY DEVELOPMENT

Budget Detail Report

Fund Name	Fund Code	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
General Fund	10000	2,513,624	2,536,040	2,536,040	2,623,306	87,266	3.4%
Misc Fines & Penalties	21054	4,978	30,000	30,000	45,000	15,000	50.0%
Historic Sites Special Fund	21325	434,842	494,208	494,208	489,660	(4,548)	-0.9%
Municipal & Regional Planning	21330	3,290,198	3,381,899	3,381,899	3,381,899	0	0.0%
Inter-Unit Transfers Fund	21500	164,030	142,082	142,082	107,441	(34,641)	-24.4%
Conference Fees & Donations	21525	15,205	14,575	14,575	15,000	425	2.9%
ACCD-Mobile Home Park Laws	21819	72,822	78,000	78,000	79,500	1,500	1.9%
ACCD-Miscellaneous Receipts	21820	370,222	500,000	500,000	400,000	(100,000)	-20.0%
Archeology Operations	21918	0	32,050	32,050	12,500	(19,550)	-61.0%
Federal Revenue Fund	22005	2,040,938	2,064,555	2,064,555	2,024,863	(39,692)	-1.9%
Funds Total:		8,906,858	9,273,409	9,273,409	9,179,169	(94,240)	-1.0%
Position Count					38		
FTE Total					37.69		

Department: **HOUSING AND COMMUNITY DEVELOPMENT**

GRANTS TO NON-STATE-GOVERNMENT ENTITIES

Budget Request Code	Fund	Justification	Est Amount
6186	10000	CVOEO - First Stop - Mobile Home Park Assistance	\$70,000
6186	21330	Municipal Planning	\$457,482
6186	21500	ANR - Electric Car Charging Stations - Downtown Program	\$50,000
6186	21819	Mobile Home Park - Mediation	\$4,000
6186	21820	VT Housing Conservation Board - Buyouts	\$400,000
6186	22005	Historic Preservation - Certified Local Government	\$120,547
6186	22005	VT Housing Conservation Board - Home Program	\$255,184
		Total	\$1,357,213

Department: HOUSING AND COMMUNITY DEVELOPMENT

FEDERAL GRANT RECEIPTS

Budget Request Code	Fund	Justification	Est Amount
6187	22005	CFDA 14.228 HUD - CDBG Program	\$770,842
6187	22005	CFDA 14.239 HUD - HOME Investment Partnerships	\$377,068
6187	22005	CFDA 14.269 HUD - CDBG - DR2	\$131,463
6187	22005	CFDA 15.904 NPS - Historic Preservation Grants - in Aid	\$745,490
		Total	\$2,024,863

Department: HOUSING AND COMMUNITY DEVELOPMENT

INTERDEPARTMENTAL TRANSFER RECEIPTS

Budget Request Code	Fund	Justification	Est Amount
6188	21500	ANR BU 06100 - Electric Vehicle Charge Installation	\$50,000
6188	21500	AOT BU 08100 - Archeology Heritage Month/VAI	\$47,349
6188	21500	AOT BU 08100 - Chimney Point	\$10,092
		Total	\$107,441

**HOUSING AND COMMUNITY DEVELOPMENT
FY 17 CONTRACT DETAIL**

Name/Type	Account		FY 2017	General		Mun/Reg	Interdept	Misc
	Code	Fund	Contracts Request	Fund	Federal	Plan Spec Fund		Spec Fund
AGATE Intelligrants	507553	22005	\$44,000	\$1,000	\$43,000	\$0	\$0	\$0
VELCO	507553	21054	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Intervale	507600	21054	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Woodstock Mitigation	507600	21054	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Regional Planning Commissions	507600	21330	\$2,924,417	\$0	\$0	\$2,924,417	\$0	\$0
Archeology Box Fees	507600	21918	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Archeology Month	507600	21500	\$17,000	\$0	\$0	\$0	\$17,000	\$0
Archeology VAI	507600	21500	\$16,000	\$0	\$0	\$0	\$16,000	\$0
Hist. Sites Chimney Point Exhibit	507600	21500	\$10,250	\$0	\$0	\$0	\$10,092	\$158
Total Housing and Community Development			\$3,066,667	\$1,000	\$43,000	\$2,924,417	\$43,092	\$55,158
Comp Software/System Develop	507553		\$49,000	\$1,000	\$43,000	\$0	\$0	\$5,000
Other Contracts & Third Party Svcs	507600		\$3,017,667	\$0	\$0	\$2,924,417	\$43,092	\$50,158
			\$3,066,667	\$1,000	\$43,000	\$2,924,417	\$43,092	\$55,158

**Department of Housing & Community Development
General Fund Carry-forward Balances - June 30, 2015**

Source: VISION Query - VT_APPROP_FUND_SUM_NW

Unit	Fund	Dept	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07110	10000	7110010000	(2,906,710.07)	326,841.41	2,513,623.98	(66,244.68)

Carry-forward Justification for Dept 7110010000:

Estimated FY16 Pay Act:

Historic Sites	15,721.19
Housing & Community Development	43,706.10
Total Estimated FY16 Pay Act Needs	59,427.29

Planning Manual:

During the 2014 Legislative session, H.823 (became Act 146) requires DHCD to combine the growth center manual with the planning manual and provide an updated document to the legislature by November 2015. This will require a substantial amount of work to draft, edit, illustrate, format & make available to the public. Outreach to stakeholders and project outline and timeline has begun. The bulk of this work is being done by staff but a temporary employee was hired to assist in fiscal year 2015. His work will extend into fiscal year 2016 to complete the project and is the basis for carryforward request.

6,817.39

TOTAL CARRY-FORWARD DEPTID 7110010000

66,244.68

One-Time Appropriations:

Unit	Fund	Dept	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07110	10000	7110891105	(90,652.70)	0.00	74,607.32	(16,045.38)
07110	10000	7110891303	(43,994.83)	22,944.83	21,050.00	0.00

Carry-forward Justifications - One Time:

07110 10000 7110891105 - HP Digital Database 16,045.38
Act 63, Sec C.100(1)(D)
Historic Preservation (HP) digital database funding was appropriated from FY11 anticipated excess state funds per legislature. HP worked with ACCD IT staff, DII, and VSARA to develop this project and a contract was awarded to SecureShred on January 1, 2014 to scan and create an online research port. Percentage of completion to date 65%. Contract completion date December 31, 2015.

07110 10000 7110891303 - Mobile Home Resilience Activities-Encumbrance 22,944.83
Act 137 Sec. B.1107 (a)
For Mobile Home Study followup finalized in FY16.

Organization: COMMUNITY DEVELOPMENT BLOCK GRANTS

Budget Rollup Report

Budget Object Group: 3. GRANTS

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Grants Rollup	10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%
Budget Object Group Total: 3. GRANTS	10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%
Total Expenses	10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%
Fund Name						
Federal Funds	10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%
Funds Total	10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%

Organization: COMMUNITY DEVELOPMENT BLOCK GRANTS

Budget Detail Report

Budget Object Group: 3. GRANTS

Grants Rollup		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Grants To Municipalities	550000	5,973,830	6,174,938	6,174,938	6,249,045	74,107	1.2%
Grants	550220	4,603,052	0	0	0	0	0.0%
Other Grants	550500	100,820	0	0	0	0	0.0%
Total: Grants Rollup		10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%
Total: 3. GRANTS		10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%
Total Expenses:		10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%
Fund Name	Fund Code						
Federal Revenue Fund	22005	10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%
Funds Total:		10,677,702	6,174,938	6,174,938	6,249,045	74,107	1.2%

Department: COMMUNITY DEVELOPMENT BLOCK GRANTS

GRANTS TO NON-STATE-GOVERNMENT ENTITIES

Budget Request Code	Fund	Justification	Est Amount
6190	22005	CFDA 14.228 HUD - CDBG State's Program	\$6,249,045
		Total	\$6,249,045

Department: COMMUNITY DEVELOPMENT BLOCK GRANTS

FEDERAL GRANT RECEIPTS

Budget Request Code	Fund	Justification	Est Amount
6191	22005	CFDA 14.228 HUD - CDBG State's Program	\$6,249,045
		Total	\$6,249,045

Organization: DOWNTOWN TRANSPORTATION AND CAPITAL IMPROVEMENT FUND

Budget Rollup Report

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages	43,058	53,310	53,310	56,493	3,183	6.0%
Fringe Benefits	25,337	35,505	35,505	37,835	2,330	6.6%
PerDiem and Other Personal Services	0	0	0	0	0	0.0%
Budget Object Group Total: 1. PERSONAL SERVICES	68,396	88,815	88,815	94,328	5,513	6.2%

Budget Object Group: 3. GRANTS

Budget Object Rollup Name						
Grants Rollup	181,316	335,151	335,151	335,151	0	0.0%
Budget Object Group Total: 3. GRANTS	181,316	335,151	335,151	335,151	0	0.0%

Total Expenses	249,712	423,966	423,966	429,479	5,513	1.3%
----------------	---------	---------	---------	---------	-------	------

