

## FY2018 BUDGET

### Agency of Commerce and Community Development

February 2017

Michael Schirling, SECRETARY  
Ted Brady, DEPUTY SECRETARY

# AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT

## FY 18 BUDGET DETAIL

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**AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT  
FISCAL YEAR 2018 ONE-TIME GENERAL FUND APPROPRIATION  
(not included in base budget numbers listed below)**

Sec. B.1101 FISCAL YEAR 2018 ONE-TIME GENERAL FUND APPROPRIATIONS

- (a) The sum of \$750,000 is appropriated to the Secretary of Commerce and Community Development for developing and launching a marketing campaign.
- (1) The funds appropriated in this section shall be used to:
- (A) build on Vermont's successful branding and marketing efforts surrounding tourism, recreation, and the working lands;
  - (B) expand the Vermont brand to attract entrepreneurs and would-be entrepreneurs to Vermont;
  - (C) advance attributes of innovation, tech and digital economy, and energy leadership in Vermont; and
  - (D) connect entrepreneurs with the career aspirations of young Vermonters.
- (2) The funds appropriated in this section may be matched with federal funds, special funds, grants, donations, and private funds.
- (3) The Secretary shall establish performance measures that support the strategic priority of strengthening the state economy before disbursing these funds.

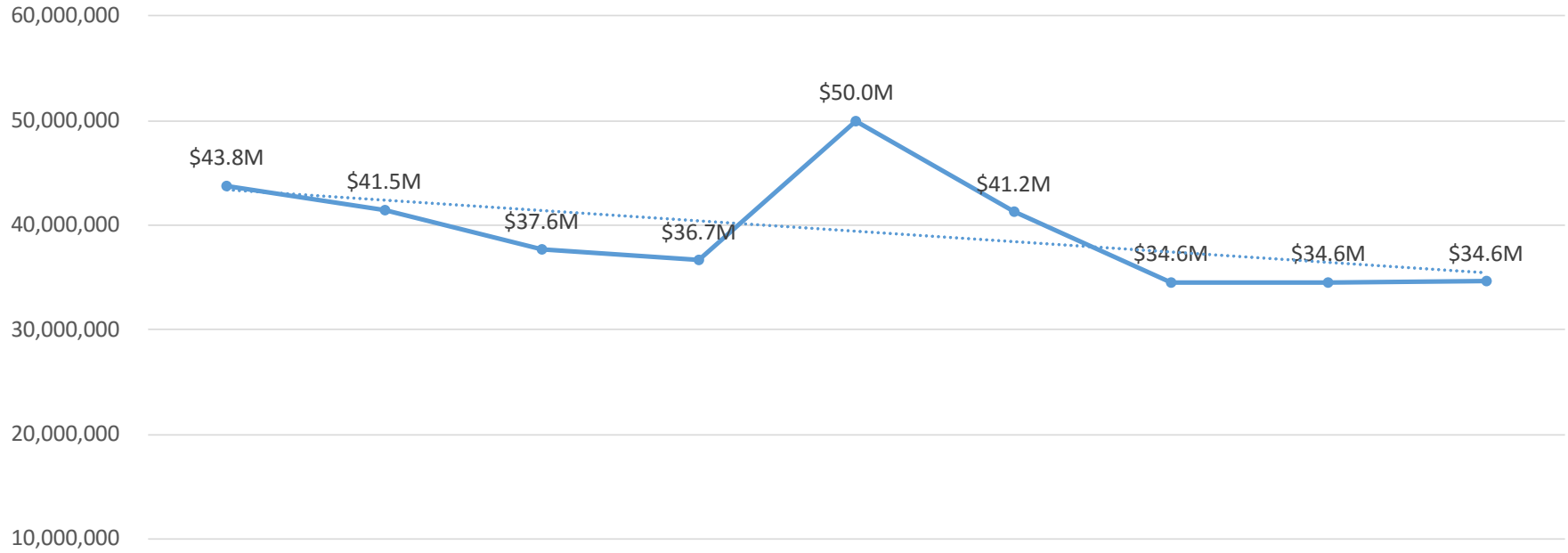
EXPLANATION: One-time appropriation to be used to attract more workers to the state through Economic Development Marketing.

- (b) The sum of \$200,000 is appropriated to the Secretary of Commerce and Community Development for the Vermont Training Program. These funds shall be targeted to support training in the trades including, but not limited to, electricians, carpenters, plumbers, pipefitters, welders, heavy equipment operators, automotive service technicians, aviation technicians, fuel/electrical systems technicians, tool and die makers, industrial mechanics, precision metal fabricators, and horticulturalists. These funds shall be administered by the Vermont Training Program.

EXPLANATION: Onetime appropriation to increase training for occupations in the trades.

# ACCD All Funds Budget

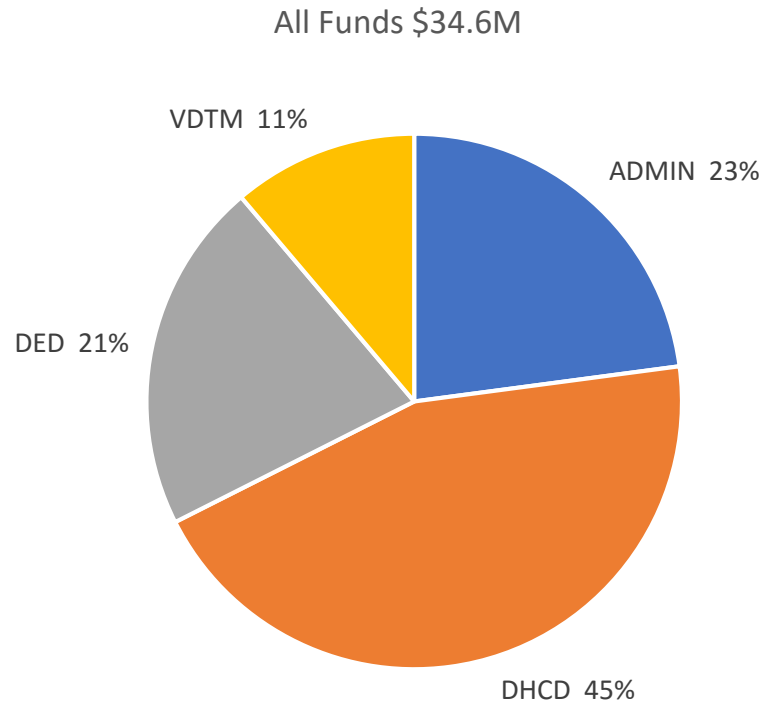
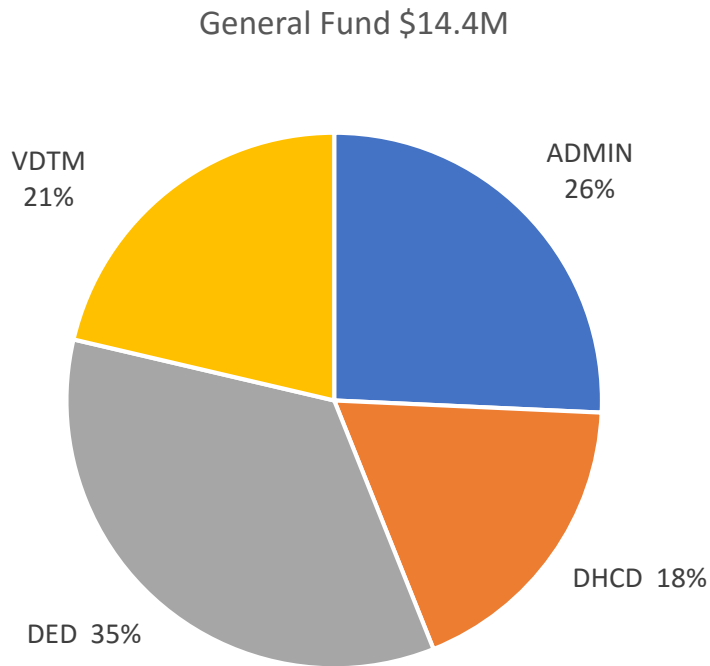
Total All Funds (\$ Millions)



	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17 BAA	FY18 Rec
Series1	43,809,782	41,493,934	37,618,978	36,667,844	49,965,607	41,238,824	34,562,574	34,565,517	34,587,025

Notes: FY2012 Federal ARRA Funds ended  
 FY2012 Federal Neighborhood Stabilization Program ended  
 FY2014 Federal HUD Disaster Recovery Funds received (Tropical Storm Irene)  
 FY2014 Federal HUD Disaster Recovery Funds ends (Tropical Storm Irene)

# ACCD - FY18 Budget by Department



**Agency of Commerce and Community Development  
Agency 3 Year Summary by Department**

	<b>FY 2018 Position Count</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Budget As Passed</b>	<b>FY 2018 Governor Recommend</b>
<b>Department</b>				
ACCD Administration	28	\$7,705,009	\$8,499,625	\$7,920,071
Economic Development	18	\$4,641,722	\$6,301,445	\$7,350,743
Housing and Community Development	35	\$29,390,685	\$15,857,693	\$15,447,935
Tourism & Marketing	15	\$3,997,159	\$3,906,754	\$3,868,276
<b>Total</b>	<b>96</b>	<b>\$45,734,575</b>	<b>\$34,565,517</b>	<b>\$34,587,025</b>
<b>Fund Type</b>				
General Funds		\$12,538,818	\$13,862,707	\$14,411,627
Federal Funds		\$23,246,930	\$10,407,024	\$9,352,628
IDT Funds		\$1,191,720	\$342,630	\$284,349
Enterprise Funds		\$709,712	\$732,368	\$763,023
Special Fund		\$8,047,395	\$9,220,788	\$9,775,398
<b>Total</b>		<b>\$45,734,575</b>	<b>\$34,565,517</b>	<b>\$34,587,025</b>

**AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT  
FUND CHANGES FY17 TO FY18**

<b>Fund Source</b>	<b>FY 2017 As Passed Budget</b>	<b>FY 2017 BAA Recommend</b>	<b>Increase/ (Decrease) As Passed to FY17 BAA Rec.</b>	<b>FY 2018 Governor's Recommend</b>	<b>Increase/ (Decrease) From FY 17 As Passed</b>	<b>FY 2017 % Incr/-Decr Over FY 16 As Passed</b>
<b>General Fund</b>	<b>\$13,862,707</b>	<b>\$13,862,707</b>	<b>\$0</b>	<b>\$14,411,627</b>	<b>\$548,920</b>	<b>4.0%</b>
<b>Special Fund</b>	<b>\$9,220,788</b>	<b>\$9,220,788</b>	<b>\$0</b>	<b>\$9,775,398</b>	<b>\$554,610</b>	<b>6.0%</b>
<b>Federal Fund</b>	<b>\$10,407,024</b>	<b>\$10,407,024</b>	<b>\$0</b>	<b>\$9,352,628</b>	<b>(\$1,054,396)</b>	<b>-10.1%</b>
<b>Inter-department Transfer Fund</b>	<b>\$342,630</b>	<b>\$342,630</b>	<b>\$0</b>	<b>\$284,349</b>	<b>(\$58,281)</b>	<b>-17.0%</b>
<b>Enterprise Fund</b>	<b>\$732,368</b>	<b>\$732,368</b>	<b>\$0</b>	<b>\$763,023</b>	<b>\$30,655</b>	<b>4.2%</b>
<b>Total ACCD</b>	<b>\$34,565,517</b>	<b>\$34,565,517</b>	<b>\$0</b>	<b>\$34,587,025</b>	<b>\$21,508</b>	<b>0.1%</b>

## Agency of Commerce and Community Development FY 2018 Summary Budget Changes by Fund

<b>FY 17 General Fund As Passed</b>	<b>\$13,862,707</b>
Salary/Benefits net increase	\$180,787
Internal Service Fee decrease (Worker's Comp)	(\$4,121)
Contractual services reduction	(\$22,608)
Internal Services Fee (DII, VISION, Insurances, DHR)	\$18,595
National Life rent operating increase	\$37,948
Miscellaneous operating costs reduction	(\$8,681)
Grants elimination -Bennington CEDS, Rutland refugee educational materials	(\$53,000)
Small Business Development Center grant increase	\$400,000
<i>Total Increase</i>	\$548,920
<b>FY 18 General Fund Request</b>	<b>\$14,411,627</b>
<b>FY 17 Federal Fund As Passed</b>	<b>\$10,407,024</b>
EPA -Brownfields grant program reduction for completed projects	(\$700,000)
National Park Service (NPS) -Funding Historic Preservation spending authority adjustment	(\$143,982)
HUD -CDBG -State Program Administration spending authority adjustment	(\$206,593)
HUD -CDBG -Disaster Recovery I Program Administration reduction for completed projects	(\$116,353)
HUD -CDBG -Disaster Recovery II Program Administration reduction for completed projects	(\$58,181)
HUD -HOME Program spending authority adjustment	(\$31,015)
Dept of Defense -Procurement Technical Assistance Center grant -funding increase	\$12,225
US Small Bus Admin -International Trade & Export Assistance STEP IV completed	(\$174,211)
US Small Bus Admin -International Trade & Export Assistance STEP V -new grant	\$286,439
HUD -CDBG -State Program spending authority adjustment	\$77,275
<i>Total Decrease</i>	(\$1,054,396)
<b>FY 18 Federal Fund Request</b>	<b>\$9,352,628</b>
<b>FY 17 Special Fund As Passed</b>	<b>\$9,220,788</b>
LIDAR aerial photography project funding Addison/Franklin/Bennington Counties -ANR Clean Water Fund	\$460,000
Historic Sites admissions/gift shop fees spending authority adjustment	\$79,207
Archaeology Center box and artifact fees spending authority adjustment	\$650
CDBG workshops spending authority decrease	(\$10,000)
Archeology database spending authority adjustment	(\$2,500)
Economic Development conference fees decrease	(\$2,000)
VTC VT Supported Training & Employment Partnership (VSTEETP) Award -new grant	\$25,000
DT Transportation and Capital Improvement Fund spending authority increase	\$4,253
<i>Total Increase</i>	\$554,610
<b>FY 18 Special Fund Request</b>	<b>\$9,775,398</b>



**Agency of Commerce and Community Development  
FY 2018 Summary Budget Changes by Fund**

<b>FY 17 Interdepartmental Transfer Fund As Passed</b>	<b>\$342,630</b>
VCGI external billings for LIDAR completed Windham project	(\$47,753)
Quebec Initiative -LCRCC (2 years) grant project completed	(\$50,000)
Statewide Parcel Mapping Program project funding	\$138,791
ANR -Electric Car Program grants -pass-thru to municipalities -reduction for completed projects	(\$20,000)
AOT -Chimney Point restoration reduction for completed projects	(\$10,092)
AOT -MT Independence trail repair	\$1,458
AOT -Archaeology month/Heritage Center spending authority adjustment	(\$685)
AOT -Byways and Agriculture -Dairy Programs reduction	(\$70,000)
<i>Total Decrease</i>	(\$58,281)
<b>FY 18 Interdepartmental Transfer Fund Request</b>	<b>\$284,349</b>
<b>FY 17 Enterprise Fund As Passed</b>	<b>\$732,368</b>
Salary/Benefits Net Increase	\$56,817
Internal Service Fee decrease (Worker's Comp)	(\$46)
Creative/Development-Web services reduction	(\$12,500)
Internal Services Fee operating net increase (Insurance, VISION, DHR, DII)	\$1,370
Miscellaneous operating costs reductions	(\$14,986)
<i>Total Increase</i>	\$30,655
<b>FY 18 Enterprise Fund Request</b>	<b>\$763,023</b>
<b>Total FY 18 Budget Increase</b>	<b>\$21,508</b>
<b>Total FY 18 Governor's Recommend</b>	<b>\$34,587,025</b>