Fund Name						
Special Fund	249,712	423,966	423,966	429,479	5,513	1.3%
Funds Total	249,712	423,966	423,966	429,479	5,513	1.3%

Position Count				1		
FTE Total				1		

Organization: DOWNTOWN TRANSPORTATION AND CAPITAL IMPROVEMENT FUIND

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

			FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages		FY2015 Actuals					
Description	Code						
Classified Employees	500000	43,058	53,310	53,310	56,493	3,183	6.0%
Total: Salaries and Wages		43,058	53,310	53,310	56,493	3,183	6.0%

Fringe Benefits							
Description	Code						
FICA - Classified Employees	501000	3,021	4,078	4,078	4,322	244	6.0%
Health Ins - Classified Empl	501500	14,297	21,092	21,092	22,583	1,491	7.1%
Retirement - Classified Empl	502000	7,367	9,121	9,121	9,869	748	8.2%
Dental - Classified Employees	502500	482	994	994	830	(164)	-16.5%
Life Ins - Classified Empl	503000	147	190	190	201	11	5.8%
EAP - Classified Empl	504000	23	30	30	30	0	0.0%
Total: Fringe Benefits		25,337	35,505	35,505	37,835	2,330	6.6%

Total: 1. PERSONAL SERVICES		68,396	88,815	88,815	94,328	5,513	6.2%
------------------------------------	--	---------------	---------------	---------------	---------------	--------------	-------------

Organization: DOWNTOWN TRANSPORTATION AND CAPITAL IMPROVEMENT FUIND

Budget Detail Report

Budget Object Group: 3. GRANTS

								Percent Change
				FY2016	FY2017	Difference		FY2017
				Governor's BAA	Governor's	Between FY2017		Governor's
				Recommended	Recommended	Governor's		Recommend
				Budget	Budget	Recommend and		and FY2016 As
						FY2016 As Passed		Passed
Grants Rollup		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget			
Description	Code							
Grants To Municipalities	550000	181,316	335,151	335,151	335,151	0		0.0%
Total: Grants Rollup		181,316	335,151	335,151	335,151	0		0.0%
Total: 3. GRANTS		181,316	335,151	335,151	335,151	0		0.0%
Total Expenses:		249,712	423,966	423,966	429,479	5,513		1.3%
Fund Name		Fund Code						
Downtown Trans & Capital Impro	21575	249,712	423,966	423,966	429,479	5,513		1.3%
Funds Total:		249,712	423,966	423,966	429,479	5,513		1.3%
Position Count					1			
FTE Total					1			

Department: DOWNTOWN TRANSPORTATION AND CAPITAL IMPROVEMENT FUND

GRANTS TO NON-STATE-GOVERNMENT ENTITIES

Budget Request Code	Fund	Justification	Est Amount
6193	21575	Downtown Grants	\$335,151
		Total	\$335,151

Downtown Transportation and Capital Improvement Fund
Grants Awarded in FY15

2015-01 Barre City	\$62,000
2015-02 Bristol Town	\$37,169
2015-03 Rutland City	\$96,973
2015-04 Windsor Town	\$89,076
	<u>\$285,218</u>

Department of Tourism & Marketing

Megan Smith, Commissioner

Steve Cook, Deputy Commissioner

Tourism & Marketing	\$3,194,386
Vermont Life	732,368
FY 2017 Governor's Recommend	\$3,926,754

Fiscal Year 2017 Budget Changes by Dept. - Tourism and Marketing By Fund

	General \$\$	Interdept'l Transfer \$\$	All other \$\$	Total \$\$
Approp #1 Tourism and Marketing: FY 2016 Approp	3,128,852	100,000	0	3,228,852
ACT 58, FY 16 Internal Service Reductions	(4,301)			(4,301)
Approp #1, FY 2016 Approp Amended	3,124,551	100,000	0	3,224,551
Retirement Incentive Position loss (Travel Information Chief)	(96,291)			(96,291)
Salary/Benefits net increase	69,734			69,734
Insurance (General Liab, W/C, Prop) increase	1,115			1,115
Miscellaneous operating reduction	(4,723)			(4,723)
Total Additions/(Reductions) FY 2017 to reach Gov Rec	(30,165)	0	0	(30,165)
Tourism and Marketing FY 2017 Governor Recommend	3,094,386	100,000	0	3,194,386

Approp #2 VT Life Magazine: FY 2016 Approp			868,780	868,780
Salary/Benefits Net Decrease			(38,459)	(38,459)
Retirement Incentive Position loss (Financial Administrator III)			(96,578)	(96,578)
Web hosting contract/operating reduction			(1,375)	(1,375)
Total Additions/(Reductions) FY 2017 to reach Gov Recommend	0	0	(136,412)	(136,412)
FY 2017 Governor Recommend	0	0	732,368	732,368

Tourism and Marketing FY 2017 Governor Recommend	3,094,386	100,000	732,368	3,926,754
				3,926,754

Organization: TOURISM AND MARKETING

Budget Rollup Report

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages	564,983	554,459	554,459	509,715	(44,744)	-8.1%
Fringe Benefits	234,747	227,377	227,377	225,428	(1,949)	-0.9%
Contracted and 3rd Party Service	353,081	398,089	398,089	380,145	(17,944)	-4.5%
PerDiem and Other Personal Services	3,400	40,108	40,108	51,815	11,707	29.2%
Budget Object Group Total: 1. PERSONAL SERVICES	1,156,211	1,220,033	1,220,033	1,167,103	(52,930)	-4.3%

Budget Object Group: 2. OPERATING

Budget Object Rollup Name						
Equipment	6,660	0	0	0	0	0.0%
IT/Telecom Services and Equipment	27,056	51,794	51,794	38,814	(12,980)	-25.1%
Travel	48,803	56,295	56,295	52,670	(3,625)	-6.4%
Supplies	6,589	4,080	4,080	7,025	2,945	72.2%
Other Purchased Services	1,767,300	1,715,144	1,715,144	1,749,608	34,464	2.0%
Other Operating Expenses	1,419	1,261	1,261	1,458	197	15.6%
Rental Other	7,593	7,500	7,500	4,728	(2,772)	-37.0%
Rental Property	1,558	1,415	1,415	1,600	185	13.1%
Property and Maintenance	1,314	950	950	1,000	50	5.3%
Budget Object Group Total: 2. OPERATING	1,868,292	1,838,439	1,838,439	1,856,903	18,464	1.0%

Organization: TOURISM AND MARKETING

Budget Rollup Report

Budget Object Group: 3. GRANTS

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Grants Rollup	264,594	170,380	170,380	170,380	0	0.0%
Budget Object Group Total: 3. GRANTS	264,594	170,380	170,380	170,380	0	0.0%
Total Expenses	3,289,097	3,228,852	3,228,852	3,194,386	(34,466)	-1.1%
Fund Name						
General Funds	3,219,079	3,128,852	3,128,852	3,094,386	(34,466)	-1.1%
IDT Funds	70,018	100,000	100,000	100,000	0	0.0%
Funds Total	3,289,097	3,228,852	3,228,852	3,194,386	(34,466)	-1.1%
Position Count				8		
FTE Total				8		

Organization: TOURISM AND MARKETING

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

			FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages		FY2015 Actuals					
Description	Code						
Classified Employees	500000	564,983	334,070	334,070	279,198	(54,872)	-16.4%
Exempt	500010	0	224,182	224,182	233,708	9,526	4.2%
Vacancy Turnover Savings	508000	0	(3,793)	(3,793)	(3,191)	602	-15.9%
Total: Salaries and Wages		564,983	554,459	554,459	509,715	(44,744)	-8.1%

Fringe Benefits							
Description	Code						
FICA - Classified Employees	501000	42,215	25,557	25,557	21,360	(4,197)	-16.4%
FICA - Exempt	501010	0	17,151	17,151	17,879	728	4.2%
Health Ins - Classified Empl	501500	90,917	61,360	61,360	65,696	4,336	7.1%
Health Ins - Exempt	501510	0	21,092	21,092	30,795	9,703	46.0%
Retirement - Classified Empl	502000	87,419	57,159	57,159	48,777	(8,382)	-14.7%
Retirement - Exempt	502010	0	31,955	31,955	29,405	(2,550)	-8.0%
Dental - Classified Employees	502500	5,230	5,964	5,964	4,150	(1,814)	-30.4%
Dental - Exempt	502510	0	2,982	2,982	2,490	(492)	-16.5%
Life Ins - Classified Empl	503000	1,718	1,003	1,003	993	(10)	-1.0%
Life Ins - Exempt	503010	0	517	517	544	27	5.2%
LTD - Classified Employees	503500	442	0	0	0	0	0.0%
LTD - Exempt	503510	0	516	516	538	22	4.3%
EAP - Classified Empl	504000	289	180	180	150	(30)	-16.7%
EAP - Exempt	504010	0	90	90	90	0	0.0%
Workers Comp - Ins Premium	505200	5,234	1,851	1,851	2,561	710	38.4%
Unemployment Compensation	505500	1,165	0	0	0	0	0.0%
Catamount Health Assessment	505700	119	0	0	0	0	0.0%
Total: Fringe Benefits		234,747	227,377	227,377	225,428	(1,949)	-0.9%