Agency of Commerce and Community Development

FY 2018 Request

Grant Itemization Form

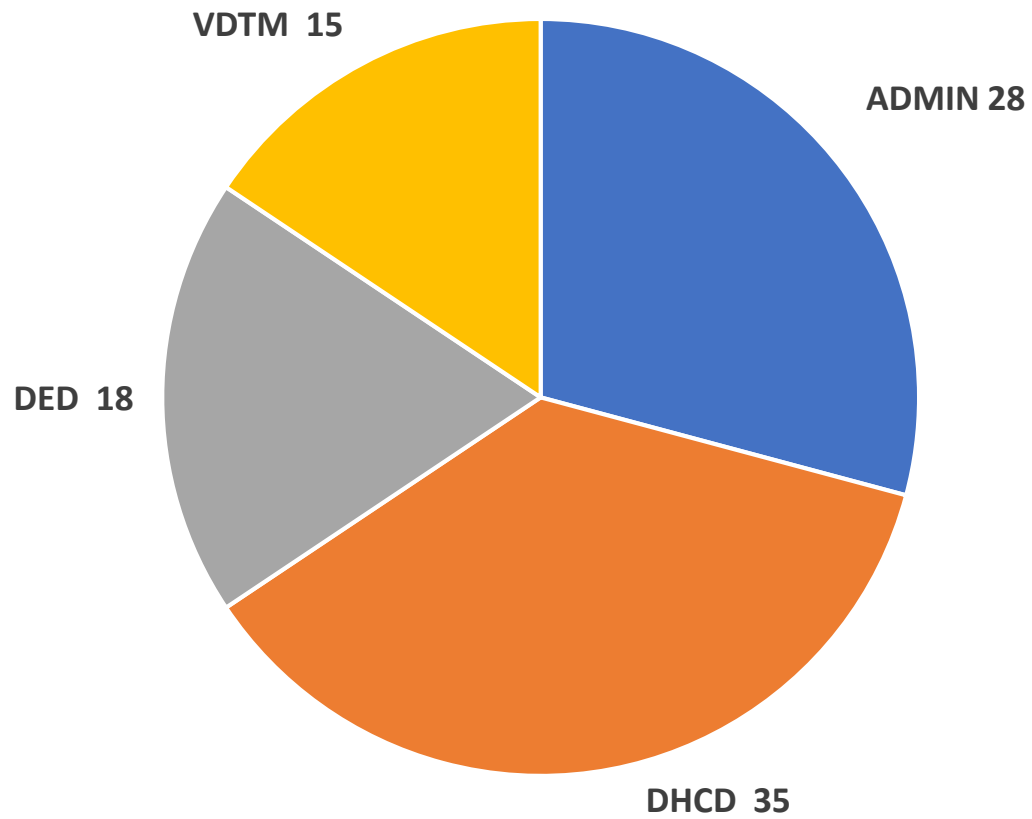
DEPARTMENT - Administration										
Appropriation Name	Grant Title	Grantee	FY 17 As Passed	Incr(Decr)	FY 18 Request	GF \$	SF \$	Fed \$	Interdept \$	Purpose/Service Provided/Other Funds Explanation
Administration	VT Sustainable Jobs Fund	VT Sustainable Jobs Fund	213,307	0	213,307	213,307	0	0	0	Pass-thru 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	50,000	(50,000)	0	0	0	0	0	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.
	Bennington County CEDS	Bennington County Reg Comm	50,000	(50,000)	0	0	0	0	0	Pass-thru to support CEDS initiative.
	Refugee Resettlement Education	City of Rutland	3,000	(3,000)	0	0	0	0	0	Pass-thru to support refugee resettlement educational materials.
	EPA Brownfields	Various entities	1,181,000	(1,181,000)	0	0	0	0	0	Used to mitigate brownfield costs to VT businesses.
	Windham County Development Fund	Various entities	3,185,000	0	3,185,000	0	3,185,000	0	0	Windham Region Economic Response to VY Closing.
<b>TOTAL Grants Request FY18</b>			<b>4,821,627</b>	<b>(1,284,000)</b>	<b>3,537,627</b>	<b>352,627</b>	<b>3,185,000</b>	<b>0</b>	<b>0</b>	

DEPARTMENT - Housing and Community Development										
Appropriation Name	Grant Title	Grantee	FY 17 As Passed	Incr(Decr)	FY 18 Request	GF \$	SF \$	Fed \$	Interdept \$	Purpose/Service Provided/Other Funds Explanation
Housing and	Mobile Home Park Program	Mediators	4,000	0	4,000	0	4,000	0	0	Pays for mediation fees.
Community Dev.	HOME Investment Partnership	VT Housing Conserv Board	255,184	1,805	256,989	0	0	256,989	0	Pass-thru to support 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	120,547	(28,415)	92,132	0	0	92,132	0	Supports historic bldgs re: planning, surveying & documentation.
	Municipal Planning Assistance	Municipalities	457,482	0	457,482	0	457,482	0	0	Supports individual town planning efforts.
	RPC Block Grants	Various entities	0	2,924,417	2,924,417	0	2,924,417	0	0	Supports individual town planning efforts.
	VHCB Disaster Recovery Buyouts	Various entities	400,000	0	400,000	0	400,000	0	0	Supports disaster recovery buyouts not covered by FEMA.
	Parcel Mapping Program	Regional Plan Commissions	0	23,001	23,001	0	0	0	23,001	Supports Statewide Parcel mapping Program.
	ANR -Electric Car Program	Municipalities	50,000	(20,000)	30,000	0	0	0	30,000	Supports electric car charging stations throughout VT.
			1,357,213	2,900,808	4,258,021	70,000	3,785,899	349,121	53,001	
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 Develop. Block Grant	Municipalities	6,249,045	77,275	6,326,320	0	0	6,326,320	0	Planning, housing and economic dev projects -Consolidated Plan.
<b>TOTAL Grants Request FY18</b>			<b>7,941,409</b>	<b>2,978,083</b>	<b>10,919,492</b>	<b>70,000</b>	<b>4,121,050</b>	<b>6,675,441</b>	<b>53,001</b>	

DEPARTMENT - Economic Development										
Appropriation Name	Grant Title	Grantee	FY 17 As Passed	Incr(Decr)	FY 18 Request	GF \$	SF \$	Fed \$	Interdept \$	Purpose/Service Provided/Other Funds Explanation
Economic Development	VT Employee Ownership Center	VEOC	69,660	0	69,660	69,660	0	0	0	Pass-thru to support program.
	Small Business Dev Ctr - Bus Support	SBDC	357,400	400,000	757,400	757,400	0	0	0	Support for small business development efforts.
	Small Business Dev Ctr - PTAC	SBDC	107,445	2,843	110,288	55,144	0	55,144	0	Support 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.
	RDC Block Grants	Various entities	0	1,266,104	1,266,104	1,266,104	0	0	0	Pass-thru to support economic development state-wide.
	EPA Brownfields Assess & Cleanup	Various entities	0	480,000	480,000	0	0	480,000	0	Used to mitigate Brownfield costs to VT businesses.
	Int'l Trade STEP	Various entities	95,000	37,000	132,000	0	0	132,000	0	Technical assistance to increase exportation of VT products.
	VT Captive Insurance Association	VT Captive Insurance Assoc	0	50,000	50,000	0	50,000	0	0	Promotional assistance to support industry.
	Job Development Zones	Municipalities	7,590	(1,380)	6,210	6,210	0	0	0	Pays bond interest on notes.
	VT Training Program	Various entities	1,307,741	(100,000)	1,207,741	1,207,741	0	0	0	Pays for training for VT employees.
<b>TOTAL Grants Request FY18</b>			<b>1,994,836</b>	<b>2,134,567</b>	<b>4,129,403</b>	<b>3,412,259</b>	<b>50,000</b>	<b>667,144</b>	<b>0</b>	

DEPARTMENT - Tourism and Marketing										
Appropriation Name	Grant Title	Grantee	FY 17 As Passed	Incr(Decr)	FY 18 Request	GF \$	SF \$	Fed \$	Interdept \$	Purpose/Service Provided/Other Funds Explanation
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 Convention & Visitor's Bureau	Lake Champlain Chamber	95,000	0	95,000	95,000	0	0	0	Pass-thru to support program.
<b>TOTAL Grants Request FY18</b>			<b>150,380</b>	<b>0</b>	<b>150,380</b>	<b>150,380</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Agency Grants Request FY18</b>			<b>14,908,252</b>	<b>3,828,650</b>	<b>18,736,902</b>	<b>3,985,266</b>	<b>7,356,050</b>	<b>7,342,585</b>	<b>53,001</b>	<b>10</b>

# ACCD - Positions by Department - 96



**Agency of Commerce and Community Development  
FY 2018 Staffing Changes**

<b>Administration</b>	
<b>Total No. of Positions FY 2016</b>	<b>26</b>
<b>GIS Professional III from VT Life (Statewide Parcel Mapping Project)</b>	<b>1</b>
<b>Executive Director from Housing &amp; Community Development</b>	<b>1</b>
<b>Total No. of Positions FY 2017</b>	<b>28</b>
<b>Total No. of Positions FY 2018</b> <b>See Page 52 for Program Breakdown</b>	<b>28</b>
<b>Economic Development</b>	
<b>Total No. of Positions FY 2016</b>	<b>17</b>
<b>Economic Development Policy Specialist from HCD</b>	<b>1</b>
<b>Total No. of Positions FY 2017</b>	<b>18</b>
<b>Total No. of Positions FY 2018</b> <b>See Page 85 for Program Breakdown</b>	<b>18</b>
<b>Housing and Community Development</b>	
<b>Total No. of Positions FY 2016</b>	<b>39</b>
<b>Vacant Community Planning &amp; Policy Director</b>	<b>-1</b>
<b>Vacant CD Director</b>	<b>-1</b>
<b>Total No. of Positions FY 2017</b>	<b>37</b>
<b>Grants Specialist (CDBG-DR) Limited Position Service Ends</b>	<b>-2</b>
<b>Total No. of Positions FY 2018</b> <b>See Page 120 for Program Breakdown</b>	<b>35</b>
<b>Tourism and Marketing</b>	
<b>Total No. of Positions FY 2016</b>	<b>8</b>
<b>Total No. of Positions FY 2017</b>	<b>8</b>
<b>Total No. of Positions FY 2018</b> <b>See Page 173 for Program Breakdown</b>	<b>8</b>
<b>VT Life Magazine</b>	
<b>Total No. of Positions FY 2016</b>	<b>8</b>
<b>Vacant Storekeeper A</b>	<b>-1</b>
<b>Total No. of Positions FY 2017</b>	<b>7</b>
<b>Total No. of Positions FY 2018</b> <b>See Page 173 for Program Breakdown</b>	<b>7</b>
<b>AGENCY TOTALS</b>	
<b>Total No. of Positions FY 2016</b>	<b>98</b>
<b>Total No. of Positions FY 2017</b>	<b>98</b>
<b>Total No. of Authorized Positions FY 2018</b>	<b>96</b>

**Organization: Agency of Commerce and Community Development**

**Budget Rollup**

**Budget Object Group: 1. PERSONAL SERVICES**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Salaries and Wages	6,415,684	6,501,264	6,501,264	6,519,936	18,672	0.3%
Fringe Benefits	2,962,171	3,252,285	3,252,285	3,306,502	54,217	1.7%
Contracted and 3rd Party Service	5,131,562	5,333,148	5,333,148	1,125,173	(4,207,975)	-78.9%
PerDiem and Other Personal Services	11,259	184,875	184,875	134,586	(50,289)	-27.2%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>14,520,676</b>	<b>15,271,572</b>	<b>15,271,572</b>	<b>11,086,197</b>	<b>(4,185,375)</b>	<b>-27.4%</b>

**Budget Object Group: 2. OPERATING**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Equipment	72,065	61,289	61,289	56,460	(4,829)	-7.9%
IT/Telecom Services and Equipment	396,624	357,163	357,163	301,213	(55,950)	-15.7%
Travel	288,181	386,136	386,136	371,542	(14,594)	-3.8%
Supplies	101,758	128,324	128,324	120,922	(7,402)	-5.8%
Other Purchased Services	2,742,653	2,698,584	2,698,584	3,096,081	397,497	14.7%
Other Operating Expenses	184,846	201,221	201,221	161,465	(39,756)	-19.8%
Rental Other	25,767	29,328	29,328	26,445	(2,883)	-9.8%
Rental Property	358,902	371,986	371,986	386,331	14,345	3.9%
Property and Maintenance	108,173	151,662	151,662	146,472	(5,190)	-3.4%
Rentals	0	0	0	15,000	15,000	0.0%
Repair and Maintenance Services	0	0	0	81,995	81,995	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>4,278,969</b>	<b>4,385,693</b>	<b>4,385,693</b>	<b>4,763,926</b>	<b>378,233</b>	<b>8.6%</b>

**Budget Object Group: 3. GRANTS**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Grants Rollup	27,293,929	14,908,252	14,908,252	18,736,902	3,828,650	25.7%
<b>Budget Object Group Total: 3. GRANTS</b>	<b>27,293,929</b>	<b>14,908,252</b>	<b>14,908,252</b>	<b>18,736,902</b>	<b>3,828,650</b>	<b>25.7%</b>
<b>Total Expenses</b>	<b>46,093,575</b>	<b>34,565,517</b>	<b>34,565,517</b>	<b>34,587,025</b>	<b>21,508</b>	<b>0.1%</b>

<b>Fund Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
General Funds	12,538,818	13,862,707	13,862,707	14,411,627	548,920	4.0%
Special Fund	8,406,395	9,220,788	9,220,788	9,775,398	554,610	3.5%
Federal Funds	23,246,930	10,407,024	10,407,024	9,352,628	(1,054,396)	-10.1%
IDT Funds	1,191,720	342,630	342,630	284,349	(58,281)	-17.0%
Enterprise Funds	709,712	732,368	732,368	763,023	30,655	4.2%
<b>Funds Total</b>	<b>46,093,575</b>	<b>34,565,517</b>	<b>34,565,517</b>	<b>34,587,025</b>	<b>21,508</b>	<b>0.1%</b>

Position Count				96	
FTE Total				95.8	

**Organization: 07 - Commerce and Community Development**

**Budget Detail Report**

**Budget Object Group: 1. PERSONAL SERVICES**

						Difference Between	Percent Change
		FY2017 Original	FY2017 Governor's	FY2018 Governor's	FY2018 Governor's	Governor's	
		As Passed	BAA	Recommended	Recommend and	Recommend	
		Budget	Budget	Budget	FY2017 As Passed	and FY2017 As	
						Passed	
<b>Salaries and Wages</b>		FY2016 Actuals	Budget	Budget	Budget		
Description	Code						
Classified Employees	500000	6,412,017	4,741,205	4,741,205	4,787,251	46,046	1.0%
Exempt	500010	0	1,580,027	1,580,027	1,673,317	93,290	5.9%
Temporary Employees	500040	0	217,311	217,311	246,344	29,033	13.4%
Overtime	500060	3,667	0	0	7,000	7,000	0.0%
Vacancy Turnover Savings	508000	0	(37,279)	(37,279)	(193,976)	(156,697)	420.3%
<b>Total: Salaries and Wages</b>		<b>6,415,684</b>	<b>6,501,264</b>	<b>6,501,264</b>	<b>6,519,936</b>	<b>18,672</b>	<b>0.3%</b>

						Difference Between	Percent Change
		FY2017 Original	FY2017 Governor's	FY2018 Governor's	FY2018 Governor's	Governor's	
		As Passed	BAA	Recommended	Recommend and	Recommend	
		Budget	Budget	Budget	FY2017 As Passed	and FY2017 As	
						Passed	
<b>Fringe Benefits</b>		FY2016 Actuals	Budget	Budget	Budget		
Description	Code						
FICA - Classified Employees	501000	469,300	362,642	362,642	366,234	3,592	1.0%
FICA - Exempt	501010	0	119,563	119,563	127,635	8,072	6.8%
Health Ins - Classified Empl	501500	1,355,160	1,262,125	1,262,125	1,237,393	(24,732)	-2.0%
Health Ins - Exempt	501510	0	291,526	291,526	364,223	72,697	24.9%
Retirement - Classified Empl	502000	995,483	841,913	841,913	836,331	(5,582)	-0.7%
Retirement - Exempt	502010	0	213,145	213,145	227,271	14,126	6.6%
Dental - Classified Employees	502500	74,198	64,744	64,744	60,345	(4,399)	-6.8%
Dental - Exempt	502510	0	15,772	15,772	15,880	108	0.7%
Life Ins - Classified Empl	503000	17,499	15,287	15,287	18,755	3,468	22.7%
Life Ins - Exempt	503010	0	3,799	3,799	5,850	2,051	54.0%
LTD - Classified Employees	503500	3,933	988	988	1,002	14	1.4%
LTD - Exempt	503510	0	3,637	3,637	3,685	48	1.3%
EAP - Classified Empl	504000	2,812	2,344	2,344	2,286	(58)	-2.5%
EAP - Exempt	504010	0	572	572	601	29	5.1%
Employee Tuition Costs	504530	1,356	0	0	0	0	0.0%

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018
			Budget	Recommended	Budget	Recommend and	Governor's
				Budget	Budget	FY2017 As Passed	Recommend
							and FY2017 As
							Passed
<b>Fringe Benefits (cont)</b>							
Workers Comp - Ins Premium	505200	21,901	31,051	31,051	26,884	(4,167)	-13.4%
Unemployment Compensation	505500	16,023	22,330	22,330	11,280	(11,050)	-49.5%
Catamount Health Assessment	505700	4,507	847	847	847	0	0.0%
<b>Total: Fringe Benefits</b>		<b>2,962,171</b>	<b>3,252,285</b>	<b>3,252,285</b>	<b>3,306,502</b>	<b>54,217</b>	<b>1.7%</b>

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018
			Budget	Recommended	Budget	Recommend and	Governor's
				Budget	Budget	FY2017 As Passed	Recommend
							and FY2017 As
							Passed
<b>Contracted and 3rd Party Service</b>							
<b>Description</b>	<b>Code</b>						
Contr&3Rd Party-Fulfillment	507020	1,318	1,500	1,500	1,500	0	0.0%
Contr & 3Rd Party - Financial	507100	209	125,000	125,000	125,000	0	0.0%
Contr & 3Rd Party - Legal	507200	0	0	0	45,000	45,000	0.0%
Contr&3Rd Pty-Educ & Training	507350	14,199	0	0	75,487	75,487	0.0%
IT Contracts - Servers	507543	0	0	0	62,250	62,250	0.0%
Contr&3Rd Pty - Info Tech	507550	58,311	75,563	75,563	0	(75,563)	-100.0%
Contr-Info Tech-Web Hosting	507552	(2,148)	0	0	0	0	0.0%
Contr-Compsoftware-Sysdevelop	507553	147,959	90,725	90,725	0	(90,725)	-100.0%
Creative/Development	507561	468	85,000	85,000	82,350	(2,650)	-3.1%
Creative/Development-Web	507562	7,425	68,500	68,500	16,000	(52,500)	-76.6%
Advertising/Marketing-Other	507563	235,811	160,870	160,870	166,109	5,239	3.3%
Media-Planning/Buying	507564	113,724	77,500	77,500	80,300	2,800	3.6%
IT Contracts - Application Development	507565	0	0	0	33,000	33,000	0.0%
IT Contracts - Application Support	507566	0	0	0	2,000	2,000	0.0%
Other Contr and 3Rd Pty Serv	507600	4,554,268	4,648,490	4,648,490	436,177	(4,212,313)	-90.6%
Recording & Other Fees	507620	20	0	0	0	0	0.0%
<b>Total: Contracted and 3rd Party Service</b>		<b>5,131,562</b>	<b>5,333,148</b>	<b>5,333,148</b>	<b>1,125,173</b>	<b>(4,207,975)</b>	<b>-78.9%</b>



PerDiem and Other Personal Services		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Description	Code						
Per Diem	506000	11,200	15,300	15,300	15,805	505	3.3%
Other Pers Serv	506200	0	169,575	169,575	118,781	(50,794)	-30.0%
Service of Papers	506240	59	0	0	0	0	0.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>11,259</b>	<b>184,875</b>	<b>184,875</b>	<b>134,586</b>	<b>(50,289)</b>	<b>-27.2%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>14,520,676</b>	<b>15,271,572</b>	<b>15,271,572</b>	<b>11,086,197</b>	<b>(4,185,375)</b>	<b>-27.4%</b>

**Budget Object Group: 2. OPERATING**

Equipment		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Description	Code						
Hardware - Desktop & Laptop Pc	522216	46,103	46,989	46,989	33,040	(13,949)	-29.7%
Hw - Printers,Copiers,Scanners	522217	100	0	0	0	0	0.0%
Software - Desktop	522286	0	0	0	4,525	4,525	0.0%
Other Equipment	522400	19,463	8,500	8,500	6,600	(1,900)	-22.4%
Office Equipment	522410	0	500	500	0	(500)	-100.0%
Furniture & Fixtures	522700	6,400	5,300	5,300	12,295	6,995	132.0%
<b>Total: Equipment</b>		<b>72,065</b>	<b>61,289</b>	<b>61,289</b>	<b>56,460</b>	<b>(4,829)</b>	<b>-7.9%</b>

IT/Telecom Services and Equipment		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Description	Code						
Internet	516620	668	0	0	0	0	0.0%
Tele-Internet-Dsl-Cable Modem	516626	0	2,000	2,000	0	(2,000)	-100.0%
Telecom-Data Telecom Services	516651	424	455	455	0	(455)	-100.0%
Telecom-Video Conf Services	516653	539	650	650	0	(650)	-100.0%
Telecom-Long Distance Service	516655	0	4,750	4,750	0	(4,750)	-100.0%
Telecom-Toll Free Phone Serv	516657	5,240	6,200	6,200	6,150	(50)	-0.8%
Telecom-Conf Calling Services	516658	1,632	4,295	4,295	3,565	(730)	-17.0%
Telecom-Wireless Phone Service	516659	22,230	23,242	23,242	23,463	221	1.0%

IT/Telecom Services and Equipment (cont)		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
It Intsvccost-Vision/Isdassess	516671	119,075	104,240	104,240	107,567	3,327	3.2%
It Intsvccost- Dii - Telephone	516672	33,852	28,877	28,877	35,990	7,113	24.6%
It Inter Svc Cost User Support	516678	123,320	88,586	88,586	119,810	31,224	35.2%
Software as a Service	519085	0	0	0	468	468	0.0%
Hw - Other Info Tech	522200	6,171	7,351	7,351	0	(7,351)	-100.0%
Info Tech Purchases-Hardware	522210	731	0	0	0	0	0.0%
Hw-Server,Mainfrme,Datastorequ	522214	0	0	0	0	0	0.0%
Hardware-Telephone User Equip	522219	543	3,700	3,700	0	(3,700)	-100.0%
Software - Other	522220	440	18,694	18,694	0	(18,694)	-100.0%
Software - Office Technology	522221	12,880	4,967	4,967	0	(4,967)	-100.0%
Sw-Database&Management Sys	522222	10,201	10,200	10,200	0	(10,200)	-100.0%
Software-Gis	522223	50,835	28,571	28,571	0	(28,571)	-100.0%
Sw-Website Dev Maint Hosting	522224	2,066	17,385	17,385	0	(17,385)	-100.0%
Hw-Other Wireless Comm	522254	592	0	0	0	0	0.0%
Hw-Personal Mobile Devices	522258	5,184	3,000	3,000	4,200	1,200	40.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>396,624</b>	<b>357,163</b>	<b>357,163</b>	<b>301,213</b>	<b>(55,950)</b>	<b>-15.7%</b>

Other Operating Expenses		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Description</b>	<b>Code</b>						
Single Audit Allocation	523620	52,544	57,048	57,048	21,119	(35,929)	-63.0%
Registration & Identification	523640	552	7,090	7,090	430	(6,660)	-93.9%
Taxes	523660	8,649	9,000	9,000	9,000	0	0.0%
Bank Service Charges	524000	7,799	6,800	6,800	7,250	450	6.6%
Cost of Freight	525160	0	500	500	0	(500)	-100.0%
Cost of Stock Items Sold	525290	115,303	120,783	120,783	123,666	2,883	2.4%
<b>Total: Other Operating Expenses</b>		<b>184,846</b>	<b>201,221</b>	<b>201,221</b>	<b>161,465</b>	<b>(39,756)</b>	<b>-19.8%</b>

<b>Other Purchased Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Insurance Other Than Empl Bene	516000	56,616	68,371	68,371	79,016	10,645	15.6%
Insurance - General Liability	516010	14,698	13,731	13,731	14,704	973	7.1%
Dues	516500	199,065	205,516	205,516	208,487	2,971	1.4%
Licenses	516550	845	0	0	410	410	0.0%
Telecom-Mobile Wireless Data	516623	18,010	19,947	19,947	21,182	1,235	6.2%
Telecom-Telephone Services	516652	1,075	7,640	7,640	2,690	(4,950)	-64.8%
It Int Svc Dii Allocated Fee	516685	95,012	102,382	102,382	106,634	4,252	4.2%
Advertising-Tv	516811	7,900	255,000	255,000	8,000	(247,000)	-96.9%
Advertising-Radio	516812	15,951	135,700	135,700	12,400	(123,300)	-90.9%
Advertising-Print	516813	272,038	225,700	225,700	303,498	77,798	34.5%
Advertising-Web	516814	928,262	848,899	848,899	851,577	2,678	0.3%
Advertising-Other	516815	59,308	262,600	262,600	70,003	(192,597)	-73.3%
Advertising - Out of Home	516817	233,624	7,200	7,200	180,700	173,500	2,409.7%
Advertising - Job Vacancies	516820	12,291	3,000	3,000	5,050	2,050	68.3%
Client Meetings	516855	2,522	6,500	6,500	4,000	(2,500)	-38.5%
Trade Shows & Events	516870	263,881	229,000	229,000	307,144	78,144	34.1%
Giveaways	516871	6,727	12,525	12,525	12,550	25	0.2%
Sponsorships	516872	200,780	0	0	154,644	154,644	0.0%
Photography	516875	43,829	8,500	8,500	3,000	(5,500)	-64.7%
Printing and Binding	517000	13,623	15,495	15,495	13,335	(2,160)	-13.9%
Printing & Binding-Bgs Copy Ct	517005	2,223	6,228	6,228	2,554	(3,674)	-59.0%
Printing-Promotional	517010	15,781	33,050	33,050	36,548	3,498	10.6%
Photocopying	517020	26	2,225	2,225	100	(2,125)	-95.5%
Registration For Meetings&Conf	517100	53,601	56,739	56,739	57,520	781	1.4%
Training - Info Tech	517110	5,284	6,000	6,000	7,750	1,750	29.2%
Postage	517200	33,884	44,975	44,975	40,395	(4,580)	-10.2%
Postage - Bgs Postal Svcs Only	517205	6,500	5,870	5,870	3,800	(2,070)	-35.3%
Freight & Express Mail	517300	30,518	33,605	33,605	32,945	(660)	-2.0%
Instate Conf, Meetings, Etc	517400	345	285	285	400	115	40.4%
Outside Conf, Meetings, Etc	517500	55	0	0	1,950	1,950	0.0%
Other Purchased Services	519000	81,868	21,853	21,853	491,986	470,133	2,151.3%
Human Resources Services	519006	49,679	48,098	48,098	50,933	2,835	5.9%
Administrative Service Charge	519010	(616)	0	0	0	0	0.0%
Brochure Distribution	519030	13,621	11,950	11,950	9,951	(1,999)	-16.7%
Moving State Agencies	519040	3,826	0	0	225	225	0.0%
<b>Total: Other Purchased Services</b>		<b>2,742,653</b>	<b>2,698,584</b>	<b>2,698,584</b>	<b>3,096,081</b>	<b>397,497</b>	<b>14.7%</b>

<b>Property and Maintenance</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Water/Sewer	510000	13,039	14,000	14,000	14,000	0	0.0%
Rubbish Removal	510210	5,283	5,200	5,200	5,200	0	0.0%
Snow Removal	510300	19,844	37,000	37,000	34,637	(2,363)	-6.4%
Custodial	510400	2,587	9,000	9,000	3,000	(6,000)	-66.7%
Other Property Mgmt Services	510500	4,708	0	0	4,000	4,000	0.0%
Lawn Maintenance	510520	42,740	40,490	40,490	40,846	356	0.9%
Repair & Maint - Buildings	512000	2,323	24,000	24,000	24,124	124	0.5%
Plumbing & Heating Systems	512010	6,411	10,000	10,000	10,000	0	0.0%
Repair & Maint - Office Tech	513010	9,608	10,523	10,523	10,216	(307)	-2.9%
Other Repair & Maint Serv	513200	1,328	449	449	449	0	0.0%
Repair&Maint-Property/Grounds	513210	302	1,000	1,000	0	(1,000)	-100.0%
<b>Total: Property and Maintenance</b>		<b>108,173</b>	<b>151,662</b>	<b>151,662</b>	<b>146,472</b>	<b>(5,190)</b>	<b>-3.4%</b>

<b>Rental Other</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Rental of Equipment & Vehicles	514500	885	200	200	0	(200)	-100.0%
Rental - Auto	514550	3,576	4,728	4,728	0	(4,728)	-100.0%
Rental - Other	515000	21,306	24,400	24,400	26,445	2,045	8.4%
<b>Total: Rental Other</b>		<b>25,767</b>	<b>29,328</b>	<b>29,328</b>	<b>26,445</b>	<b>(2,883)</b>	<b>-9.8%</b>

							Percent Change FY2018 Governor's Recommend and FY2017 As Passed
		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	
<b>Rental Property</b>							
Description	Code						
Rent Land & Bldgs-Office Space	514000	341,303	353,303	353,303	369,255	15,952	4.5%
Rent Land&Bldgs-Non-Office	514010	17,599	18,683	18,683	17,076	(1,607)	-8.6%
<b>Total: Rental Property</b>		<b>358,902</b>	<b>371,986</b>	<b>371,986</b>	<b>386,331</b>	<b>14,345</b>	<b>3.9%</b>

							Percent Change FY2018 Governor's Recommend and FY2017 As Passed
		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	
<b>Supplies</b>							
Description	Code						
Office Supplies	520000	10,637	18,540	18,540	11,745	(6,795)	-36.7%
Gasoline	520110	5,538	8,280	8,280	6,237	(2,043)	-24.7%
Diesel	520120	301	0	0	800	800	0.0%
Building Maintenance Supplies	520200	2,870	4,100	4,100	3,000	(1,100)	-26.8%
Plumbing, Heating & Vent	520210	716	3,500	3,500	1,750	(1,750)	-50.0%
Heating & Ventilation	520211	69	0	0	1,750	1,750	0.0%
Small Tools	520220	0	200	200	200	0	0.0%
Electrical Supplies	520230	1,590	500	500	500	0	0.0%
Other General Supplies	520500	9,690	9,915	9,915	11,035	1,120	11.3%
It & Data Processing Supplies	520510	2,450	6,784	6,784	4,496	(2,288)	-33.7%
Cloth & Clothing	520520	43	0	0	500	500	0.0%
Educational Supplies	520540	36	0	0	0	0	0.0%
Agric, Hort, Wildlife	520580	1,737	1,200	1,200	1,200	0	0.0%
Fire, Protection & Safety	520590	1,145	1,600	1,600	1,600	0	0.0%
Recognition/Awards	520600	1,941	0	0	265	265	0.0%
Food	520700	151	0	0	0	0	0.0%
Electricity	521100	30,331	35,000	35,000	31,000	(4,000)	-11.4%
Heating Oil #2	521220	7,679	15,000	15,000	12,000	(3,000)	-20.0%
Propane Gas	521320	3,516	7,000	7,000	10,000	3,000	42.9%
Books&Periodicals-Library/Educ	521500	424	1,310	1,310	586	(724)	-55.3%
Subscriptions	521510	9,500	5,470	5,470	7,208	1,738	31.8%
Subscriptions Other Info Serv	521515	9,822	9,825	9,825	15,050	5,225	53.2%
Other Books & Periodicals	521520	0	100	100	0	(100)	-100.0%
Household, Facility&Lab Suppl	521800	728	0	0	0	0	0.0%
Paper Products	521820	843	0	0	0	0	0.0%
<b>Total: Supplies</b>		<b>101,758</b>	<b>128,324</b>	<b>128,324</b>	<b>120,922</b>	<b>(7,402)</b>	<b>-5.8%</b>