Organization: TOURISM AND MARKETING

Budget Detail Report

Contracted and 3rd Party Service		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Contr&3Rd Pty - Info Tech	507550	110,399	19,800	19,800	30,300	10,500	53.0%
Creative/Development	507561	16,694	0	0	75,000	75,000	0.0%
Creative/Development-Web	507562	0	35,000	35,000	0	(35,000)	-100.0%
Advertising/Marketing-Other	507563	82,703	178,500	178,500	98,000	(80,500)	-45.1%
Media-Planning/Buying	507564	62,025	61,000	61,000	76,000	15,000	24.6%
Other Contr and 3Rd Pty Serv	507600	81,259	103,789	103,789	100,845	(2,944)	-2.8%
Total: Contracted and 3rd Party Service		353,081	398,089	398,089	380,145	(17,944)	-4.5%

PerDiem and Other Personal Services							
Description	Code						
Per Diem	506000	3,400	3,000	3,000	3,500	500	16.7%
Other Pers Serv	506200	0	37,108	37,108	48,315	11,207	30.2%
Total: PerDiem and Other Personal Services		3,400	40,108	40,108	51,815	11,707	29.2%
Total: 1. PERSONAL SERVICES		1,156,211	1,220,033	1,220,033	1,167,103	(52,930)	-4.3%

Budget Object Group: 2. OPERATING

Equipment							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	6,660	0	0	0	0	0.0%
Total: Equipment		6,660	0	0	0	0	0.0%

Organization: TOURISM AND MARKETING

Budget Detail Report

IT/Telecom Services and Equipment		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Telecom-Toll Free Phone Serv	516657	3,022	12,500	12,500	6,000	(6,500)	-52.0%
Telecom-Conf Calling Services	516658	67	125	125	150	25	20.0%
Telecom-Wireless Phone Service	516659	1,870	1,970	1,970	2,165	195	9.9%
It Intsvccost-Vision/Isdassess	516671	527	542	542	514	(28)	-5.2%
It Intsvccost- Dii - Telephone	516672	3,665	3,500	3,500	3,600	100	2.9%
It Inter Svc Cost User Support	516678	8,629	12,323	12,323	7,235	(5,088)	-41.3%
Hw - Other Info Tech	522200	565	0	0	0	0	0.0%
Software - Other	522220	0	5,316	5,316	0	(5,316)	-100.0%
Software-Gis	522223	526	518	518	965	447	86.3%
Sw-Website Dev Maint Hosting	522224	6,750	15,000	15,000	17,385	2,385	15.9%
Hw-Personal Mobile Devices	522258	1,435	0	0	800	800	0.0%
Total: IT/Telecom Services and Equipment		27,056	51,794	51,794	38,814	(12,980)	-25.1%

Other Operating Expenses

Description	Code						
Single Audit Allocation	523620	1,379	1,131	1,131	1,418	287	25.4%
Registration & Identification	523640	40	130	130	40	(90)	-69.2%
Total: Other Operating Expenses		1,419	1,261	1,261	1,458	197	15.6%

Other Purchased Services

Description	Code						
Insurance Other Than Empl Bene	516000	5,075	5,686	5,686	5,638	(48)	-0.8%
Insurance - General Liability	516010	4,621	1,231	1,231	1,132	(99)	-8.0%
Dues	516500	170,514	172,125	172,125	170,905	(1,220)	-0.7%
Telecom-Mobile Wireless Data	516623	1,788	1,650	1,650	1,790	140	8.5%
Telecom-Telephone Services	516652	110	0	0	0	0	0.0%
It Int Svc Dii Allocated Fee	516685	9,654	9,540	9,540	9,214	(326)	-3.4%

Organization: TOURISM AND MARKETING

Budget Detail Report

			FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Other Purchased Services (cont)		FY2015 Actuals					
Advertising-Tv	516811	81,721	290,000	290,000	255,000	(35,000)	-12.1%
Advertising-Radio	516812	28,325	90,300	90,300	128,300	38,000	42.1%
Advertising-Print	516813	142,129	97,000	97,000	121,500	24,500	25.3%
Advertising-Web	516814	1,008,974	647,147	647,147	740,039	92,892	14.4%
Advertising-Other	516815	145,776	201,790	201,790	149,640	(52,150)	-25.8%
Advertising - Out of Home	516817	7,484	40,000	40,000	7,200	(32,800)	-82.0%
Advertising - Job Vacancies	516820	195	0	0	0	0	0.0%
Trade Shows & Events	516870	33,274	32,600	32,600	32,500	(100)	-0.3%
Giveaways	516871	8,494	6,000	6,000	8,400	2,400	40.0%
Photography	516875	275	750	750	1,000	250	33.3%
Printing and Binding	517000	9,420	15,050	15,050	8,150	(6,900)	-45.8%
Printing & Binding-Bgs Copy Ct	517005	1,186	0	0	1,000	1,000	0.0%
Printing-Promotional	517010	30,136	20,850	20,850	24,050	3,200	15.3%
Registration For Meetings&Conf	517100	6,751	9,695	9,695	6,900	(2,795)	-28.8%
Postage	517200	29,973	35,630	35,630	36,400	770	2.2%
Postage - Bgs Postal Svcs Only	517205	3,734	0	0	0	0	0.0%
Freight & Express Mail	517300	29,130	28,700	28,700	28,150	(550)	-1.9%
Other Purchased Services	519000	2,135	1,200	1,200	1,500	300	25.0%
Brochure Distribution	519030	6,426	8,200	8,200	11,200	3,000	36.6%
Total: Other Purchased Services		1,767,300	1,715,144	1,715,144	1,749,608	34,464	2.0%

Property and Maintenance							
Description	Code						
Rep&Maint-Info Tech Hardware	513000	335	0	0	0	0	0.0%
Repair & Maint - Office Tech	513010	979	950	950	1,000	50	5.3%
Total: Property and Maintenance		1,314	950	950	1,000	50	5.3%

Rental Other							
Description	Code						
Rental of Equipment & Vehicles	514500	982	0	0	0	0	0.0%
Rental - Auto	514550	6,611	7,500	7,500	4,728	(2,772)	-37.0%
Total: Rental Other		7,593	7,500	7,500	4,728	(2,772)	-37.0%

Organization: TOURISM AND MARKETING

Budget Detail Report

Rental Property		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Rent Land&Bldgs-Non-Office	514010	1,558	1,415	1,415	1,600	185	13.1%
Total: Rental Property		1,558	1,415	1,415	1,600	185	13.1%

Supplies							
Description	Code						
Office Supplies	520000	438	650	650	950	300	46.2%
Vehicle & Equip Supplies&Fuel	520100	37	0	0	0	0	0.0%
Gasoline	520110	2,060	2,750	2,750	1,625	(1,125)	-40.9%
Other General Supplies	520500	100	0	0	425	425	0.0%
It & Data Processing Supplies	520510	189	350	350	450	100	28.6%
Food	520700	128	0	0	0	0	0.0%
Books&Periodicals-Library/Educ	521500	25	0	0	0	0	0.0%
Subscriptions	521510	336	330	330	300	(30)	-9.1%
Subscriptions Other Info Serv	521515	3,267	0	0	3,275	3,275	0.0%
Household, Facility&Lab Suppl	521800	9	0	0	0	0	0.0%
Total: Supplies		6,589	4,080	4,080	7,025	2,945	72.2%

Travel							
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	2,674	5,575	5,575	5,625	50	0.9%
Travel-Inst-Other Transp-Emp	518010	767	2,760	2,760	2,760	0	0.0%
Travel-Inst-Meals-Emp	518020	170	425	425	350	(75)	-17.6%
Travel-Inst-Lodging-Emp	518030	422	2,350	2,350	1,250	(1,100)	-46.8%
Travel-Inst-Incidentals-Emp	518040	54	335	335	265	(70)	-20.9%
Travel-Inst-Auto Mileage-Nonemp	518300	1,939	1,600	1,600	2,000	400	25.0%
Travel-Inst-Other Trans-Nonemp	518310	204	1,100	1,100	250	(850)	-77.3%
Travel-Inst-Meals-Nonemp	518320	150	500	500	560	60	12.0%
Travel-Inst-Lodging-Nonemp	518330	196	500	500	800	300	60.0%