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change	
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018	
			Budget	Recommended	Budget	Recommend and	Governor's	
				Budget	Recommended	FY2017 As Passed	Recommend	
							and FY2017 As	
							Passed	
Travel	Description	Code						
	Travel-Inst-Auto Mileage-Emp	518000	40,371	58,718	58,718	69,300	10,582	18.0%
	Travel-Inst-Other Transp-Emp	518010	29,056	38,741	38,741	35,032	(3,709)	-9.6%
	Travel-Inst-Meals-Emp	518020	2,896	5,311	5,311	4,128	(1,183)	-22.3%
	Travel-Inst-Lodging-Emp	518030	3,628	4,575	4,575	4,474	(101)	-2.2%
	Travel-Inst-Incidentals-Emp	518040	1,071	1,565	1,565	1,745	180	11.5%
	Travel-Inst-Auto Mileage-Nonemp	518300	12,748	18,185	18,185	19,200	1,015	5.6%
	Travel-Inst-Other Trans-Nonemp	518310	0	250	250	250	0	0.0%
	Travel-Inst-Meals-Nonemp	518320	3,736	6,660	6,660	3,180	(3,480)	-52.3%
	Travel-Inst-Lodging-Nonemp	518330	100	800	800	800	0	0.0%
	Travel-Outst-Auto Mileage-Emp	518500	4,186	11,176	11,176	8,521	(2,655)	-23.8%
	Travel-Outst-Other Trans-Emp	518510	65,860	90,056	90,056	85,789	(4,267)	-4.7%
	Travel-Outst-Meals-Emp	518520	14,462	28,694	28,694	22,290	(6,404)	-22.3%
	Travel-Outst-Lodging-Emp	518530	95,168	113,580	113,580	108,458	(5,122)	-4.5%
	Travel-Outst-Incidentals-Emp	518540	7,265	7,825	7,825	8,375	550	7.0%
	Travel-Outst-Auto Mileage-Nonemp	518700	264	0	0	0	0	0.0%
	Travel-Outst-Other Trans-Nonemp	518710	2,424	0	0	0	0	0.0%
	Travel-Outst-Lodging-Nonemp	518730	4,871	0	0	0	0	0.0%
	Travel-Outst-Incidentals-Nonemp	518740	75	0	0	0	0	0.0%
	<b>Total: Travel</b>		<b>288,181</b>	<b>386,136</b>	<b>386,136</b>	<b>371,542</b>	<b>(14,594)</b>	<b>-3.8%</b>

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change	
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018	
			Budget	Recommended	Budget	Recommend and As	Governor's	
				Budget	Recommended	Passed	Recommend	
							and As Passed	
Rentals	Description	Code						
	Software-License-DeskLaptop PC	516559	0	0	0	15,000	15,000	0.0%
	<b>Total: Rentals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>

<b>Repair and Maintenance Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and As Passed</b>
<b>Description</b>	<b>Code</b>						
Software-Rep&Maint-ApplicaSupp	513050	0	0	0	500	500	0.0%
Software-Repair&Maint-Servers	513056	0	0	0	81,495	81,495	0.0%
<b>Total: Repair and Maintenance Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>81,995</b>	<b>81,995</b>	<b>0.0%</b>
<b>Total: 2. OPERATING</b>		<b>4,278,969</b>	<b>4,385,693</b>	<b>4,385,693</b>	<b>4,763,926</b>	<b>378,233</b>	<b>8.6%</b>

**Budget Object Group: 3. GRANTS**

<b>Grants Rollup</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Grants To Municipalities	550000	13,962,050	7,219,815	7,219,815	7,270,296	50,481	0.7%
Gr, Awards, Scholarships&Loans	550200	84,000	27,900	27,900	0	(27,900)	-100.0%
Grants	550220	7,484,031	600,000	600,000	400,000	(200,000)	-33.3%
Other Grants	550500	5,404,848	7,060,537	7,060,537	11,066,606	4,006,069	56.7%
<b>Total: Grants Rollup</b>		<b>26,934,929</b>	<b>14,908,252</b>	<b>14,908,252</b>	<b>18,736,902</b>	<b>3,828,650</b>	<b>25.7%</b>
<b>Total: 3. GRANTS</b>		<b>26,934,929</b>	<b>14,908,252</b>	<b>14,908,252</b>	<b>18,736,902</b>	<b>3,828,650</b>	<b>25.7%</b>
<b>Total Expenses:</b>		<b>45,734,575</b>	<b>34,565,517</b>	<b>34,565,517</b>	<b>34,587,025</b>	<b>21,508</b>	<b>0.1%</b>

Fund Name	Fund Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's		FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
				BAA Recommended Budget	BAA Recommended Budget			
General Fund	10000	12,538,818	13,862,707	13,862,707	13,862,707	14,411,627	548,920	4.0%
Misc Fines & Penalties	21054	8,461	45,000	45,000	45,000	42,500	(2,500)	-5.6%
Captive Insurance Reg & Suprv	21085	530,350	530,350	530,350	530,350	530,350	0	0.0%
Historic Sites Special Fund	21325	431,378	489,660	489,660	489,660	568,867	79,207	16.2%
VT Center for Geographic Info	21328	72,686	36,100	36,100	36,100	22,100	(14,000)	-38.8%
Municipal & Regional Planning	21330	3,746,611	3,760,599	3,760,599	3,760,599	3,774,599	14,000	0.4%
Inter-Unit Transfers Fund	21500	1,191,720	342,630	342,630	342,630	284,349	(58,281)	-17.0%
Conference Fees & Donations	21525	9,552	17,000	17,000	17,000	5,000	(12,000)	-70.6%
Downtown Trans & Capital Impro	21575	489,484	429,479	429,479	429,479	433,732	4,253	1.0%
Surplus Property	21584	3,250	0	0	0	0	0	0.0%
ACCD-Mobile Home Park Laws	21819	82,370	79,500	79,500	79,500	79,500	0	0.0%
ACCD-Miscellaneous Receipts	21820	132,702	400,000	400,000	400,000	425,000	25,000	6.3%
Windham County Development Fund	21898	2,443,046	3,185,000	3,185,000	3,185,000	3,185,000	0	0.0%
Archeology Operations	21918	1,116	12,500	12,500	12,500	13,150	650	5.2%
EB-5 Enterprise Fund	21919	96,388	235,600	235,600	235,600	235,600	0	0.0%
Clean Water Fund	21932	0	0	0	0	460,000	460,000	0.0%
Federal Revenue Fund	22005	23,246,930	10,407,024	10,407,024	10,407,024	9,352,628	(1,054,396)	-10.1%
Vermont Life Magazine Fund	50400	709,712	732,368	732,368	732,368	763,023	30,655	4.2%
<b>Funds Total:</b>		<b>45,734,575</b>	<b>34,565,517</b>	<b>34,565,517</b>	<b>34,565,517</b>	<b>34,587,025</b>	<b>21,508</b>	<b>0.1%</b>
Position Count						96		
FTE Total						95.8		



**FY2018 Governor's Recommended Budget  
Position Summary Report  
Agency of Commerce and Community Development**

<b>Position Number</b>	<b>Classification</b>	<b>FTE</b>	<b>Count</b>	<b>Gross Salary</b>	<b>Benefits Total</b>	<b>Statutory Total</b>	<b>Total</b>
670001	447800 - Procurement Tech Serv Coord	1	1	59,550	34,431	4,555	98,536
670004	540000 - Community Development Spec III	1	1	57,616	34,085	4,408	96,109
670007	049600 - Grants Mng Spec Housing&Com De	1	1	59,966	34,505	4,588	99,059
670010	485600 - Procur Tech Asst Counselor II	1	1	53,020	18,655	4,056	75,731
670013	089150 - Financial Director III	1	1	113,464	38,078	8,680	160,222
670014	072700 - Vermont Life Assistant Editor	1	1	63,648	35,164	4,869	103,681
670015	059600 - Business Administrator	1	1	53,976	33,434	4,130	91,540
670020	521800 - Grants Specialist	1	1	61,672	28,550	4,718	94,940
670022	540000 - Community Development Spec III	1	1	55,744	33,752	4,264	93,760
670023	089060 - Financial Administrator II	1	1	59,966	31,498	4,588	96,052
670024	140300 - State Archeologist	1	1	62,878	35,026	4,810	102,714
670025	550200 - Contracts & Grants Administrat	1	1	67,538	29,600	5,166	102,304
670027	461000 - Marketing Manager	1	1	53,976	18,828	4,130	76,934
670028	071801 - VT Life Associate Publisher	1	1	75,982	22,765	5,813	104,560
670029	479700 - Managing Editor Vt Life	1	1	59,550	28,170	4,555	92,275
670034	063000 - Historic Sites Section Chief	1	1	59,155	28,100	4,526	91,781
670035	089230 - Administrative Srvcs Cord II	1	1	69,118	29,883	5,287	104,288

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670036	540000 - Community Development Spec III	1	1	77,688	31,416	5,943	115,047
670037	071700 - Downtown Program Coord	1	1	59,550	34,430	4,555	98,535
670040	547900 - Community Plan & Project Mgr	1	1	63,128	35,070	4,829	103,027
670044	478501 - Senior Travel Marketing Spec	1	1	57,616	19,479	4,407	81,502
670045	089090 - Financial Manager II	1	1	76,170	31,319	5,827	113,316
670048	089070 - Financial Administrator III	1	1	53,976	27,174	4,130	85,280
670050	456700 - Director of Grants Management	1	1	86,320	16,467	6,604	109,391
670051	072000 - Senior Hist Pres Review Coord	1	1	64,980	35,128	4,970	105,078
670052	314900 - Benn Monum Hist Site Adm	1	1	67,246	29,548	5,144	101,938
670054	058900 - Information Technology Mgr II	1	1	75,483	22,676	5,775	103,934
670055	485600 - Procur Tech Asst Counselor II	1	1	51,272	32,950	3,922	88,144
670056	072900 - VT Life Production Spec	1	1	65,416	35,480	5,005	105,901
670060	700100 - Database Administrator III	1	1	78,437	23,204	6,000	107,641
670061	478500 - Travel Marketing Spec III	1	1	49,067	26,295	3,753	79,115
670064	071600 - Travel Marketing Specialist II	1	1	46,363	17,466	3,547	67,376
670067	050200 - Administrative Assistant B	1	1	40,810	16,472	3,122	60,404
670068	473300 - Historic Resources Specialist	1	1	51,002	18,296	3,902	73,200
670074	464500 - Procurment Tech Assist Ctr Dir	1	1	83,408	32,440	6,382	122,230
670075	089220 - Administrative Srvc Cord I	1	1	60,028	28,258	4,592	92,878

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670081	099500 - IT Project Manager III	1	1	67,122	35,785	5,135	108,042
670082	049100 - Housing Program Coordinator	1	1	69,430	36,198	5,312	110,940
670083	076200 - State Architectural Historian	1	1	63,128	35,070	4,830	103,028
670087	072400 - Historic Sites Regional Admin	1	1	71,365	23,564	5,460	100,389
670088	072400 - Historic Sites Regional Admin	1	1	73,424	23,933	5,617	102,974
670091	140700 - Survey Archeologist	1	1	67,246	35,524	5,146	107,916
670093	469100 - Economic Development Spec II	1	1	63,648	20,558	4,869	89,075
670095	076300 - Commnty Affairs Planning Coord	0.8	1	60,453	28,332	4,625	93,410
670096	089240 - Administrative Srvcs Cord III	1	1	59,966	28,245	4,588	92,799
670097	050200 - Administrative Assistant B	1	1	55,182	27,389	4,221	86,792
670099	072100 - Tax Credit & Historic Grants	1	1	59,550	19,826	4,556	83,932
670113	073600 - Economic Development Director	1	1	73,778	36,976	5,644	116,398
670117	089060 - Financial Administrator II	1	1	52,562	33,181	4,021	89,764
670122	516100 - IT Business Analyst I	1	1	46,363	32,072	3,547	81,982
670123	478501 - Senior Travel Marketing Spec	1	1	57,616	19,479	4,407	81,502
670127	089120 - Financial Manager III	1	1	85,800	33,064	6,564	125,428
670128	073600 - Economic Development Director	1	1	59,155	34,360	4,526	98,041
670141	099500 - IT Project Manager III	1	1	67,122	29,525	5,135	101,782
670142	472200 - Dir of Comm Plan & Revital	1	1	73,840	37,158	5,649	116,647

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670145	700800 - Senior Information Technologis	1	1	83,866	38,781	6,416	129,063
670146	049601 - Grants Management Specialist	1	1	51,002	18,080	3,902	72,984
670147	467100 - Information Tech Analyst II	1	1	63,565	20,543	4,863	88,971
670153	540300 - Senior Economic Development Sp	1	1	59,550	11,478	4,555	75,583
670154	074200 - Workforce Train Prog Dir	1	1	59,155	11,408	4,526	75,089
670156	060000 - Sr Grants Management Analyst	1	1	63,128	35,070	4,829	103,027
670158	465800 - Technology & Program Tech	1	1	48,464	17,842	3,708	70,014
670162	049601 - Grants Management Specialist	1	1	56,035	19,195	4,287	79,517
670164	473300 - Historic Resources Specialist	1	1	54,288	27,230	4,154	85,672
670165	469101 - Economic Research Analyst	1	1	71,656	36,596	5,482	113,734
670166	049600 - Grants Mng Spec Housing&Com De	1	1	63,648	28,904	4,869	97,421
670167	473900 - Procurement Tech Asst Couns I	1	1	58,323	19,605	4,461	82,389
670168	089240 - Administrative Srvc Cord III	1	1	52,562	26,699	4,021	83,282
670170	045000 - Housing Policy Specialist	1	1	55,744	18,908	4,264	78,916
670172	131400 - Environmental Officer	1	1	52,083	19,895	3,984	75,962
670173	071800 - VT Life Publishing Asst	1	1	46,363	36,544	3,547	86,454
670181	700800 - Senior Information Technologis	1	1	75,982	37,371	5,813	119,166
670182	700100 - Database Administrator III	1	1	64,980	35,403	4,971	105,354

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
670184	099500 - IT Project Manager III	1	1	60,902	34,674	4,659	100,235
670185	058100 - Systems Developer III	1	1	67,122	35,786	5,135	108,043
670186	073200 - VT Life Advertising Sales Dir	1	1	57,304	27,769	4,384	89,457
677001	90100A - Agency Secretary	1	1	133,182	23,726	9,817	166,725
677002	90120A - Commissioner	1	1	94,910	28,290	7,260	130,460
677003	90120A - Commissioner	1	1	92,310	27,995	7,061	127,366
677005	90120A - Commissioner	1	1	95,098	28,311	7,275	130,684
677006	90570D - Deputy Commissioner	1	1	80,891	38,434	6,189	125,514
677007	96500D - Deputy Secretary	1	1	102,648	35,428	7,852	145,928
677011	95250E - Executive Assistant	1	1	68,016	16,891	5,203	90,110
677012	95871E - General Counsel II	1	1	94,973	34,557	7,265	136,795
677013	90570D - Deputy Commissioner	1	1	83,782	38,960	6,409	129,151
677014	94980E - Economic Progress Council Dir	1	1	83,782	33,288	6,409	123,479
677015	95230E - Historic Preservation Officer	1	1	80,850	23,822	6,184	110,856
677017	95870E - General Counsel I	1	1	80,413	38,010	6,151	124,574
677019	95010E - Executive Director	1	1	71,219	33,512	5,449	110,180

Position Number	Classification	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
677022	95360E - Principal Assistant	1	1	62,234	20,448	4,761	87,443
677025	91590E - Private Secretary	1	1	53,019	29,795	4,056	86,870
677026	96170E - Chief Marketing Officer	1	1	74,194	36,909	5,676	116,779
677028	90110E - Vermont Life Editor	1	1	83,782	38,960	6,409	129,151
677029	95250E - Executive Assistant	1	1	51,002	14,959	3,902	69,863
677031	92730E - Director of Information Tech	1	1	95,014	40,995	7,269	143,278
677032	95010E - Executive Director	1	1	91,998	34,220	7,038	133,256
<b>Total</b>		<b>95.8</b>	<b>96</b>	<b>6,460,568</b>	<b>2,773,622</b>	<b>493,869</b>	<b>9,728,059</b>

Fund Code	Fund Name	FTE	Count	Gross Salary	Benefits Total	Statutory Total	Total
10000	General Fund	69.15	77	4,785,414	1,966,531	365,719	7,117,664
21085	Captive Insurance Reg & Suprv	1	1	73,778	36,976	5,644	116,398
21330	Municipal & Regional Planning	2.75	5	189,458	91,254	14,494	295,206
21500	Inter-Unit Transfers Fund	1	1	46,363	32,072	3,547	81,982
21575	Downtown Trans & Capital Impro	1	1	59,550	34,430	4,555	98,535
21819	ACCD-Mobile Home Park Laws	0.67	1	46,518	24,253	3,559	74,330
22005	Federal Revenue Fund	13.23	3	807,442	363,254	61,769	1,232,465
50400	Vermont Life Magazine Fund	7	7	452,045	224,852	34,582	711,479
<b>Total</b>		<b>95.8</b>	<b>96</b>	<b>6,460,568</b>	<b>2,773,622</b>	<b>493,869</b>	<b>9,728,059</b>

## Agency of Commerce & Community Development

<b>Department of Administration</b>	<b>FTE</b>
Department Program List	
Friday, January 13, 2017	
<b>Administration</b>	<b>20</b>
Secretary's Office	5
Legal Services	1
Administrative Services	6
IT Support Services	6
Contracts and Grants Administration	1
Research	1
<b>SUBTOTAL</b>	<b>20</b>
<b>Chief Marketing Office</b>	<b>2</b>
Statewide Marketing Support for Government	2
<b>SUBTOTAL</b>	<b>2</b>
<b>VT Center for Geographic Information</b>	<b>6</b>
Geographic Information Systems Oversight and Support	6
<b>SUBTOTAL</b>	<b>6</b>
<b>DEPT TOTAL FTEs</b>	<b>28</b>

## Agency of Commerce & Community Development

<b>Department of Economic Development</b>	<b>FTEs</b>
Department Program List	
Wednesday, February 01, 2017	
<b>Administration</b>	<b>3</b>
Commissioners Office	2
Grants Administration	1
<b>SUBTOTAL</b>	<b>3</b>
<b>International Trade</b>	<b>1</b>
VT Global Trade Partnership	1
<b>SUBTOTAL</b>	<b>1</b>
<b>Business Support</b>	<b>5</b>
Vermont Training Program	1
Business Support -SBA, OEA, EB-5 Regional Center	4
<b>SUBTOTAL</b>	<b>5</b>
<b>Financial Services</b>	<b>1</b>
Captive Insurance	1
<b>SUBTOTAL</b>	<b>1</b>
<b>VT Economic Progress Council</b>	<b>2</b>
General Business Support	1
Grants Administration	1
<b>SUBTOTAL</b>	<b>1</b>
<b>Procurement Technical Assistance Center</b>	<b>6</b>
Procurement Technical Assistance Support	6
<b>SUBTOTAL</b>	<b>6</b>
<b>DEPT TOTAL FTEs</b>	<b>18</b>



## Agency of Commerce & Community Development

<b>Department of Housing &amp; Community Development</b>	<b>FTEs</b>
Department Program List	
Thursday, January 12, 2017	
<b>Administration</b>	<b>4</b>
Commissioners Office	3
Legal Services	1
<b>SUBTOTAL</b>	<b>4</b>
<b>Community Development</b>	<b>4</b>
Vermont Community Development Program	4
<b>SUBTOTAL</b>	<b>4</b>
<b>Community Planning &amp; Revitalization</b>	<b>4</b>
Community Affairs & Municipal Planning	1
Village, Growth & New Town Center Designation Programs	2
Municipal Planning Grant Program	1
<b>SUBTOTAL</b>	<b>4</b>
<b>Grants Management -Federal</b>	<b>5</b>
Disaster Recovery	2
Environmental Review	1
Audit/Financial & Procurement Compliance	1
Grants Management Administration	1
<b>SUBTOTAL</b>	<b>5</b>

<b>Department of Housing &amp; Community Development (cont)</b>	<b>FTEs</b>
<b>Historic Preservation</b>	<b>10</b>
Historic Resource Review & Permits	5
Historic Tax Credits	1
Historic Preservation & Barn Grants	1
Historic Preservation Administration	1
Archeology	1
Architectural History	1
<b>SUBTOTAL</b>	<b>10</b>
<b>Housing</b>	<b>2</b>
Mobile Home Park Program	1
Housing & Homelessness Policy	1
<b>SUBTOTAL</b>	<b>2</b>
<b>Historic Sites</b>	<b>5</b>
Western Historic Sites	1
Eastern Historic Sites	1
Bennington Monument Historic Site	1
Administrative Services	2
<b>SUBTOTAL</b>	<b>5</b>
<b>Downtown Transportation and Capital Improvement Fund</b>	<b>1</b>
Downtown Program	1
<b>SUBTOTAL</b>	<b>1</b>
<b>DEPT TOTAL FTEs</b>	<b>35</b>

## Agency of Commerce & Community Development

<b>Department of Tourism &amp; Marketing</b>	<b>FTE</b>
Department Program List	
Thursday, January 12, 2017	
<b>Administration</b>	<b>2</b>
Commissioners Office	2
<b>SUBTOTAL</b>	<b>2</b>
<b>Sales &amp; Marketing</b>	<b>5</b>
Website Management	1
Cultural & Recreation	1
Advertising Production	1
Domestic & International Sales	1
Media Planning	1
<b>SUBTOTAL</b>	<b>5</b>
<b>Communications &amp; Outreach</b>	<b>1</b>
Public Relations	1
<b>SUBTOTAL</b>	<b>0</b>
<b>DEPT TOTAL FTEs</b>	<b>8</b>

## Agency of Commerce & Community Development

<b>VT Life Magazine</b>	<b>FTE</b>
Division Program List	
Thursday, January 12, 2017	
<b>Administration</b>	<b>2</b>
Administrative and Support Services	2
<b>SUBTOTAL</b>	<b>3</b>
<b>Media-Magazine</b>	<b>4</b>
Editorial	2
Production	2
<b>SUBTOTAL</b>	<b>0</b>
<b>Products</b>	<b>1</b>
Advertising Sales	1
<b>SUBTOTAL</b>	<b>1</b>
<b>DIVISION TOTAL FTES</b>	<b>7</b>

# Fiscal Year 2018 Budget Changes by Dept. - Administration By Fund

	General \$\$	Special \$\$	Federal \$\$	Interdept'l Transfer \$\$	Total \$\$
<b>Approp #1, Administration FY 2017 Approp</b>	<b>3,564,636</b>	<b>3,599,800</b>	<b>1,200,000</b>	<b>135,189</b>	<b>8,499,625</b>
					0
<b>Approp #1, FY 2017 Approp Amended</b>	<b>3,564,636</b>	<b>3,599,800</b>	<b>1,200,000</b>	<b>135,189</b>	<b>8,499,625</b>
Salary/Benefits net increase	149,498				149,498
Internal Service Fee decrease (Worker's Comp)	(1,190)				(1,190)
National Life rent operating increase	37,948				37,948
Internal Services Fees (DII, VISION, Insurances, DHR) net increase	9,153				9,153
Grants elimination -Bennington CEDS, Rutland refugee educational materials	(53,000)				(53,000)
LIDAR aerial photography project funding Addison/Franklin/Bennington Counties - ANR Clean Water Fund		460,000			460,000
VCGI external billings for LIDAR completed Windham project				(47,753)	(47,753)
Quebec Initiative -LCRCC (2 years) grant project completed				(50,000)	(50,000)
Statewide Parcel Mapping Program project funding				115,790	115,790
EPA -Brownfields grant program moved to DED (\$500K), projects completed (\$700K)			(1,200,000)		(1,200,000)
<b>Total Additions/(Reductions) FY 2018 to reach Gov Rec</b>	<b>142,409</b>	<b>460,000</b>	<b>(1,200,000)</b>	<b>18,037</b>	<b>(579,554)</b>
<b>Approp #1 FY 2018 Governor Recommend</b>	<b>3,707,045</b>	<b>4,059,800</b>	<b>0</b>	<b>153,226</b>	<b>7,920,071</b>

**Organization: Agency of Commerce and Community Development - Administration**

**Budget Rollup Report**

**Budget Object Group: 1. PERSONAL SERVICES**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Salaries and Wages	1,806,023	1,939,426	1,939,426	2,072,416	132,990	6.9%
Fringe Benefits	835,473	964,279	964,279	1,039,433	75,154	7.8%
Contracted and 3rd Party Service	4,425	47,500	47,500	21,759	(25,741)	-54.2%
PerDiem and Other Personal Services	0	8,989	8,989	41,848	32,859	365.5%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>2,645,921</b>	<b>2,960,194</b>	<b>2,960,194</b>	<b>3,175,456</b>	<b>215,262</b>	<b>7.3%</b>

**Budget Object Group: 2. OPERATING**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Equipment	28,800	16,119	16,119	9,150	(6,969)	-43.2%
IT/Telecom Services and Equipment	270,311	206,436	206,436	193,759	(12,677)	-6.1%
Travel	13,750	19,505	19,505	25,281	5,776	29.6%
Supplies	6,911	7,879	7,879	8,147	268	3.4%
Other Purchased Services	161,007	170,577	170,577	606,843	436,266	255.8%
Other Operating Expenses	2,040	2,380	2,380	2,350	(30)	-1.3%
Rental Other	1,831	700	700	360	(340)	-48.6%
Rental Property	329,803	290,208	290,208	328,156	37,948	13.1%
Property and Maintenance	2,456	4,000	4,000	3,046	(954)	-23.9%
Repair and Maintenance Services	0	0	0	29,896	29,896	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>816,909</b>	<b>717,804</b>	<b>717,804</b>	<b>1,206,988</b>	<b>489,184</b>	<b>68.2%</b>

**Budget Object Group: 3. GRANTS**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Grants Rollup	4,242,180	4,821,627	4,821,627	3,537,627	(1,284,000)	-26.6%
<b>Budget Object Group Total: 3. GRANTS</b>	<b>4,242,180</b>	<b>4,821,627</b>	<b>4,821,627</b>	<b>3,537,627</b>	<b>(1,284,000)</b>	<b>-26.6%</b>
<b>Total Expenses</b>	<b>7,705,009</b>	<b>8,499,625</b>	<b>8,499,625</b>	<b>7,920,071</b>	<b>(579,554)</b>	<b>-6.8%</b>

<b>Fund Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
General Funds	3,375,285	3,564,636	3,564,636	3,707,045	142,409	4.0%
Special Fund	2,807,936	3,599,800	3,599,800	4,059,800	460,000	12.8%
Federal Funds	642,031	1,200,000	1,200,000	0	(1,200,000)	-100.0%
IDT Funds	879,758	135,189	135,189	153,226	18,037	13.3%
<b>Funds Total</b>	<b>7,705,009</b>	<b>8,499,625</b>	<b>8,499,625</b>	<b>7,920,071</b>	<b>(579,554)</b>	<b>-6.8%</b>

Position Count				28	
FTE Total				28	

**Organization: Agency of Commerce and Community Development - Administration**

**Budget Detail Report**

**Budget Object Group: 1. PERSONAL SERVICES**

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Salaries and Wages</b>							
Description	Code						
Classified Employees	500000	1,805,995	1,308,422	1,308,422	1,388,672	80,250	6.1%
Exempt	500010	0	635,418	635,418	713,044	77,626	12.2%
Overtime	500060	28	0	0	0	0	0.0%
Vacancy Turnover Savings	508000	0	(4,414)	(4,414)	(29,300)	(24,886)	563.8%
<b>Total: Salaries and Wages</b>		<b>1,806,023</b>	<b>1,939,426</b>	<b>1,939,426</b>	<b>2,072,416</b>	<b>132,990</b>	<b>6.9%</b>

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Fringe Benefits</b>							
Description	Code						
FICA - Classified Employees	501000	130,872	100,025	100,025	106,237	6,212	6.2%
FICA - Exempt	501010	0	47,301	47,301	54,176	6,875	14.5%
Health Ins - Classified Empl	501500	383,345	341,590	341,590	353,789	12,199	3.6%
Health Ins - Exempt	501510	0	114,968	114,968	154,404	39,436	34.3%
Retirement - Classified Empl	502000	287,579	228,577	228,577	242,601	14,024	6.1%
Retirement - Exempt	502010	0	92,952	92,952	87,751	(5,201)	-5.6%
Dental - Classified Employees	502500	20,252	15,770	15,770	15,880	110	0.7%
Dental - Exempt	502510	0	5,810	5,810	6,352	542	9.3%
Life Ins - Classified Empl	503000	5,331	4,433	4,433	5,858	1,425	32.1%
Life Ins - Exempt	503010	0	1,655	1,655	2,134	479	28.9%
LTD - Classified Employees	503500	1,930	633	633	633	0	0.0%
LTD - Exempt	503510	0	1,462	1,462	1,640	178	12.2%
EAP - Classified Empl	504000	720	570	570	605	35	6.1%
EAP - Exempt	504010	0	210	210	240	30	14.3%
Workers Comp - Ins Premium	505200	5,235	8,323	8,323	7,133	(1,190)	-14.3%
Catamount Health Assessment	505700	210	0	0	0	0	0.0%
<b>Total: Fringe Benefits</b>		<b>835,473</b>	<b>964,279</b>	<b>964,279</b>	<b>1,039,433</b>	<b>75,154</b>	<b>7.8%</b>



<b>Contracted and 3rd Party Service</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Contr & 3Rd Party - Financial	507100	209	0	0	0	0	0.0%
Contr-Info Tech-Web Hosting	507552	(2,148)	0	0	0	0	0.0%
Contr-Compsoftware-Sysdevelop	507553	0	25,000	25,000	0	(25,000)	-100.0%
Creative/Development	507561	364	10,000	10,000	7,350	(2,650)	-26.5%
Advertising/Marketing-Other	507563	6,000	6,000	6,000	10,109	4,109	68.5%
Media-Planning/Buying	507564	0	1,500	1,500	4,300	2,800	186.7%
Other Contr and 3Rd Pty Serv	507600	0	5,000	5,000	0	(5,000)	-100.0%
<b>Total: Contracted and 3rd Party Service</b>		<b>4,425</b>	<b>47,500</b>	<b>47,500</b>	<b>21,759</b>	<b>(25,741)</b>	<b>-54.2%</b>

<b>PerDiem and Other Personal Services</b>		<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>	
<b>Description</b>	<b>Code</b>						
Other Pers Serv	506200	0	8,989	8,989	41,848	32,859	365.5%
<b>Total: PerDiem and Other Personal Services</b>		<b>0</b>	<b>8,989</b>	<b>8,989</b>	<b>41,848</b>	<b>32,859</b>	<b>365.5%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>2,645,921</b>	<b>2,960,194</b>	<b>2,960,194</b>	<b>3,175,456</b>	<b>215,262</b>	<b>7.3%</b>

**Budget Object Group: 2. OPERATING**

		FY2016	FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018 Governor's
			Budget	Recommended	Budget	Recommend and	Recommend and
				Budget		FY2017 As Passed	FY2017 As Passed
Equipment							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	26,053	15,619	15,619	7,750	(7,869)	-50.4%
Software - Desktop	522286	0	0	0	900	900	0.0%
Furniture & Fixtures	522700	2,747	500	500	500	0	0.0%
<b>Total: Equipment</b>		<b>28,800</b>	<b>16,119</b>	<b>16,119</b>	<b>9,150</b>	<b>(6,969)</b>	<b>-43.2%</b>

		FY2016	FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018 Governor's
			Budget	Recommended	Budget	Recommend and	Recommend and
				Budget		FY2017 As Passed	FY2017 As Passed
IT/Telecom Services and Equipment							
Description	Code						
Telecom-Data Telecom Services	516651	212	220	220	0	(220)	-100.0%
Telecom-Video Conf Services	516653	539	650	650	0	(650)	-100.0%
Telecom-Conf Calling Services	516658	419	1,300	1,300	1,170	(130)	-10.0%
Telecom-Wireless Phone Service	516659	9,760	10,200	10,200	11,275	1,075	10.5%
It Intsvccost-Vision/Isdassess	516671	114,443	99,680	99,680	102,988	3,308	3.3%
It Intsvccost- Dii - Telephone	516672	5,362	5,196	5,196	4,785	(411)	-7.9%
It Inter Svc Cost User Support	516678	77,541	45,405	45,405	72,073	26,668	58.7%
Software as a Service	519085	0	0	0	468	468	0.0%
Hw - Other Info Tech	522200	3,370	4,991	4,991	0	(4,991)	-100.0%
Hardware-Telephone User Equip	522219	223	100	100	0	(100)	-100.0%
Software - Other	522220	49	13,100	13,100	0	(13,100)	-100.0%
Software - Office Technology	522221	10,948	3,967	3,967	0	(3,967)	-100.0%
Software-Gis	522223	45,637	20,027	20,027	0	(20,027)	-100.0%
Hw-Personal Mobile Devices	522258	1,806	1,600	1,600	1,000	(600)	-37.5%
<b>Total: IT/Telecom Services and Equipment</b>		<b>270,311</b>	<b>206,436</b>	<b>206,436</b>	<b>193,759</b>	<b>(12,677)</b>	<b>-6.1%</b>

		FY2016	FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
<b>Other Operating Expenses</b>		<b>Actuals</b>	<b>As Passed Budget</b>	<b>BAA Recommended Budget</b>	<b>Recommended Budget</b>	<b>FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Single Audit Allocation	523620	1,937	2,000	2,000	2,100	100	5.0%
Registration & Identification	523640	100	380	380	100	(280)	-73.7%
Bank Service Charges	524000	3	0	0	150	150	0.0%
<b>Total: Other Operating Expenses</b>		<b>2,040</b>	<b>2,380</b>	<b>2,380</b>	<b>2,350</b>	<b>(30)</b>	<b>-1.3%</b>