Organization: TOURISM AND MARKETING

Budget Detail Report

Rental Property							
		FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Travel-Outst-Auto Mileage-Emp	518500	1,340	1,550	1,550	1,635	85	5.5%
Travel-Outst-Other Trans-Emp	518510	11,802	10,950	10,950	10,500	(450)	-4.1%
Travel-Outst-Meals-Emp	518520	2,911	4,100	4,100	3,850	(250)	-6.1%
Travel-Outst-Lodging-Emp	518530	20,760	23,325	23,325	21,625	(1,700)	-7.3%
Travel-Outst-Incidentals-Emp	518540	1,330	1,225	1,225	1,200	(25)	-2.0%
Trvl-Outst-Other Trans-Nonemp	518710	125	0	0	0	0	0.0%
Travel-Outst-Lodging-Nonemp	518730	3,960	0	0	0	0	0.0%
Total: Travel		48,803	56,295	56,295	52,670	(3,625)	-6.4%
Total: 2. OPERATING		1,868,292	1,838,439	1,838,439	1,856,903	18,464	1.0%
Budget Object Group: 3. GRANTS							
Grants Rollup							
Description	Code						
Other Grants	550500	264,594	170,380	170,380	170,380	0	0.0%
Total: Grants Rollup		264,594	170,380	170,380	170,380	0	0.0%
Total: 3. GRANTS		264,594	170,380	170,380	170,380	0	0.0%
Total Expenses:		3,289,097	3,228,852	3,228,852	3,194,386	(34,466)	-1.1%
Fund Name Fund Code							
General Fund	10000	3,219,079	3,128,852	3,128,852	3,094,386	(34,466)	-1.1%
Inter-Unit Transfers Fund	21500	70,018	100,000	100,000	100,000	0	0.0%
Funds Total:		3,289,097	3,228,852	3,228,852	3,194,386	(34,466)	-1.1%
Position Count					8		
FTE Total					8		141

Department: **TOURISM AND MARKETING**

GRANTS TO NON-STATE-GOVERNMENT ENTITIES

Budget Request Code	Fund	Justification	Est Amount
6112	10000	Shires of Vermont	\$20,000
6112	10000	VT Convention Bureau	\$95,000
6112	10000	VT Mountain Bike Association	\$26,880
6112	10000	VT Ski Areas Association	\$28,500
		Total	\$170,380

Department: TOURISM AND MARKETING

INTERDEPARTMENTAL TRANSFER RECEIPTS

Budget Request Code	Fund	Justification	Est Amount
6113	21500	BU 02200 - Agriculture Farm & Dairy Promotion	\$50,000
6113	21500	BU 08100 - Byways Promotion	\$50,000
		Total	\$100,000

**DEPT OF TOURISM AND MARKET
FY 17 CONTRACT DETAIL**

Name/Type	Account Code	FY 2017 Contracts	General
		Request	Fund
Competive Computing	507550	\$30,300	\$30,300
Advertising Agency	507561	\$75,000	\$75,000
New England Tourism Center-Trade S	507563	\$3,000	\$3,000
Marketing Representation	507563	\$95,000	\$95,000
Media Planning/Buying	507564	\$76,000	\$76,000
Call Center	507600	\$31,200	\$31,200
Maxham Storage	507600	\$7,800	\$7,800
New England Tourism Center-Mail	507600	\$12,000	\$12,000
Vocus Clipping Service	507600	\$15,845	\$15,845
KnowledgeVision	507600	\$8,000	\$8,000
TNS - Travel Survey Data	507600	\$26,000	\$26,000
Total Tourism & Marketing		<u>\$380,145</u>	<u>\$380,145</u>

Contr & 3rd Pty-Info Tech	507550	\$30,300	\$30,300
Advertising/Marketing -Web Design	507561	\$75,000	\$75,000
Advertising/Marketing -Other	507563	\$98,000	\$98,000
Media-Planning/Buying	507564	\$76,000	\$76,000
Other Contracts & Third Party Svcs	507600	\$100,845	\$100,845
		<u>\$380,145</u>	<u>\$380,145</u>

Department of Tourism & Marketing
General Fund Carry-forward Balances - June 30, 2015

Source: VISION Query - VT_APPROP_FUND_SUM_NW

Unit	Dept	Fund	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07130	7130000000	10000	(3,702,375.59)	458,092.69	3,219,079.12	(25,203.78)
Act 179 Sec B.806						
						Prior year expenses: Competitive Computing invoices 3,410.00
						Partial Pay Act needs 21,793.78
						<u>25,203.78</u>

Unit	Dept	Fund	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07130	7130891201	10000	(16,430.90)	4,486.00	11,478.61	(466.29)
Act 63 Sec B.1103(a)						
						VT Civil War Sesquicentennial
						Prior year expense for Banners for the Civil War Exhibit 466.29

Summary Table of Contents -Strategic Overview and Program Performance FY17 Budget Request

	Strategic Overview <u>Page #:</u>	Program Profile <u>Page #:</u>
Department of Tourism and Marketing		
Mission	1	
Population Served	1	
Outcomes and Measures	2	
Tourism and Marketing		
Research	2	1
Marketing	4	1
Communications and Outreach	6	1
Domestic Sales	9	
Cultural Heritage	10	
Vermont Life Magazine		1
Mission	11	
Population Served	11	
Outcomes and Measures	12	

**DEPARTMENT OF TOURISM AND MARKETING (VDTM)
FISCAL YEAR 2017 BUDGET
STRATEGIC OVERVIEW/PERFORMANCE INFORMATION**

STRATEGIC OVERVIEW

1. Mission

To promote Vermont's travel, recreation, cultural and historic attractions, as well as the state's goods and services, in coordination with public and private sector partners and to market to a global audience in a manner consistent with the values and traditions of the state for the economic benefit of all Vermonters.

VDTM's key objective is to increase awareness of the Vermont brand with the goals of increasing visitation to the state and encouraging the purchase of Vermont products and services.

2. Population Served

The Vermont Department of Tourism and Marketing serves four primary population groups: hospitality business, VT residents, visitors and goods and services producing businesses within Vermont. Businesses in Vermont that fall under the hospitality sector include hotels, resorts, inns, B&B's, attractions, and businesses that provide hospitality services. The second group served by the Vermont Department of Tourism and Marketing are the residents of Vermont. The Department provides information services to residents informing them of activities happening around Vermont and encouraging them to participate in Vermont events, attractions, state parks, historic sites and many others. This in turn helps to support the businesses that provide these services. The third population served is the visitors to Vermont. The Department provides these visitors with information in order to help them make informed decisions to visit our state. In 2013, we estimate that Vermont hosted almost 12.8 million person trips. Vermont's tourism industry generates over \$1.82 billion dollars in spending and directly supports over 30,000 jobs. It is very important that we continue to cater to out of state visitors and remain competitive as a travel destination. The fourth population served by the Vermont Department of Tourism & Marketing is businesses that produce and provide goods and services. The Vermont Department of Tourism & Marketing serves not only the tourism sector, but represents the overall brand position of Vermont. By collaborating with Vermont manufacturers and producers of products and services the Vermont Department of Tourism & Marketing is able to enhance Vermont's already powerful reputation for quality in the marketplace. This depiction trickles into many of Vermont's business sectors including agricultural and value added products, existing Vermont brands and Vermont manufactured goods.

3. Outcomes and Measures

Performance-based funding pilot:

The three categories below represent the Department's measures for the performance based budget pilot. The Department in coordination with the Department of Finance and Management selected these categories based on areas impacted by the Vermont Department of Tourism and Marketing.

1. Increase in rooms and meals tax revenue
2. Increase in number of jobs in the hospitality sector
3. Increase in overnight camping at Vermont State Parks.

The table below describes these three measures along with their performance from FY 15 – 16.

Measures		FY 15 Target	FY 15 Actual	FY 16 Target	FY 16 Estimate	FY 17 Target
\$ increase of rooms and meals tax revenue	\$ increase tax revenue (millions)	\$ 5,000,000	\$ 7,880,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
# increase of jobs in the hospitality sector	# jobs	34,200	35,691	35,800	36,000	36,200
# occupancy (overnight campers) at Vermont State Parks *reported on a calendar year basis	# occupancy	428,000	423,228	425,000	425,000	427,000

These items were selected as measurable outcomes of tourism marketing because they represent the health of the sector within Vermont. Rooms and meals tax revenue, and rooms revenue in particular is a direct indicator of tourist spending within the state and provide the Department with a gauge of overall tourism performance. Job growth in the hospitality sector indicates the economic impact of visitor spending on Vermont's workforce. Increasing overnight camping occupancy at Vermont State Parks aligns with the Governor's strategic plan: Goal 1.3.5 Increase the public's knowledge and use of Vermont's parks and resources to maintain a shared sense of the environment, history and economy, including strengthened stewardship of public and private historic assets.

Research:

The chart below shows an annual average increase of 5.2% in Meals and Rooms revenue for the state versus an annual average 1.3% rate of inflation in the Consumer Price Index (CPI).

Visitor spending generates approximately 90 percent of the taxable receipts for room rentals and between 35 and 40% of total restaurant expenditures in Vermont:

Rooms and Meals Receipts



Source: Vermont Tax Department

During 2014 visitor spending in Vermont provided significant tax revenues to the state and to municipalities. The dollar values of these taxes and fees are:

Vermont Income Tax in 2014	\$28 million (4% increase)
Meals and alcohol taxes	\$35 million (6% increase)
Rooms taxes increase	\$39 million (6% increase)
Sales tax	\$35 million (3.7% increase)
Property tax Ed fund	\$184 million (4.5% increase)
Second home property tax muni	\$65 million
Gasoline tax	\$13.6 million (10% increase)
Purchase and use tax	\$2.5 million (no change)
TOTAL	\$402 million

In addition, Vermont's tourism industry supported an estimated 30,000 jobs during 2013, and constitutes approximately eight percent of Vermont's gross domestic product.