		FY2016	FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
<b>Other Purchased Services</b>		<b>Actuals</b>	<b>As Passed Budget</b>	<b>BAA Recommended Budget</b>	<b>Recommended Budget</b>	<b>FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Insurance Other Than Empl Bene	516000	12,997	18,326	18,326	20,965	2,639	14.4%
Insurance - General Liability	516010	3,619	3,680	3,680	3,891	211	5.7%
Dues	516500	1,109	1,341	1,341	1,741	400	29.8%
Licenses	516550	410	0	0	410	410	0.0%
Telecom-Mobile Wireless Data	516623	3,171	3,295	3,295	3,600	305	9.3%
It Int Svc Dii Allocated Fee	516685	19,590	26,619	26,619	28,880	2,261	8.5%
Advertising-Radio	516812	1,981	6,000	6,000	2,000	(4,000)	-66.7%
Advertising-Print	516813	632	2,000	2,000	650	(1,350)	-67.5%
Advertising-Web	516814	0	2,000	2,000	0	(2,000)	-100.0%
Advertising-Other	516815	0	32,500	32,500	0	(32,500)	-100.0%
Advertising - Job Vacancies	516820	2,881	500	500	1,100	600	120.0%
Trade Shows & Events	516870	500	500	500	3,280	2,780	556.0%
Giveaways	516871	1,212	125	125	150	25	20.0%
Sponsorships	516872	1,000	0	0	0	0	0.0%
Photography	516875	54	5,500	5,500	0	(5,500)	-100.0%
Printing and Binding	517000	544	1,170	1,170	315	(855)	-73.1%
Printing & Binding-Bgs Copy Ct	517005	94	4,000	4,000	304	(3,696)	-92.4%
Registration For Meetings&Conf	517100	6,016	3,650	3,650	4,350	700	19.2%
Training - Info Tech	517110	5,234	5,500	5,500	7,250	1,750	31.8%
Postage	517200	114	0	0	120	120	0.0%
Postage - Bgs Postal Svcs Only	517205	210	300	300	225	(75)	-25.0%
Freight & Express Mail	517300	80	250	250	90	(160)	-64.0%

Other Purchased Services (cont)		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
				BAA Recommended Budget			
Instate Conf, Meetings, Etc	517400	50	285	285	350	65	22.8%
Outside Conf, Meetings, Etc	517500	55	0	0	1,950	1,950	0.0%
Other Purchased Services	519000	47,987	4,188	4,188	473,313	469,125	11,201.6%
Human Resources Services	519006	49,679	48,098	48,098	50,933	2,835	5.9%
Brochure Distribution	519030	751	750	750	751	1	0.1%
Moving State Agencies	519040	1,039	0	0	225	225	0.0%
<b>Total: Other Purchased Services</b>		<b>161,007</b>	<b>170,577</b>	<b>170,577</b>	<b>606,843</b>	<b>436,266</b>	<b>255.8%</b>

Property and Maintenance	Description	Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
					BAA Recommended Budget			
	Rep&Maint-Info Tech Hardware	513000	0	0	0	0	0	0.0%
	Repair & Maint - Office Tech	513010	2,456	4,000	4,000	3,046	(954)	-23.9%
	<b>Total: Property and Maintenance</b>		<b>2,456</b>	<b>4,000</b>	<b>4,000</b>	<b>3,046</b>	<b>(954)</b>	<b>-23.9%</b>

Rental Other	Description	Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
					BAA Recommended Budget			
	Rental - Auto	514550	0	0	0	0	0	0.0%
	Rental - Other	515000	1,831	700	700	360	(340)	-48.6%
	<b>Total: Rental Other</b>		<b>1,831</b>	<b>700</b>	<b>700</b>	<b>360</b>	<b>(340)</b>	<b>-48.6%</b>

		FY2016	FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
<b>Rental Property</b>		<b>Actuals</b>	<b>As Passed Budget</b>	<b>BAA Recommended Budget</b>	<b>Recommended Budget</b>	<b>FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Rent Land & Bldgs-Office Space	514000	325,345	285,674	285,674	323,255	37,581	13.2%
Rent Land&Bldgs-Non-Office	514010	4,458	4,534	4,534	4,901	367	8.1%
<b>Total: Rental Property</b>		<b>329,803</b>	<b>290,208</b>	<b>290,208</b>	<b>328,156</b>	<b>37,948</b>	<b>13.1%</b>

		FY2016	FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
<b>Supplies</b>		<b>Actuals</b>	<b>As Passed Budget</b>	<b>BAA Recommended Budget</b>	<b>Recommended Budget</b>	<b>FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Office Supplies	520000	3,038	3,435	3,435	3,565	130	3.8%
Gasoline	520110	262	200	200	299	99	49.5%
Other General Supplies	520500	886	250	250	1,315	1,065	426.0%
It & Data Processing Supplies	520510	1,255	2,834	2,834	1,396	(1,438)	-50.7%
Recognition/Awards	520600	262	0	0	265	265	0.0%
Electricity	521100	29	0	0	0	0	0.0%
Books&Periodicals-Library/Educ	521500	292	410	410	286	(124)	-30.2%
Subscriptions	521510	8	300	300	10	(290)	-96.7%
Subscriptions Other Info Serv	521515	880	450	450	1,011	561	124.7%
<b>Total: Supplies</b>		<b>6,911</b>	<b>7,879</b>	<b>7,879</b>	<b>8,147</b>	<b>268</b>	<b>3.4%</b>

<b>Travel</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Travel In-State Employee	517999	0	0	0	0	0	0.0%
Travel-Inst-Auto Mileage-Emp	518000	4,182	6,536	6,536	10,804	4,268	65.3%
Travel-Inst-Other Transp-Emp	518010	1,925	1,050	1,050	2,479	1,429	136.1%
Travel-Inst-Meals-Emp	518020	768	2,000	2,000	1,700	(300)	-15.0%
Travel-Inst-Lodging-Emp	518030	437	0	0	275	275	0.0%
Travel-Inst-Incidentals-Emp	518040	73	60	60	80	20	33.3%
Conference - Instate - Emp	518050	0	0	0	0	0	0.0%
Travel In-State Non-Employee	518299	0	0	0	0	0	0.0%
Travel-Inst-Auto Mileage-Nonemp	518300	0	0	0	0	0	0.0%
Travel-Inst-Meals-Nonemp	518320	1,276	2,800	2,800	1,570	(1,230)	-43.9%
Travel Out-State Employee	518499	0	0	0	0	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	329	1,025	1,025	1,080	55	5.4%
Travel-Outst-Other Trans-Emp	518510	1,786	2,084	2,084	3,160	1,076	51.6%
Travel-Outst-Meals-Emp	518520	327	350	350	497	147	42.0%
Travel-Outst-Lodging-Emp	518530	2,560	3,500	3,500	3,500	0	0.0%
Travel-Outst-Incidentals-Emp	518540	88	100	100	136	36	36.0%
<b>Total: Travel</b>		<b>13,750</b>	<b>19,505</b>	<b>19,505</b>	<b>25,281</b>	<b>5,776</b>	<b>29.6%</b>

<b>Repair and Maintenance Services</b>					<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and As Passed</b>
<b>Description</b>	<b>Code</b>						
Software-Rep&Maint-ApplicaSupp	513050	0	0	0	500	500	0.0%
Software-Repair&Maint-Servers	513056	0	0	0	29,396	29,396	0.0%
<b>Total: Repair and Maintenance Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>29,896</b>	<b>29,896</b>	<b>0.0%</b>
<b>Total: 2. OPERATING</b>		<b>816,909</b>	<b>717,804</b>	<b>717,804</b>	<b>1,206,988</b>	<b>489,184</b>	<b>68.2%</b>

**Budget Object Group: 3. GRANTS**

Grants Rollup		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Description	Code						
Grants To Municipalities	550000	312,785	0	0	0	0	0.0%
Grants	550220	286,516	0	0	0	0	0.0%
Other Grants	550500	3,642,879	4,821,627	4,821,627	3,537,627	(1,284,000)	-26.6%
Sustainable Jobs Fund	550505	0	0	0	0	0	0.0%
<b>Total: Grants Rollup</b>		<b>4,242,180</b>	<b>4,821,627</b>	<b>4,821,627</b>	<b>3,537,627</b>	<b>(1,284,000)</b>	<b>-26.6%</b>
<b>Total: 3. GRANTS</b>		<b>4,242,180</b>	<b>4,821,627</b>	<b>4,821,627</b>	<b>3,537,627</b>	<b>(1,284,000)</b>	<b>-26.6%</b>

<b>Total Expenses:</b>	<b>7,705,009</b>	<b>8499625</b>	<b>8499625</b>	<b>7920071</b>	<b>-579554</b>	<b>-6.8%</b>
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Fund Name	Fund Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
General Fund	10000	3,375,285	3,564,636	3,564,636	3,707,045	142,409	4.0%
VT Center for Geographic Info	21328	72,686	36,100	36,100	22,100	(14,000)	-38.8%
Municipal & Regional Planning	21330	292,204	378,700	378,700	392,700	14,000	3.7%
Inter-Unit Transfers Fund	21500	879,758	135,189	135,189	153,226	18,037	13.3%
ACCD-Miscellaneous Receipts	21820	0	0	0	0	0	0.0%
Windham County Development Fund	21898	2,443,046	3,185,000	3,185,000	3,185,000	0	0.0%
Clean Water Fund	21932	0	0	0	460,000	460,000	0.0%
VT Clean Energy Dev Fund	21991	0	0	0	0	0	0.0%
Federal Revenue Fund	22005	642,031	1,200,000	1,200,000	0	(1,200,000)	-100.0%
<b>Funds Total:</b>		<b>7,705,009</b>	<b>8,499,625</b>	<b>8,499,625</b>	<b>7,920,071</b>	<b>(579,554)</b>	<b>-6.8%</b>

Position Count					28	
FTE Total					28	

**Department: Agency of Commerce and Community Development - Administration**

**Grants To Non-State Government Entities**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6826	10000	UVM Data Center for Rural Studies	\$96,000
6826	10000	VT Council on Rural Development	\$43,320
6826	10000	VT Sustainable Jobs Fund	\$213,307
6826	21898	Windham County Development Program	\$3,185,000
		<b>Total</b>	<b>\$3,537,627</b>



**Department: Agency of Commerce and Community Development - Administratic**

**Interdepartmental Transfer Receipts**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6825	21500	AOT -BU 08100 Parcel Mapping Project Funding	\$115,790
6825	21500	Various Chief Marketing Officer intra-agency/dept billings	\$20,000
6825	21500	Various VCGI intra-agency/dept billings	\$17,436
		<b>Total</b>	<b>\$153,226</b>

**ADMINISTRATION  
FY 18 CONTRACT DETAIL**

<b>Name/Type</b>	<b>Code</b>	<b>FY 2018 Contracts Request</b>	<b>General Fund</b>	<b>VCGI Special Fund</b>	<b>Interdept Transfer</b>
COOP State Advertising Contracts	507561	\$7,350	\$0	\$0	\$7,350
Image Relay LLC	507563	\$6,000	\$6,000	\$0	\$0
COOP State Advertising Contracts	507563	\$4,109	\$0	\$0	\$4,109
HMC Advertising	507564	\$4,300	\$0	\$0	\$4,300
<b>Total Administration</b>		\$21,759	\$6,000	\$0	\$15,759
Creative Development	507561	\$7,350	\$0	\$0	\$7,350
Advertising/Marketing -Other	507563	\$10,109	\$6,000	\$0	\$4,109
Media-Plan/Buying	507564	\$4,300	\$0	\$0	\$4,300
		\$21,759	\$6,000	\$0	\$15,759

# ACCD/Administration

## General Fund Carry-forward Balances - June 30, 2016

Source: VISION Query - VT\_APPROP\_FUND\_SUM\_NW

Business Unit	Fund	Dept	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07100	10000	7100000000	(\$3,501,602.61)	\$95,831.90	\$3,375,284.64	\$30,486.07

### Carry-forward Justification for Dept. 7100000000:

We need to retain these funds to cover DII's new VOIP phone system implementation costs at ACCD occurring in August 2016. \$2,319.34

We need to retain these funds in the Chief Marketing Office to continue the implementation of the statewide Economic Development Marketing Plan begun in FY 2016. These funds will cover the research and data gathering efforts of two paid interns this summer, as well as enable us to hire a temporary employee for 30 weeks to continue this work come September. Completing the content development work is essential to launching and maintaining a new economic development website, which is the first critical measure to ramping up our marketing efforts and implementing the marketing plan. \$28,166.73

\$30,486.07

**FISCAL YEAR 2018 BUDGET  
DEPARTMENT PROGRAM PROFILE**

<b>DEPARTMENT:</b>		<b>ADMINISTRATION</b>						
	Name and brief narrative description of program (not to exceed 2 sentences for each)	General F \$\$	Special F \$\$	Federal F \$\$	All other funds \$\$	Total funds \$\$	Authorized Positions	Amounts granted out \$\$
<b>Administration</b>								
FY 2016 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.	3,021,625	2,443,046	554,042	824,419	6,843,132	19	4,242,180
FY 2017 estimated expenditures		3,116,815	3,185,000	1,200,000	50,000	7,551,815	20	4,821,627
FY 2018 budget request		3,252,310	3,185,000	0		6,437,310	20	3,537,627
<b>Chief Marketing Officer</b>								
FY 2016 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.	176,045	0	0	10,622	186,667	2	0
FY 2017 estimated expenditures		204,206	0	0	70,000	274,206	2	0
FY 2018 budget request		211,120	0	0	20,000	231,120	2	0
<b>VT Center for Geographic Information</b>								
FY 2016 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.	177,615	364,890	87,989	44,717	675,210	5	0
FY 2017 estimated expenditures		243,615	414,800	0	15,189	673,604	6	0
FY 2018 budget request		243,615	874,800	0	133,226	1,251,641	6	0
<b>Total Department</b>								
	<b>FY 2016 expenditures</b>	<b>3,375,285</b>	<b>2,807,936</b>	<b>642,031</b>	<b>879,758</b>	<b>7,705,009</b>	<b>26</b>	<b>4,242,180</b>
	<b>FY 2017 estimated expenditures</b>	<b>3,564,636</b>	<b>3,599,800</b>	<b>1,200,000</b>	<b>135,189</b>	<b>8,499,625</b>	<b>28</b>	<b>4,821,627</b>
	<b>FY 2018 budget request</b>	<b>3,707,045</b>	<b>4,059,800</b>	<b>0</b>	<b>153,226</b>	<b>7,920,071</b>	<b>28</b>	<b>3,537,627</b>

# Office of the Chief Marketing Officer

## 2016 ACCOMPLISHMENTS

**Published:**

January 24, 2017

**Prepared by:**

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Chief Marketing Officer  
heather.pelham@vermont.gov  
802.477.2727

**From:**

Office of the  
Chief Marketing Officer,  
Agency of Commerce and  
Community Development

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The Office of the Chief Marketing Officer (CMO) is part of the Administration Division of ACCD, but functions as a resource for all state agencies and departments. The primary function of the CMO is to provide strategic marketing and communications expertise, tactical planning support and centralized creative services to enhance the efficiency and effectiveness of marketing and outreach efforts across state government.

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### **SERVICES OFFERED BY THE CMO TO STATE ENTITIES INCLUDE:**

- Branding support (maintain brand standards and review usage)
- Marketing consulting (strategy, tactics, messaging, media planning)
- Creative services (graphic design for brochures, reports, outreach materials, tradeshow displays, etc.)
- Contract management
  - CMO approval required on all marketing contracts over \$25,000
  - Advise on development of marketing-related RFPs
  - Manage master marketing contracts, available to all state entities
    - Media Buying (1)
    - Marketing and Creative Services (4)
    - Photography (3)
  - Administer prequalified marketing vendor program
- Digital communications
  - Web content strategy consulting
  - Content management system template design and technical support
- Digital asset management (statewide image library)
- SOV Marketing Group (facilitate quarterly meetings of communications personnel from across agencies to share best practices, coordinate and collaborate)

## MAJOR STATEWIDE PROJECTS

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### Economic Development Marketing

Following the passage of Act 51 in June 2015, the development and implementation of a statewide economic development marketing strategy to promote Vermont as a great place to live, work and do business has been a major priority for the CMO.