Keeping on Target

While reaching out to potential first time visitors is a significant part of tourism promotion, establishing relationships with visitors that encourage and sustain repeat visitation has clearly been successful for Vermont. Our current research shows that about half the people using VermontVacation.com are repeat visitors. Information gleaned from the *Profile of the Vermont Online Visitor* a study of how the Vermont Brand is perceived by visitors and potential visitors in Vermont's major U.S. and Canadian markets help the Department to target marketing to new visitors and guides communications to returning visitors. The resources at VermontVacation.com, supplemented by regular communications to the more than 75,000 e-newsletter subscribers, 30,100 Facebook followers and 17,000 twitter followers are key to sustaining these relationships.

Marketing:

Markets:

- Key Northeast drive/fly markets include Washington DC, New York City, Boston, Albany, Hartford/New Haven, Springfield, Philadelphia and Quebec (especially the metropolitan areas of Montreal, Toronto).
- Emerging markets include Charlotte North Carolina, Atlanta, Georgia; and Philadelphia, Pennsylvania
- Distant domestic markets (typically air travelers) are Florida, Texas, California and Illinois.
- Overseas international markets, where we make collaborative promotions through the Discover New England consortium of the six New England states, are the United Kingdom, Germany and France.

Advertising: The Fiscal 2017 media strategy includes combinations of television, magazine, newspaper, radio, digital radio, social media, online and out of home (outdoor advertising). Vermont advertising is placed on websites, networks in publications, locations, and broadcast networks that reach potential visitors interested in outdoor recreation, cultural heritage, unique lodging, fine dining and the Vermont experience. The call to action on all advertising campaigns and printed materials directs consumers to VermontVacation.com and 1-800-VERMONT.

Marketing Strategies:

In FY13 the Vermont Department of Tourism and Marketing brought all graphic design and media services in house. Led by VDTM's Deputy Commissioner the Department was able to hire talent and restructure the organization to develop an in house marketing team. This development has allowed the Department to redirect \$175,000 previously spent on media production services into direct advertising for the State of Vermont.

Mobile

New initiatives for FY 17 include mobile / digital and programmatic advertising. As consumers have shifted purchasing behavior to use mobile tools like phones and tablets to conduct their travel research and make purchases the Department shifted investments in marketing and tools to direct consumers to our state. The Department purchases mobile display, in application, retargeted and programmatic advertising to promote Vermont as a tourism destination. The department also launched a new mobile optimized website in 2015.

Television Cable and Dish

Primary cable and dish markets include New York City and Boston. Secondary markets include Hartford, New Haven, Providence, Springfield, Albany and Washington, D.C. Cable broadcast is purchased in high-density areas within primary markets. Programming for TV and cable is targeted to reach the travel decision maker in the household. The Vermont Department of Tourism also purchases national advertising utilizing the Google DISH Network. This buy extended Vermont Tourism's marketing reach to a national audience.

Online

VDTM continues to aggressively market Vermont online to new and repeat visitors in Montréal, New York City, Washington DC and Boston. The Department purchases online advertising in key markets by placing banner advertisements on high profile regional websites such as Boston.com, NewYorkTimes.com, MSNBC.com and Canada.com (Montréal Gazette). All banners drive traffic directly to VermontVacation.com.

Online Travel Agencies (OTA)

In an effort to target consumers where they are making travel decisions and bookings, the Vermont Department of Tourism and Marketing has developed marketing partnerships with online travel agencies like Orbitz and Trip Advisor. These sites are primarily where consumers go to plan their vacations. The Department has been able to see growth in purchases when marketing through online travel agencies and is able to track performance.

Radio

VDTM utilizes radio broadcasting only during the summer and fall media campaigns in primary markets. Promotions are broadcast through a variety of programming. VDTM purchases families of radio stations in primary markets that cover a broad demographic.

Digital Radio

Digital Radio continues to be the Department's top performing advertising channel. The Department purchases advertisements on Pandora and Spotify and delivers both an audio and display advertisement while a consumer is listening. We continue to see value in this medium and have built digital radio advertising into each of Vermont's seasonal advertising campaigns.

Print

Advertisements are placed in publications that attract readers interested in outdoor recreation, cultural heritage, unique lodging, fine dining and the Vermont experience. This media often goes beyond our key markets to reach an international audience. While print is still a component of Vermont's advertising mix the Department has shifted more advertising dollars into digital campaigns.

Out of Home (outdoor)

Outdoor advertising in New York City and Boston is placed in high visibility, high income metropolitan areas to promote Vermont as an exceptional getaway destination. From subway station takeovers to digital signage in corporate offices, outdoor advertising continues to be a channel where the Department is able to negotiate trade purchases.

Opportunistic Media

To stretch media dollars, we review last-minute opportunities with potential to deliver a strong message to key markets. This provides the opportunity for better priced remnants in print media. Our partnerships with Cabot Creamery and the Vermont Ski Areas Association and pooling of our marketing dollars, allows us to increase the frequency of television spots above what our budget would allow.

Marketing Partnerships

Public/Private Marketing Opportunities

Collaborative marketing with the private sector allows the state to leverage many opportunities, including television advertising, public relations initiatives, and a Vermont presence at trade and consumer shows. Relationships with private businesses and association, have allowed the Department's budget to increase the state's investment.

VDTM's top advertising partner Cabot Cheese had to eliminate their marketing partnership for the 2015 calendar year due to budgetary constraints. While Cabot anticipates returning to the marketing partnership in 2016 this does leave a gap in partner dollars which contribute directly to supporting state marketing efforts. The department has developed some new partnerships to fill this gap. These include Hotel Vermont, Stowe Mountain Lodge, Burton Snowboards, Harlows Boston Market, Montpelier Alive.

Communications & Outreach:

The Department of Tourism's communications and outreach program manages public relations, tourism industry, travel consumer and social media communications. Travel stories that are published about Vermont translate into millions of dollars in ad equivalent publicity annually, which is further augmented by consumers' use of editorial coverage in travel planning. For example, the Department's 2015 "World's Best Foliage" PR campaign generated 17,065,642 impressions worth a total of \$2,301,431 in ad value. Stories about Vermont experiences in *Time* magazine, *Travel and Leisure*, the *New York Times*, the *Boston Globe*, the *Montreal Gazette* and hundreds more, have a value that transcends traditional marketing. These stories inspire potential travelers, reinforce frequent visitors' affinity, and collectively strengthen the Vermont brand.

The Department assists Vermont chambers and organizations in their communications strategies and accrues earned media for various state departments. The Department nurtures social media engagement as a medium in itself, building a community of passionate Vermont enthusiasts.

The Department continues to focus on expanding outreach efforts both domestically and internationally through familiarization trips and building relationships with reporters. The Department also populates VermontPressroom.com and Vermont.Gov with stories and promotions that reach travel journalists. In FY 16 the Department will attend many press events and meetings with journalists in major media markets.

Web/Social Media:

In 2015 VDTM launched a newly designed www.VermontVacation.com with new technology to better serve travelers and Vermont tourism businesses. The new Vermont Travel Planner is available on both desktop and mobile devices. VermontVacation.com is now completely maintained and updated by staff of the Vermont Department of Tourism, severing our reliance on contracted vendors to make content changes to the site. The new VermontVacation.com offers an enhanced user experience and drives more travelers directly to Vermont businesses.

The new VermontVacation.com has already spurred an increase in individual users for both desktop, tablet and mobile. The new optimized site allows for simplified browsing on any device. Enhanced analytics allow for the Department to track the impact of digital marketing efforts allowing VDTM to adjust campaigns as needed.

In addition to its Web site, VDTM communicates directly with Vermont visitors using e-mail marketing campaigns. These campaigns support the overall web marketing effort with interest-specific seasonal promotions. Prospective travelers visiting VermontVacation.com “opt in” to receive monthly e-newsletters highlighting the best of Vermont. In addition, VDTM uses social media channels such as Facebook, Twitter, and YouTube to provide a fully interactive experience, enabling Vermont’s “fans” to comment on and recommend locations, attractions and/or events and help others in vacation planning. VDTM hones in on these conversations to develop Web and newsletter content of interest for potential travelers.

Today the Vermont Department of Tourism and Marketing has over 32,000 fans following our Facebook feed and over 20,000 followers on Twitter and was just ranked in the top 10 destination tourism YouTube channels by Skift.com.

Twitter @THISISVT

On July 23rd 2012, VDTM launched @ThisIsVt, handing over the reins to the account to a different Vermont citizen each week. Still the first and only government managed twitter handle that allows for residents to tweet for their state, the handle has over 10,000 followers. The project’s goal is to present a contemporary, humanized narrative as it works to attract more tourists and young residents. This program has been a tremendous success and the Department plans to continue to utilize this grass roots channel of promoting the State of Vermont through the voices of those who live and love our great state.