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*“There is no silver bullet in economic development marketing. Instead, the plan outlines an integrated marketing approach, with a focus on earned and owned media given budget limitations, but also envisions what would be possible if additional funding is allocated.”*

—from Executive Summary of “Telling the Vermont Story as a Great Place to Work, Live and Do Business”

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Working closely with Commissioner of Economic Development Joan Goldstein, and consultants Development Counsellors International of New York, and Spike Advertising of Vermont, the development of a three-year marketing plan was launched in January 2016 and completed in May. As project manager, the CMO guided the team through a scope of services that included an intensive 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, through group meetings, one-on-one interviews, a national media audit and perception surveys. The final plan “Telling the Vermont Story as a Great Place to Work, Live and Do Business: A 3-Year Economic Development Marketing Plan to Attract and Retain Residents and Businesses to Vermont” (available on the ACCD website at <http://accd.vermont.gov/economic-development/major-initiatives/marketing-plan>) includes a framework the State can follow to begin building an economic development marketing program, with proposed marketing tactics, execution priorities and budget.

Following consultant recommendations, implementation efforts have started with the creation of a new ‘Why Vermont?’ web portal to serve as the platform to drive traffic to through media relations, social-digital initiatives, special events, collateral materials and other marketing tactics identified in the plan. The site is envisioned as a gateway to first sell the state from a big-picture perspective, to entice new businesses and residents to relocate to Vermont, and to inspire existing businesses and young Vermonters to stay and prosper here. Users will be encouraged to discover ‘what a difference a state makes’ through personal Vermont success stories, third-party accolades, and positive rankings press coverage and testimonials. With CMO support, the site is being developed with internal resources, including project management from Department of Economic Development (DED) staff and content development from the editorial team at Vermont Life.

Securing, maintaining and amplifying positive coverage in national, regional, and industry news media has been identified as the next priority for implementation as soon as the 'Why Vermont?' web portal is complete. To that end, the CMO worked with DED staff to release a Request for Proposals in November 2016 to engage a public relations firm to develop an earned and owned media program, including the creation of an ambassador program, to extend the reach of positive news coverage and leverage the peer-to-peer credibility of partners throughout the state. Three strong proposals were received that we hope to act on once budget resources are secured.

### **Out-of-State Market Expansion and Promotion of Vermont Products**

Distinct from the 'place' marketing focus of the economic development efforts, the CMO has been working closely with the Agency of Agriculture, Food and Markets over the latter half of 2016 to coalesce current 'product' marketing initiatives and technical assistance in the agriculture, food and forest sector into a marketing strategy the State can undertake that will support increased sales for Vermont producers and expansion to out-of-state markets. Work with an outside consultant is still underway, but early research has suggested the biggest hurdle to expanded distribution is a gap in 'market readiness' as producers must shift from a passion-fueled value-driven mindset of direct sales, into the price-driven, all-business world of buyers and distributors.

Technical assistance to address that gap will surely be part of final recommendations, but in addition, marketing tactics so far identified to assist producers range from: investing in digital resources to direct consumers to culinary experiences and Vermont products; paid media in conjunction with the Department of Tourism & Marketing to support agritourism in-state and brand awareness out-of-state; an earned media initiative to cultivate press coverage of emerging producers; coordinating a unifying visual identity for the State and Vermont producers at buyer and consumer tradeshow; consumer sampling events in- and out-of-state; and development of a marketing and messaging toolkit to help producers leverage and connect their story to the Vermont brand. The CMO will continue to advise as recommendations are prioritized to ensure collaboration between existing marketing efforts (e.g. direct to consumer paid media campaigns from the Department of Tourism & Marketing) and promote coordination as new campaigns are developed (e.g. potential earned media program from the Department of Economic Development).

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### Examples of creative services provided in 2016:

FISH & WILDLIFE: Fishing Regulations guide (96pp) with Vermont Life

HISTORIC PRESERVATION: 10-year State Historic Preservation Plan (56pp)

ENVIRONMENTAL CONSERVATION: Environmental Guide for Vehicle Service technical workbook (112pp)

AGRICULTURE: Direct-to-consumer full page ad series in Edibles Brooklyn

TRANSPORTATION: New collateral promoting Amtrak rail service and VT downtowns to visitors

CHILDREN & FAMILIES: Workplace safety signage

BGS: Vehicle graphics to identify hybrid fleet cars

BLIND & VISUALLY IMPAIRED: Series of client profile/services banners

FORESTRY: Best Practices for Using Portable Skidder Bridges pocket guide

ANNUAL PROMOTION OF: State Parks  
Historic Sites  
Vermont Days  
Archaeology Month

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## CREATIVE SERVICES

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Considerable progress has been made over the last ten years since the CMO was formed to provide support and resources for marketing and outreach activities across state government. State brand assets are used correctly more often than not, agencies have access to SOV-licensed imagery and master contracts for professional marketing services, and the deployment of a modern website template (2015) and content management system in the digital realm now serves to visually demonstrate the effort to improve coordination among state offices.

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.

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The CMO team provided 1,612 hours of design, production and creative services in 2016. The cost of staff time is 60% less than the contracted hourly rates of marketing vendors, equating to a savings of over \$96,000.

## MASTER CONTRACTS & OTHER SHARED RESOURCES

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The CMO maintains four master contracts for marketing and creative services, one master contract for statewide media buying, and three master photography contracts. These master 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 entities to avail themselves of one set of reduced rates for outside marketing services.

Finally, the CMO maintains a shared image library for state-owned photography, utilized by 326 active users who downloaded 3,542 images in 2016. Organization of the online library continues to be improved as new photography assets are added.



# Department of Economic Development

Joan Goldstein, Commissioner

Economic Development	\$ 7,350,743
FY 2018 Governor's Recommend	\$7,350,743

# Fiscal Year 2018 Budget Changes by Dept. - Economic Development

## By Fund

	General \$\$	Special \$\$	Federal \$\$	Total \$\$
<b>Approp #1, Economic Development FY 2017 Approp</b>	<b>4,600,379</b>	<b>767,950</b>	<b>933,116</b>	<b>6,301,445</b>
<b>Approp #1, FY 2017 Approp Amended</b>	<b>4,600,379</b>	<b>767,950</b>	<b>933,116</b>	<b>6,301,445</b>
Salary/Benefits net increase	22,608			22,608
Internal Service Fee decrease (Worker's Comp)	(503)			(503)
Reduced need for Contracted 3rd Party Services	(22,608)			(22,608)
Internal Service Fees (DII, VISION, Insurances) net increase	2,348			2,348
Conference Fees decrease		(2,000)		(2,000)
VTC VT Supported Training & Employment Partnership (VSTEEP) Award -new grant		25,000		25,000
US Small Bus Admin -Int'l Trade STEP IV completed			(174,211)	(174,211)
US Small Bus Admin -Int'l STEP V - new grant			286,439	286,439
Dept of Defense -Procurement Tech Assistance Center grant -funding increase			12,225	12,225
EPA Brownfield Assessment & Cleanup grant award			500,000	500,000
Small Business Development Center grant Increase	400,000			400,000
<b>Total Additions/(Reductions) FY 2018 to reach Gov Rec</b>	<b>401,845</b>	<b>23,000</b>	<b>624,453</b>	<b>1,049,298</b>
<b>Approp #1 FY 2018 Governor Recommend</b>	<b>5,002,224</b>	<b>790,950</b>	<b>1,557,569</b>	<b>7,350,743</b>

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Rollup Report

Budget Object Group: 1. PERSONAL SERVICES

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Salaries and Wages	1,005,502	1,023,995	1,023,995	1,080,181	56,186	5.5%
Fringe Benefits	457,242	519,417	519,417	551,680	32,263	6.2%
Contracted and 3rd Party Service	1,487,745	1,824,836	1,824,836	579,111	(1,245,725)	-68.3%
PerDiem and Other Personal Services	3,250	70,941	70,941	79,580	8,639	12.2%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>2,953,738</b>	<b>3,439,189</b>	<b>3,439,189</b>	<b>2,290,552</b>	<b>(1,148,637)</b>	<b>-33.4%</b>

Budget Object Group: 2. OPERATING

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Equipment	4,435	5,550	5,550	6,650	1,100	19.8%
IT/Telecom Services and Equipment	42,567	43,623	43,623	31,222	(12,401)	-28.4%
Travel	163,177	214,155	214,155	202,721	(11,434)	-5.3%
Supplies	16,817	15,355	15,355	19,555	4,200	27.4%
Other Purchased Services	543,831	564,353	564,353	629,646	65,293	11.6%
Other Operating Expenses	3,018	10,446	10,446	3,126	(7,320)	-70.1%
Rental Other	4,853	3,500	3,500	7,363	3,863	110.4%
Rental Property	3,960	8,913	8,913	2,726	(6,187)	-69.4%
Property and Maintenance	1,481	1,525	1,525	1,525	0	0.0%
Rentals	0	0	0	15,000	15,000	0.0%
Repair and Maintenance Services	0	0	0	11,254	11,254	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>784,141</b>	<b>867,420</b>	<b>867,420</b>	<b>930,788</b>	<b>63,368</b>	<b>7.3%</b>

**Budget Object Group: 3. GRANTS**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Grants Rollup	903,843	1,994,836	1,994,836	4,129,403	2,134,567	107.0%
<b>Budget Object Group Total: 3. GRANTS</b>	<b>903,843</b>	<b>1,994,836</b>	<b>1,994,836</b>	<b>4,129,403</b>	<b>2,134,567</b>	<b>107.0%</b>

<b>Total Expenses</b>	<b>4,641,722</b>	<b>6,301,445</b>	<b>6,301,445</b>	<b>7,350,743</b>	<b>1,049,298</b>	<b>16.7%</b>
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Fund Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
General Funds	3,373,928	4,600,379	4,600,379	5,002,224	401,845	8.7%
Special Fund	631,302	767,950	767,950	790,950	23,000	3.0%
Federal Funds	581,381	933,116	933,116	1,557,569	624,453	66.9%
IDT Funds	55,111	0	0	0	0	0.0%
<b>Funds Total</b>	<b>4,641,722</b>	<b>6,301,445</b>	<b>6,301,445</b>	<b>7,350,743</b>	<b>1,049,298</b>	<b>16.7%</b>

Position Count				18		
FTE Total				18		

Organization: DEPT. OF ECONOMIC DEVELOPMENT

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA Recommended Budget	Recommended Budget	FY2018 Governor's Recommend and FY2017 As Passed	FY2018 Governor's Recommend and FY2017 As Passed
<b>Salaries and Wages</b>							
Description	Code						
Classified Employees	500000	1,002,809	735,385	735,385	831,896	96,511	13.1%
Exempt	500010	0	304,158	304,158	300,913	(3,245)	-1.1%
Overtime	500060	2,693	0	0	7,000	7,000	0.0%
Vacancy Turnover Savings	508000	0	(15,548)	(15,548)	(59,628)	(44,080)	283.5%
<b>Total: Salaries and Wages</b>		<b>1,005,502</b>	<b>1,023,995</b>	<b>1,023,995</b>	<b>1,080,181</b>	<b>56,186</b>	<b>5.5%</b>

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA Recommended Budget	Recommended Budget	FY2018 Governor's Recommend and FY2017 As Passed	FY2018 Governor's Recommend and FY2017 As Passed
<b>Fringe Benefits</b>							
Description	Code						
FICA - Classified Employees	501000	73,711	56,258	56,258	63,642	7,384	13.1%
FICA - Exempt	501010	0	23,269	23,269	23,020	(249)	-1.1%
Health Ins - Classified Empl	501500	208,736	179,460	179,460	189,874	10,414	5.8%
Health Ins - Exempt	501510	0	67,749	67,749	67,935	186	0.3%
Retirement - Classified Empl	502000	154,962	128,474	128,474	145,331	16,857	13.1%
Retirement - Exempt	502010	0	40,252	40,252	37,019	(3,233)	-8.0%
Dental - Classified Employees	502500	12,269	10,791	10,791	11,116	325	3.0%
Dental - Exempt	502510	0	3,321	3,321	3,176	(145)	-4.4%
Life Ins - Classified Empl	503000	2,490	2,433	2,433	3,290	857	35.2%
Life Ins - Exempt	503010	0	756	756	1,271	515	68.1%
LTD - Classified Employees	503500	237	0	0	0	0	0.0%
LTD - Exempt	503510	0	701	701	528	(173)	-24.7%
EAP - Classified Empl	504000	473	391	391	420	29	7.4%
EAP - Exempt	504010	0	121	121	120	(1)	-0.8%
Workers Comp - Ins Premium	505200	3,827	5,441	5,441	4,938	(503)	-9.2%
Catamount Health Assessment	505700	536	0	0	0	0	0.0%
<b>Total: Fringe Benefits</b>		<b>457,242</b>	<b>519,417</b>	<b>519,417</b>	<b>551,680</b>	<b>32,263</b>	<b>6.2%</b>

<b>Contracted and 3rd Party Service</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Contr & 3Rd Party - Financial	507100	0	125,000	125,000	125,000	0	0.0%
Contr & 3Rd Party - Legal	507200	0	0	0	45,000	45,000	0.0%
Contr&3Rd Pty-Educ & Training	507350	4,000	0	0	75,487	75,487	0.0%
IT Contracts - Servers	507543	0	0	0	42,250	42,250	0.0%
Contr&3Rd Pty - Info Tech	507550	38,500	45,263	45,263	0	(45,263)	-100.0%
Contr-Compsoftware-Sysdevelop	507553	18,863	16,725	16,725	0	(16,725)	-100.0%
Creative/Development-Web	507562	7,425	56,000	56,000	16,000	(40,000)	-71.4%
Advertising/Marketing-Other	507563	58,816	56,870	56,870	45,000	(11,870)	-20.9%
IT Contracts - Application Development	507565	0	0	0	33,000	33,000	0.0%
Other Contr and 3Rd Pty Serv	507600	1,360,141	1,524,978	1,524,978	197,374	(1,327,604)	-87.1%
<b>Total: Contracted and 3rd Party Service</b>		<b>1,487,745</b>	<b>1,824,836</b>	<b>1,824,836</b>	<b>579,111</b>	<b>(1,245,725)</b>	<b>-68.3%</b>

<b>PerDiem and Other Personal Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Per Diem	506000	3,250	3,800	3,800	3,800	0	0.0%
Other Pers Serv	506200	0	67,141	67,141	75,780	8,639	12.9%
<b>Total: PerDiem and Other Personal Services</b>		<b>3,250</b>	<b>70,941</b>	<b>70,941</b>	<b>79,580</b>	<b>8,639</b>	<b>12.2%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>2,953,738</b>	<b>3,439,189</b>	<b>3,439,189</b>	<b>2,290,552</b>	<b>(1,148,637)</b>	<b>-33.4%</b>

**Budget Object Group: 2. OPERATING**

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	Recommend and
			Budget	Recommended	Budget	Recommend and	Governor's
				Budget		FY2017 As Passed	Recommend and
							FY2017 As
							Passed
<b>Equipment</b>							
<b>Description</b>	<b>Code</b>						
Hardware - Desktop & Laptop Pc	522216	3,700	5,550	5,550	6,650	1,100	19.8%
Other Equipment	522400	162	0	0	0	0	0.0%
Furniture & Fixtures	522700	574	0	0	0	0	0.0%
<b>Total: Equipment</b>		<b>4,435</b>	<b>5,550</b>	<b>5,550</b>	<b>6,650</b>	<b>1,100</b>	<b>19.8%</b>

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	Recommend and
			Budget	Recommended	Budget	Recommend and	Governor's
				Budget		FY2017 As Passed	Recommend and
							FY2017 As
							Passed
<b>IT/Telecom Services and Equipment</b>							
<b>Description</b>	<b>Code</b>						
Telecom-Toll Free Phone Serv	516657	82	150	150	150	0	0.0%
Telecom-Conf Calling Services	516658	449	1,395	1,395	1,395	0	0.0%
Telecom-Wireless Phone Service	516659	6,252	6,240	6,240	6,240	0	0.0%
It Intsvccost-Vision/Isdassess	516671	1,064	1,090	1,090	1,145	55	5.0%
It Intsvccost- Dii - Telephone	516672	1,950	3,120	3,120	3,120	0	0.0%
It Inter Svc Cost User Support	516678	19,471	18,782	18,782	18,572	(210)	-1.1%
Sw-Database&Management Sys	522222	10,201	10,200	10,200	0	(10,200)	-100.0%
Software-Gis	522223	1,321	2,046	2,046	0	(2,046)	-100.0%
Hw-Personal Mobile Devices	522258	1,775	600	600	600	0	0.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>42,567</b>	<b>43,623</b>	<b>43,623</b>	<b>31,222</b>	<b>(12,401)</b>	<b>-28.4%</b>