SITE LAUNCHED: MARCH 31ST 2015



VERMONTVACATION.COM

OFFICIAL VERMONT STATE TOURISM WEB-SITE TRAFFIC AS OF 12.1.2015 (8 MONTH SPAN)

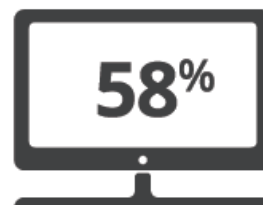
USER DEMO **56%**  **44%** 

AGE 35-44:
18.15%



AGE 25-34:
22.88%

AGE 55-64:
20.07%



DESKTOP USERS



MOBILE USERS

308,148 ACTIVE USERS



1,021,955

PAGEVIEWS



375,424 USER SESSIONS



82%

NEW
SESSIONS

Domestic Sales

VDTM's domestic sales program primarily focuses on group travel trade. The Department belongs to both the American Bus Association and the National Travel Association. The Department attends both of these organizations annual trade shows along with many destinations and partners. The Vermont Tourism Network (VTN) is a member based organization housed within the Vermont Chamber of Commerce. Much like the Department's other tourism marketing programs VTN offers help to non-members as well. Together we produce a printed guide that is distributed at trade shows. This program promotes the downtowns, Vermont Historic Sites, and the Byways. The Department also works very closely with 5 receptive tour operators in Vermont who bring bus groups to Vermont from all over the US on a regular basis.

International

International visitation to Vermont remains the fastest growing sector of our tourism economy. In order to reach these valuable markets with the greatest efficiency, VDTM has worked in cooperation with the other New England states for nearly two decades.

Discover New England (DNE) is a unique collaborative established by the New England State Travel Directors Council in 1992. DNE was designed to create a collective international marketing engine managed by the State Tourism Directors/Commissioners of the six New England States. This long standing annual agreement with DNE has enabled Vermont to participate in equal, collaborative promotional opportunities. Each state is an equal partner and contributes an equal dollar amount to fund DNE.

Discover New England shares representation in Great Britain, Germany, France and Australia. The firms that represent Discover New England focus on travel planner trainings, PR/communications, trade shows and sales missions. Every year Discover New England hosts an international summit in one of the states and bring 100 tour operators over from all international markets. The summit is an affordable way for Vermont business to get in front of the professionals selling vacation packages in our core markets.

Discover New England complements the sales efforts managed by VDTM in the international market.

Porter Air

In an effort to increase international business and travel to Vermont the Vermont Department of Tourism & Marketing successfully developed a collaborative with Porter Air, the Vermont Ski Areas Association and Burlington International Airport (BTV) for direct service from Toronto to Burlington. In an effort to support this development the Department has invested in cooperative marketing efforts with Porter Air. Ski Vermont is also investing in advertising with Porter Air to support the promotion of Special Porter ski packages that includes shuttle bus service to participating properties.

This direct flight to Burlington from Toronto on Porter Air allows for many more opportunities for tourism, trade and business investment between Vermont and Ontario.

Cultural Heritage:

National research is tracking the growth in the cultural heritage tourism sector, and the news is good. More and more travelers - 118 million plus - are seeking authentic experiences that immerse them in local culture. But it's not just history they're after - they also seek out the arts, all things culinary, unique lodgings and shopping, and explorations off the beaten track. Vermont - with its historic buildings, working landscape and myriad leisure activities - is a perfect cultural heritage destination. And because research reports that the cultural heritage tourist tends to take more trips per year, stay longer, and spend more than the average leisure travelers, this is indeed good news.

VDTM will continue to manage statewide and regional cultural heritage tourism programs that provide visibility and promotional opportunities that increase economic benefits to Vermont businesses and organizations.

Travel Itineraries

VDTM's will continue to build and promote a variety of themed travel itineraries that range from an in-depth look at one theme, such as the new *See It Made* (engaging guided and self-guided tours of how select Vermont products are made), or an itinerary that combines interests, like the upcoming *Palate to Palette North: Food, Farms and the Arts in Northern Vermont*.

The new 40-page *Vermont Stone Trail Guide* will be promoted throughout the state by key partners such as Rock of Ages, The Vermont Granite Museum and the Vermont Marble Museum. The fully illustrated booklet is a guide to the geological regions of Vermont where granite, marble and slate have been quarried, manufactured and put to use. The guide invites tourists to find a wealth of historical, artistic, cultural and recreational experience ranging from visiting museums and sculpture parks to exploring old quarries on foot or by mountain bike.

Capacity Building with the Vermont Ambassador Program

The Vermont Ambassador Program is a staff training program that provides front-line employees with information and know-how to help visitors with their travel needs. It's free and it's available to all Vermonters and Vermont travel and hospitality related businesses and organizations. VDTM will continue to make these trainings available online and can be taken at the employee's leisure allowing more flexibility and opportunity to expand the program. Among the many businesses and organizations that have participated are: Jay Peak, Smugglers Notch, Burlington Hilton, Stowe Mountain Resort, Lake Champlain Chamber of Commerce, Vermont Convention Bureau and many more.

Vermont Byways

VDTM will increase marketing efforts to lure more visitors off the interstate highways and into Vermont's unique villages and towns. This will include a VermontVacation.com-hosted mobile-friendly website, and out-of-state brochure placement in Massachusetts and New Hampshire.

VERMONT LIFE

Mission:

In addition to serving as an informative, engaging magazine for Vermonters and Vermont-enthusiast out-of-staters, Vermont Life is a marketing tool for Vermont Department of Tourism & Marketing, Vermont and the Vermont Agency of Commerce and other agencies and departments of the State of Vermont. The magazine highlights our state's thriving food and arts scene, passionate outdoor culture and vibrant creative economy; it is the state's chief lure piece.

As an enterprise within state government, Vermont Life is a self-funded enterprise fund financed through sales of subscriptions, advertising, calendars, Vermont notecards and contracted editing and photo research for other state agencies.

1. Iconic 68-year-old quarterly magazine, Vermont Life
2. Digital edition of Vermont Life
3. Extra content, blogs and reader services at vermontlife.com
4. Monthly Vermont Life e-news to nearly 40,000 subscribers
5. Seven annual Vermont Life calendars
6. Numerous lines of house-produced greeting cards.
7. Fully interactive and secure website at vermontlifecatalog.com
8. Special projects, e.g., publishing the 2015 Vermont Fish & Wildlife calendar, editing for DHCD, photo research for the Dept. of Tourism.

2. Population Served:

Vermont Life, the magazine, prints 50,000 copies read by 48,000 Vermonters and 95,000 out-of-staters.

vermontlife.com attracts about 4,000 unique monthly visitors

Vermont Life e-news is distributed monthly to nearly 31,000 permitted e-mail addresses.

More than 18,000 consumers like Vermont Life's Facebook page.

17,000 follow Vermont Life on Twitter

More than 775 follow Vermont Life on Pinterest.

3. Outcomes and Measures:

We asked our readers what actions they took *specifically as a result of reading Vermont Life*, and they said the following:

- 67% bought a Vermont product, visited a Vermont store or used a Vermont service
- 56% tried a new restaurant
- 44% planned a vacation or stay-cation
- 26% made lodging plans
- 6% bought real estate in Vermont

Editorial costs for the magazine continue to be low and steady, allowing us to remain near expenditures of 10 years ago. This year, for the first time, we have taken on editing and photo research assignments for DHCD and Tourism, increasing revenue for Vermont Life.

Circulation continues to increase, reflecting enthusiasm and support for Vermont Life's direction as a contemporary, Vermont-enthusiast's publication. Circulation has increased 10 percent over the last two years, and two-year subscriptions have increased significantly. Direct mail campaigns are expected to continue to increase circulation as are efforts with digital couponing including JumpOnIt and Living Social.

Vermont Life's re-engineering of its catalog to focus solely on Vermont Life-created products, has resulted in a greater profit margin. We intend to continue to use this approach and create other best-selling new like this year's new line of Sabra Field Holiday Cards, which sold out in early December.

The challenge for Vermont Life will be to find creative ways to keep Vermont Life financially viable through new programs like brand licensing and per-diem editorial assignments for other agencies.

Subscriptions

- Increase of 11 percent in last two years
- Stopped 20-year downward trend; two-year subscriptions popular

Demographics

- Average age: 55 years old, 13 years younger than in 2007
- Highly educated: 11% doctorate; 30% Master's; 27% BS/BA
- Affluent: 39%: \$100,000---\$199,999; 11%: \$200,000

Products

- Increased profit margin by focusing on Vermont Life-made products

Cost Savings

- Reduced staff from 16 employees to 8 since 2007
- Eliminated artisan catalog
- Reduced physical size of catalog (\$88,000 to \$51,000)
- Cut print costs, shipping costs, and paper stock for magazine
- Cut editorial and photo costs: Now less than in 2007
- Changed shipping methods for international subs and bulk freight
- Eliminated numerous long-existing spends (phone book listings)

Revenue Generation

- Increased circulation
- Added digital edition, online advertising
- Sold and fulfilled Vermont Strong license plates
- Set up social couponing programs (JumpOnIt and Living Social)
- Created two new lines of exclusive notecards (\$8,000-\$10,000 annually)
- Partnerships with Fish & Wildlife, Tourism, Housing
- Licensing name to Country Walkers tours (\$8,244 per 16 people)
- Polybagging Ski Vermont Magazine with Winter 15-16 issue (\$7,500)

FISCAL YEAR 2017 BUDGET										
DEPARTMENT PROGRAM PROFILE										
DEPARTMENT:	DEPARTMENT OF TOURISM AND MARKETING									
	Name and brief narrative description of program (not to exceed 2 sentences for each)	GF \$\$	TF \$\$	Spec F (incl tobacco) \$\$	Federal \$\$	ARRA\$\$	All other funds \$\$	Total funds \$\$	Authorized positions	Amounts granted out
<u>Administration</u>										
FY 2015 expenditures	Management and administrative support for all programs; industry support and administration of grant funds are all part of the general administration of the department.	565,931						565,931	2	264,594
FY 2016 estimated expenditures		552,733						552,733	2	167,530
FY 2017 budget request		485,615						485,615	2	170,380
<u>Sales and Marketing</u>										
FY 2015 expenditures	Coordinate strategic direct advertising campaigns to promote Vermont as a top year round tourism destination. Develop, produce and purchase advertising media. Fulfillment of visitor requests for information generated by advertising campaigns. Travel trade relations which includes participation in domestic and international trade shows and sales missions. Co-promotion and co-sponsorship with private sector partners to promote Vermont as a tourism destination.	2,442,671					73,250	2,515,921	5	
FY 2016 estimated expenditures		2,347,733					100,000	2,447,733	5	
FY 2017 budget request		2,465,854					100,000	2,565,854	5	
<u>Communications and Outreach</u>										
FY 2015 expenditures	Coordinates communications, database, Web, public earned media and research relationships among statewide and regional tourism, agriculture, natural and cultural heritage organizations.	101,206						101,206	1	
FY 2016 estimated expenditures		101,514						101,514	1	
FY 2017 budget request		104,783						104,783	1	
<u>Research</u>										
FY 2015 expenditures	Provides studies of visitor demographics, interests, activities, spending and economic impact for use in marketing strategies and policy decisions.	109,271						109,271	1	
FY 2016 estimated expenditures		126,872						126,872	1	
FY 2017 budget request		38,134						38,134	0	
<u>Vermont Life Magazine</u>										
FY 2015 expenditures	The division exists to publish a top-quality magazine celebrating, explaining, and promoting the State of Vermont, its people and its heritage.						765,692	765,692	8	
FY 2016 estimated expenditures							868,780	868,780	8	
FY 2017 budget request							732,368	732,368	7	
Total Department	FY 2015 expenditures	3,219,079	-	-	-	-	838,942	4,058,021	17	264,594
	FY 2016 estimated expenditures	3,128,852	-	-	-	-	968,780	4,097,632	17	167,530
	FY 2017 budget request	3,094,386	-	-	-	-	832,368	3,926,754	15	170,380

Organization: VERMONT LIFE

Budget Rollup Report

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2015 Actuals	FY2016 Original As Passed Budget	FY2016 Governor's BAA Recommended Budget	FY2017 Governor's Recommended Budget	Difference Between FY2017 Governor's Recommend and FY2016 As Passed	Percent Change FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages	469,186	505,103	505,103	404,536	(100,567)	-19.9%
Fringe Benefits	219,745	256,837	256,837	222,367	(34,470)	-13.4%
Contracted and 3rd Party Service	1,864	14,850	14,850	14,000	(850)	-5.7%
PerDiem and Other Personal Services	0	30,000	30,000	30,000	0	0.0%
Budget Object Group Total: 1. PERSONAL SERVICES	690,794	806,790	806,790	670,903	(135,887)	-16.8%

Budget Object Group: 2. OPERATING

Budget Object Rollup Name						
Equipment	2,189	4,500	4,500	7,840	3,340	74.2%
IT/Telecom Services and Equipment	13,486	12,542	12,542	11,314	(1,228)	-9.8%
Travel	5,081	5,400	5,400	6,600	1,200	22.2%
Supplies	2,959	1,900	1,900	3,300	1,400	73.7%
Other Purchased Services	48,864	32,157	32,157	29,816	(2,341)	-7.3%
Other Operating Expenses	216	3,000	3,000	500	(2,500)	-83.3%
Rental Other	153	0	0	200	200	0.0%
Rental Property	1,576	1,491	1,491	1,395	(96)	-6.4%
Property and Maintenance	373	1,000	1,000	500	(500)	-50.0%
Budget Object Group Total: 2. OPERATING	74,897	61,990	61,990	61,465	(525)	-0.8%

Total Expenses	765,692	868,780	868,780	732,368	(136,412)	-15.7%
-----------------------	----------------	----------------	----------------	----------------	------------------	---------------

Fund Name						
Enterprise Funds	765,692	868,780	868,780	732,368	(136,412)	-15.7%
Funds Total	765,692	868,780	868,780	732,368	(136,412)	-15.7%

Position Count				7		161
FTE Total				6.63		

Organization: VERMONT LIFE

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

		FY2016 Original		FY2016 Governor's	FY2017 Governor's	Difference Between	Percent Change
		FY2015 Actuals	As Passed Budget	BAA Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
Salaries and Wages							
Description	Code						
Classified Employees	500000	469,152	425,980	425,980	323,749	(102,231)	-24.0%
Exempt	500010	0	79,123	79,123	80,787	1,664	2.1%
Overtime	500060	34	0	0	0	0	0.0%
Total: Salaries and Wages		469,186	505,103	505,103	404,536	(100,567)	-19.9%

Fringe Benefits							
Description	Code						
FICA - Classified Employees	501000	33,906	32,588	32,588	24,768	(7,820)	-24.0%
FICA - Exempt	501010	0	6,053	6,053	6,180	127	2.1%
Health Ins - Classified Empl	501500	92,627	111,214	111,214	102,650	(8,564)	-7.7%
Health Ins - Exempt	501510	0	7,670	7,670	8,212	542	7.1%
Retirement - Classified Empl	502000	79,627	72,885	72,885	56,557	(16,328)	-22.4%
Retirement - Exempt	502010	0	13,538	13,538	14,113	575	4.2%
Dental - Classified Employees	502500	6,291	7,952	7,952	4,980	(2,972)	-37.4%
Dental - Exempt	502510	0	994	994	830	(164)	-16.5%
Life Ins - Classified Empl	503000	1,639	1,358	1,358	1,152	(206)	-15.2%
Life Ins - Exempt	503010	0	282	282	288	6	2.1%
LTD - Classified Employees	503500	188	0	0	0	0	0.0%
LTD - Exempt	503510	0	182	182	186	4	2.2%
EAP - Classified Empl	504000	232	240	240	180	(60)	-25.0%
EAP - Exempt	504010	0	30	30	30	0	0.0%
Workers Comp - Ins Premium	505200	5,234	1,851	1,851	2,241	390	21.1%
Total: Fringe Benefits		219,745	256,837	256,837	222,367	(34,470)	-13.4%

Budget Detail Report

		FY2016 Original		FY2016 Governor's	FY2017 Governor's	Difference Between	Percent Change
		FY2015 Actuals	As Passed Budget	BAA Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
Contracted and 3rd Party Service							
Description	Code						
Contr&3Rd Party-Fulfillment	507020	1,258	0	0	1,500	1,500	0.0%
Contr-Info Tech-Web Hosting	507552	118	850	850	0	(850)	-100.0%
Creative/Development-Web	507562	488	0	0	12,500	12,500	0.0%
Other Contr and 3Rd Pty Serv	507600	0	14,000	14,000	0	(14,000)	-100.0%
Total: Contracted and 3rd Party Service		1,864	14,850	14,850	14,000	(850)	-5.7%
PerDiem and Other Personal Services							
Description	Code						
Other Pers Serv	506200	0	30,000	30,000	30,000	0	0.0%
Total: PerDiem and Other Personal Services		0	30,000	30,000	30,000	0	0.0%
Total: 1. PERSONAL SERVICES		690,794	806,790	806,790	670,903	(135,887)	-16.8%

Budget Object Group: 2. OPERATING

Equipment							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	2,189	3,000	3,000	6,340	3,340	111.3%
Office Equipment	522410	0	500	500	500	0	0.0%
Furniture & Fixtures	522700	0	1,000	1,000	1,000	0	0.0%
Total: Equipment		2,189	4,500	4,500	7,840	3,340	74.2%

Budget Detail Report

		FY2016 Governor's BAA		FY2017 Governor's		Difference Between	Percent Change
IT/Telecom Services and Equipment		FY2015 Actuals	FY2016 Original As Passed Budget	Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Telecom-Toll Free Phone Serv	516657	0	50	50	50	0	0.0%
Telecom-Conf Calling Services	516658	19	0	0	0	0	0.0%
It Intsvccost-Vision/Isdassess	516671	527	542	542	450	(92)	-17.0%
It Intsvccost- Dii - Telephone	516672	3,455	3,000	3,000	3,600	600	20.0%
It Inter Svc Cost User Support	516678	6,614	4,433	4,433	4,372	(61)	-1.4%
Hw - Other Info Tech	522200	413	0	0	0	0	0.0%
Software - Other	522220	1,782	2,000	2,000	2,000	0	0.0%
Software - Office Technology	522221	149	0	0	0	0	0.0%
Sw-Database&Management Sys	522222	0	1,000	1,000	0	(1,000)	-100.0%
Software-Gis	522223	526	517	517	842	325	62.9%
Sw-Website Dev Maint Hosting	522224	0	1,000	1,000	0	(1,000)	-100.0%
Total: IT/Telecom Services and Equipment		13,486	12,542	12,542	11,314	(1,228)	-9.8%

Other Operating Expenses							
Description	Code						
Registration & Identification	523640	0	50	50	0	(50)	-100.0%
Cost of Freight	525160	216	2,950	2,950	500	(2,450)	-83.1%
Total: Other Operating Expenses		216	3,000	3,000	500	(2,500)	-83.3%

Other Purchased Services							
Description	Code						
Insurance Other Than Empl Bene	516000	5,075	5,686	5,686	4,934	(752)	-13.2%
Insurance - General Liability	516010	4,621	1,231	1,231	991	(240)	-19.5%
Dues	516500	0	200	200	200	0	0.0%
It Int Svc Dii Allocated Fee	516685	9,654	9,540	9,540	8,191	(1,349)	-14.1%
Advertising-Web	516814	927	3,000	3,000	3,000	0	0.0%
Advertising - Job Vacancies	516820	0	1,000	1,000	1,000	0	0.0%

Organization: VERMONT LIFE

Budget Detail Report

		FY2016 Governor's BAA		FY2017 Governor's		Difference Between	Percent Change
Other Purchased Services (cont)		FY2015 Actuals	FY2016 Original As Passed Budget	Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
Client Meetings	516855	197	0	0	0	0	0.0%
Trade Shows & Events	516870	70	0	0	0	0	0.0%
Printing and Binding	517000	245	500	500	500	0	0.0%
Printing-Promotional	517010	19,838	1,000	1,000	1,000	0	0.0%
Registration For Meetings&Conf	517100	390	1,000	1,000	1,000	0	0.0%
Postage	517200	6,755	7,000	7,000	7,000	0	0.0%
Freight & Express Mail	517300	958	1,000	1,000	1,000	0	0.0%
Other Purchased Services	519000	134	1,000	1,000	1,000	0	0.0%
Total: Other Purchased Services		48,864	32,157	32,157	29,816	(2,341)	-7.3%

Property and Maintenance							
Description	Code						
Repair & Maint - Office Tech	513010	373	1,000	1,000	500	(500)	-50.0%
Total: Property and Maintenance		373	1,000	1,000	500	(500)	-50.0%

Rental Other							
Description	Code						
Rental of Equipment & Vehicles	514500	153	0	0	200	200	0.0%
Total: Rental Other		153	0	0	200	200	0.0%

Rental Property							
Description	Code						
Rent Land&Bldgs-Non-Office	514010	1,576	1,491	1,491	1,395	(96)	-6.4%
Total: Rental Property		1,576	1,491	1,491	1,395	(96)	-6.4%

Organization: VERMONT LIFE

Budget Detail Report

		FY2016 Governor's BAA		FY2017 Governor's		Difference Between	Percent Change
Supplies		FY2015 Actuals	FY2016 Original As Passed Budget	Recommended Budget	Recommended Budget	FY2017 Governor's Recommend and FY2016 As Passed	FY2017 Governor's Recommend and FY2016 As Passed
Description	Code						
Office Supplies	520000	2,270	1,200	1,200	2,400	1,200	100.0%
Other General Supplies	520500	68	100	100	100	0	0.0%
It & Data Processing Supplies	520510	96	100	100	0	(100)	-100.0%
Food	520700	0	100	100	0	(100)	-100.0%
Books&Periodicals-Library/Educ	521500	25	100	100	200	100	100.0%
Subscriptions	521510	468	300	300	500	200	66.7%
Subscriptions Other Info Serv	521515	32	0	0	100	100	0.0%
Total: Supplies		2,959	1,900	1,900	3,300	1,400	73.7%
Travel							
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	3,150	2,500	2,500	3,500	1,000	40.0%
Travel-Inst-Other Transp-Emp	518010	83	0	0	0	0	0.0%
Travel-Inst-Meals-Emp	518020	7	100	100	100	0	0.0%
Travel-Inst-Lodging-Emp	518030	0	300	300	300	0	0.0%
Travel-Inst-Incidentals-Emp	518040	75	0	0	0	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	43	500	500	500	0	0.0%
Travel-Outst-Other Trans-Emp	518510	1,136	500	500	1,200	700	140.0%
Travel-Outst-Meals-Emp	518520	254	500	500	500	0	0.0%
Travel-Outst-Lodging-Emp	518530	298	1,000	1,000	500	(500)	-50.0%
Travel-Outst-Incidentals-Emp	518540	36	0	0	0	0	0.0%
Total: Travel		5,081	5,400	5,400	6,600	1,200	22.2%
Total: 2. OPERATING		74,897	61,990	61,990	61,465	(525)	-0.8%
Total Expenses:		765,692	868,780	868,780	732,368	(136,412)	-15.7%
Fund Name		Fund Code					
Vermont Life Magazine Fund	50400	765,692	868,780	868,780	732,368	(136,412)	-15.7%
Funds Total:		765,692	868,780	868,780	732,368	(136,412)	-15.7%
Position Count					7		
FTE Total					6.63		166

**VT LIFE MAGAZINE
FY 17 CONTRACT DETAIL**

Name/Type	Account Code	FY 2017	
		Contracts Request	Enterprise Fund
Fulfillment Services	507020	\$1,500	\$1,500
Website Development	507562	\$12,500	\$12,500
Total VT Life		<u>\$14,000</u>	<u>\$14,000</u>
Contract & Third Party Fulfillment	507020	\$1,500	\$1,500
Creative Development Web	507562	\$12,500	\$12,500
		<u>\$14,000</u>	<u>\$14,000</u>

FY 2017 GOVERNOR'S BUDGET RECOMMENDATIONS - PROGRAM PERFORMANCE MEASURES

AGENCY NAME:	Agency of Commerce & Community Development	
DEPARTMENT NAME:	Vermont Department of Tourism & Marketing	
DIVISION NAME:		
PRIMARY APPROPRIATION #	713000000	
PROGRAM NAME	Tourism & Marketing	
PROGRAM NUMBER (if used)		
FY 2017 Appropriation \$\$	\$ 3,194,386.00	
Budget Amounts in Primary appropriation not related to this program:	\$ 1,394,386.00	
		SECONDARY APPROPRIATION #
Program Budget Amounts from other appropriation:	\$ -	
Program Budget Amounts from other appropriation:	\$ -	
TOTAL PROGRAM BUDGET FY 2017	\$ 1,800,000.00	n/a

POPULATION-LEVEL OUTCOME:	(1) Vermont has a prosperous economy.
---------------------------	---------------------------------------

POPULATION-LEVEL INDICATOR:	
-----------------------------	--

		Performance Measure Data				
		FY 2014	FY 2015	FY 2016 Budget	FY 2016 BAA	FY 2017 Budget
Performance Measure A:	Occupancy at Vermont State Parks	409,531	423,228	425,000	425,000	427,000
Type of PM A:	1. How much did we do? (a.k.a. quantity or output) (Good PM)					
		FY 2014	FY 2015	FY 2016 Budget	FY 2016 BAA	FY 2017 Budget
Performance Measure B:	Increase of jobs in the hospitality sector	34,802	35,400	35,800	35,800	36,200
Type of PM B:	3. Is anyone better off? (a.k.a. effectiveness or result/outcome) (Best PM)					
		FY 2014	FY 2015	FY 2016 Budget	FY 2016 BAA	FY 2017 Budget
Performance Measure C:	Increase of rooms and meals tax revenue	7,892,606	7,880,000	5,000,000	5,000,000	5,000,000
Type of PM C:	1. How much did we do? (a.k.a. quantity or output) (Good PM)					

NARRATIVE/COMMENTS/STORY: Describe the program. Who/what does it serve? Are there any data limitations or caveats? Explain trend or recent changes. Speak to new initiatives expected to have future impact.
The Vermont Department of Tourism and Marketing has four primary population groups that are served. The first is businesses in Vermont that fall under the hospitality sector. This would be hotels, resorts, inns, B&B's, attractions, and businesses that provide hospitality services. The second group served by the Vermont Department of Tourism and Marketing are the residents of Vermont. The Department provides information services to residents informing them of activities happening around Vermont and encouraging them to participate in Vermont events, attractions, state parks, historic sites and many others. This in turn helps to support the businesses that provide these services. The third population served is the visitors to Vermont. The Department provides these visitors with information in order to help them make informed decisions to visit our state.