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	Recommend and
			Budget	Recommended	Budget	Recommend and	Governor's
				Budget		FY2017 As Passed	Recommend and
							FY2017 As
							Passed
<b>Other Operating Expenses</b>							
<b>Description</b>	<b>Code</b>						
Single Audit Allocation	523620	1,822	4,126	4,126	3,126	(1,000)	-24.2%
Registration & Identification	523640	132	6,320	6,320	0	(6,320)	-100.0%
Bank Service Charges	524000	1,064	0	0	0	0	0.0%
<b>Total: Other Operating Expenses</b>		<b>3,018</b>	<b>10,446</b>	<b>10,446</b>	<b>3,126</b>	<b>(7,320)</b>	<b>-70.1%</b>

<b>Other Purchased Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Insurance Other Than Empl Bene	516000	10,020	11,984	11,984	14,514	2,530	21.1%
Insurance - General Liability	516010	2,544	2,407	2,407	2,703	296	12.3%
Dues	516500	12,102	17,110	17,110	19,929	2,819	16.5%
Telecom-Mobile Wireless Data	516623	7,370	8,512	8,512	8,512	0	0.0%
Telecom-Telephone Services	516652	1,075	2,690	2,690	2,690	0	0.0%
It Int Svc Dii Allocated Fee	516685	18,610	17,405	17,405	19,994	2,589	14.9%
Advertising-Radio	516812	1,385	1,400	1,400	1,400	0	0.0%
Advertising-Print	516813	39,120	92,200	92,200	68,505	(23,695)	-25.7%
Advertising-Web	516814	61,746	103,360	103,360	86,260	(17,100)	-16.5%
Advertising-Other	516815	49,143	53,000	53,000	58,792	5,792	10.9%
Advertising - Job Vacancies	516820	4,032	0	0	2,950	2,950	0.0%
Client Meetings	516855	2,340	6,000	6,000	4,000	(2,000)	-33.3%
Trade Shows & Events	516870	213,746	196,000	196,000	278,864	82,864	42.3%
Giveaways	516871	3,064	4,000	4,000	4,000	0	0.0%
Sponsorships	516872	64,769	0	0	0	0	0.0%
Photography	516875	3,275	2,000	2,000	2,000	0	0.0%
Printing and Binding	517000	1,708	2,400	2,400	2,400	0	0.0%
Printing & Binding-Bgs Copy Ct	517005	749	400	400	800	400	100.0%
Printing-Promotional	517010	1,424	5,000	5,000	4,498	(502)	-10.0%
Photocopying	517020	26	0	0	0	0	0.0%
Registration For Meetings&Conf	517100	29,519	33,405	33,405	39,725	6,320	18.9%
Postage	517200	40	40	40	70	30	75.0%
Postage - Bgs Postal Svcs Only	517205	327	600	600	600	0	0.0%
Freight & Express Mail	517300	3,975	3,200	3,200	5,200	2,000	62.5%
Other Purchased Services	519000	11,723	1,240	1,240	1,240	0	0.0%
<b>Total: Other Purchased Services</b>		<b>543,831</b>	<b>564,353</b>	<b>564,353</b>	<b>629,646</b>	<b>65,293</b>	<b>11.6%</b>



		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Property and Maintenance</b>							
Description	Code						
Repair & Maint - Office Tech	513010	1,481	1,475	1,475	1,475	0	0.0%
Other Repair & Maint Serv	513200	0	50	50	50	0	0.0%
<b>Total: Property and Maintenance</b>		<b>1,481</b>	<b>1,525</b>	<b>1,525</b>	<b>1,525</b>	<b>0</b>	<b>0.0%</b>

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Rental Other</b>							
Description	Code						
Rental - Other	515000	4,853	3,500	3,500	7,363	3,863	110.4%
<b>Total: Rental Other</b>		<b>4,853</b>	<b>3,500</b>	<b>3,500</b>	<b>7,363</b>	<b>3,863</b>	<b>110.4%</b>

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Rental Property</b>							
Description	Code						
Rent Land & Bldgs-Office Space	514000	0	3,863	3,863	0	(3,863)	-100.0%
Rent Land&Bldgs-Non-Office	514010	3,960	5,050	5,050	2,726	(2,324)	-46.0%
<b>Total: Rental Property</b>		<b>3,960</b>	<b>8,913</b>	<b>8,913</b>	<b>2,726</b>	<b>(6,187)</b>	<b>-69.4%</b>

<b>Supplies</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Office Supplies	520000	1,344	1,630	1,630	1,630	0	0.0%
Gasoline	520110	1,463	2,885	2,885	2,885	0	0.0%
Other General Supplies	520500	353	140	140	140	0	0.0%
It & Data Processing Supplies	520510	355	1,350	1,350	1,350	0	0.0%
Food	520700	16	0	0	0	0	0.0%
Books&Periodicals-Library/Educ	521500	21	100	100	100	0	0.0%
Subscriptions	521510	5,257	3,250	3,250	5,350	2,100	64.6%
Subscriptions Other Info Serv	521515	8,009	6,000	6,000	8,100	2,100	35.0%
<b>Total: Supplies</b>		<b>16,817</b>	<b>15,355</b>	<b>15,355</b>	<b>19,555</b>	<b>4,200</b>	<b>27.4%</b>

<b>Travel</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Travel-Inst-Auto Mileage-Emp	518000	17,538	22,739	22,739	21,471	(1,268)	-5.6%
Travel-Inst-Other Transp-Emp	518010	4,047	17,681	17,681	12,893	(4,788)	-27.1%
Travel-Inst-Meals-Emp	518020	165	488	488	488	0	0.0%
Travel-Inst-Lodging-Emp	518030	1,676	2,375	2,375	2,375	0	0.0%
Travel-Inst-Incidentals-Emp	518040	582	560	560	1,000	440	78.6%
Travel-Inst-Auto Mileage-Nonemp	518300	3,967	5,000	5,000	5,000	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	2,508	5,966	5,966	5,506	(460)	-7.7%
Travel-Outst-Other Transp-Emp	518510	48,093	61,472	61,472	59,026	(2,446)	-4.0%
Travel-Outst-Meals-Emp	518520	10,295	19,244	19,244	15,318	(3,926)	-20.4%
Travel-Outst-Lodging-Emp	518530	68,736	73,205	73,205	73,205	0	0.0%
Travel-Outst-Incidentals-Emp	518540	5,571	5,425	5,425	6,439	1,014	18.7%
<b>Total: Travel</b>		<b>163,177</b>	<b>214,155</b>	<b>214,155</b>	<b>202,721</b>	<b>(11,434)</b>	<b>-5.3%</b>

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018
			Budget	Recommended	Budget	Recommend and As	Governor's
				Budget	Budget	Passed	Recommend and
							As Passed
<b>Rentals</b>							
Description	Code						
Software-License-DeskLaptop PC	516559	0	0	0	15,000	15,000	0.0%
<b>Total: Rentals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018
			Budget	Recommended	Budget	Recommend and As	Governor's
				Budget	Budget	Passed	Recommend and
							As Passed
<b>Repair and Maintenance Services</b>							
Description	Code						
Software-Repair&Maint-Servers	513056	0	0	0	11,254	11,254	0.0%
<b>Total: Repair and Maintenance Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>11,254</b>	<b>11,254</b>	<b>0.0%</b>
<b>Total: 2. OPERATING</b>		<b>784,141</b>	<b>867,420</b>	<b>867,420</b>	<b>930,788</b>	<b>63,368</b>	<b>7.3%</b>

**Budget Object Group: 3. GRANTS**

			FY2017 Original	FY2017 Governor's	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	As Passed	BAA	Recommended	FY2018 Governor's	FY2018
			Budget	Recommended	Budget	Recommend and	Governor's
				Budget	Budget	FY2017 As Passed	Recommend and
							FY2017 As
							Passed
<b>Grants Rollup</b>							
Description	Code						
Grants To Municipalities	550000	8,970	7,590	7,590	6,210	(1,380)	-18.2%
Other Grants	550500	894,873	1,987,246	1,987,246	4,123,193	2,135,947	107.5%
<b>Total: Grants Rollup</b>		<b>903,843</b>	<b>1,994,836</b>	<b>1,994,836</b>	<b>4,129,403</b>	<b>2,134,567</b>	<b>107.0%</b>
<b>Total: 3. GRANTS</b>		<b>903,843</b>	<b>1,994,836</b>	<b>1,994,836</b>	<b>4,129,403</b>	<b>2,134,567</b>	<b>107.0%</b>
<b>Total Expenses:</b>		<b>4,641,722</b>	<b>6,301,445</b>	<b>6,301,445</b>	<b>7,350,743</b>	<b>1,049,298</b>	<b>16.7%</b>

Fund Name	Fund Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's		FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
				BAA Recommended Budget	FY2018 Governor's Recommended Budget			
General Fund	10000	3,373,928	4,600,379	4,600,379	5,002,224	401,845	8.7%	
Captive Insurance Reg & Suprv	21085	530,350	530,350	530,350	530,350	0	0.0%	
Inter-Unit Transfers Fund	21500	55,111	0	0	0	0	0.0%	
Conference Fees & Donations	21525	4,561	2,000	2,000	0	(2,000)	-100.0%	
ACCD-Miscellaneous Receipts	21820	3	0	0	25,000	25,000	0.0%	
EB-5 Enterprise Fund	21919	96,388	235,600	235,600	235,600	0	0.0%	
Federal Revenue Fund	22005	581,381	933,116	933,116	1,557,569	624,453	66.9%	
<b>Funds Total:</b>		<b>4,641,722</b>	<b>6,301,445</b>	<b>6,301,445</b>	<b>7,350,743</b>	<b>1,049,298</b>	<b>16.7%</b>	
Position Count					18			
FTE Total					18			

**Department: Economic Development**

**Grants To Non-State Government Entities**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6888	10000	Job Development Zones, Municipalities	6,210
6888	10000	PTAC Small Business Dev Ctr, SBDC	55,144
6888	10000	RDC Block Grants, Various entities	1,266,104
6888	10000	SEVEDS, Brattleboro Dev Credit Corp	50,000
6888	10000	Small Business Development Center, SBDC	757,400
6888	10000	VT Employee Ownership Center, VEOC	69,660
6888	10000	VT Training Program, Various entities	1,207,741
6888	21085	VT Captive Insurance Association	50,000
6888	22005	Brownfield Assessment & Clean Up, Various entities	480,000
6888	22005	Int'l Trade STEP, Various entities	132,000
6888	22005	PTAC Small Business Dev Ctr, SBDC	55,144
		<b>Total</b>	<b>4,129,403</b>

**Department: Economic Development**

**Federal Grant Receipts**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6891	22005	CFDA 12.002 DOD: Procurement Technical Assistance for Business Firms (PTAC)	\$455,846
6891	22005	CFDA 12.617 DOD: Economic Adjustment Assistance (Business Support OEA)	\$315,284
6891	22005	CFDA 59.061 SBA: State Trade & Export Promotion (Int'l Trade - STEP)	\$286,439
6891	22005	CFDA 66.818 EPA: Brownfield Assessment & Cleanup Cooperative Agreements (Int'l Trade)	\$500,000
		<b>Total</b>	<b>\$1,557,569</b>

**DEPT OF ECONOMIC DEVELOPMENT**

**FY 18 CONTRACT DETAIL**

<b>Name/Type</b>	<b>Account Code</b>	<b>FY 2018 Contracts Request</b>	<b>General Fund</b>	<b>Federal</b>	<b>Captive Insurance</b>	<b>EB-5 Special Funds</b>
Financial Audit Reviews EB-5 projects	507100	\$125,000	\$40,000	\$0	\$0	\$85,000
Legal Services - EB-5	507200	\$40,000				\$40,000
Legal Services - PTAC	507200	\$5,000	\$2,000	\$3,000		
Education & Training for OEA program	507350	\$75,487		\$75,487		
C2-Competitive Computing - Website Maintenance	507543	\$25,000	\$25,000	\$0	\$0	\$0
Outreachsystems.com - PTAC	507543	\$11,500	\$5,750	\$5,750	\$0	\$0
Outreachsystems.com - BS	507543	\$5,750	\$5,750			
AGATE Intelligrants-Annual Maint & Supp/Analysis & Dev	507565	\$23,000	\$23,000		\$0	\$0
Commercial Property Locator maintenance	507565	\$10,000	\$10,000			
Advertising Agency -Creative Dev/Web/Marketing	507562	\$16,000	\$0	\$0	\$16,000	\$0
Advertising Agency -Marketing Other	507563	\$45,000			\$45,000	\$0
Federal OEA Contracts	507600	\$197,374		\$197,374		
<b>Total Economic Development</b>		<b>\$579,111</b>	<b>\$111,500</b>	<b>\$281,611</b>	<b>\$61,000</b>	<b>\$125,000</b>
Contr & 3rd Party - Financial	507100	\$125,000	\$40,000	\$0	\$0	\$85,000
Contr & 3rd Party - Legal	507200	\$45,000	\$2,000	\$3,000	\$0	\$40,000
Contr&3rd Pty-Educ & Training	507350	\$75,487	\$0	\$75,487	\$0	\$0
IT Contracts - Servers	507543	\$42,250	\$36,500	\$5,750	\$0	\$0
IT Contracts - Application Dev	507565	\$33,000	\$33,000	\$0	\$0	\$0
Contr&3rdPty-Creative/Dev-Web	507562	\$16,000	\$0	\$0	\$16,000	\$0
Contr&3rdPty-Adv/Mkting-Other	507563	\$45,000	\$0	\$0	\$45,000	\$0
Other Contr and 3rd Pty Serv	507600	\$197,374	\$0	\$197,374	\$0	\$0
		<b>\$579,111</b>	<b>\$111,500</b>	<b>\$281,611</b>	<b>\$61,000</b>	<b>\$125,000</b>

**Department of Economic Development  
General Fund Carry-forward Balances - June 30, 2016**

Source: VISION Query: VT\_APPROP\_FUND\_SUM\_NW

Unit	Dept	Fund	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07120	7120010000	10000	(6,979,967.74)	1,579,902.37	3,373,927.95	(2,026,137.42)

DED System Upgrades: CRM System - Funds freed up from payroll due to Federal OEA grant funds payment for our time. Will utilize some of these funds to improve our contact management systems. We have been reseraching this for close to one year but have been hard pressed to come up with the funds for this for over 4 years. AGATE Intelligrants contract increases for modification work related to VTP migration to online grants management system per mandate S. 220. This has been in the works for three years. Commercial Property Locator - One time expense for a contractor to enhance VT presence for recruitment of businesses to VT and expansion of existing businesses. This may be in terms of lead generation, marketing, and also via technology upgrades to our current site selector tool on the agency website. We have cobbled together our old software for several years. We must upgrade to offer proper services. This is one of the most visited sections on our web site.

80,000.00

EB-5 : Critical one time legal support necessary for additional work required by USCIS and due to recent communications for EB-5 regional center and pending litigation. This is critical to maintain our regional center status. We have retained outside counsel.

123,000.00

Foreign Direct Investment: One time targeted funding to help devise a much needed foreign direct investment strategy. Funding for Quebec goes to the Lake Champlain Regional Chamber but we need to develop a strategy for other countries and the rest of Canada.

Economic Development Marketing - using Agency staff resources (VL) One time funding to continue to implement the Economic Development marketing plan developed in FY16. There were no funds appropriated in FY17 for this plan. Pat Moulton has discussed the plan to use carryforward with Andy Pallito on two occasions. The expectation is to use these one time funds from carryforward in FY17 and seek an appropriation for FY18. Economic Development marketing must be sustained to be effective. Funds appropriated in FY16 started the plan, carryforward funds will continue the work in FY17. This one time funding is critical to continue this work.

250,000.00

VT Training Program has a list of 30+ companies we are in process with pending training contracts. During FY15 there was a significant change in legislation which caused delays in the promotion and administration of the program resulting in a lag of grant processing. Additionally, during FY16 we experienced employee turnover for the Director of VTP. Therefore, we have pent up demand we need to fullfill with this carryforward. We have obligated more than two-thirds and the other third is for prospective business expansions and relocations that are in process. Retaining these funds is critical to meeting these obligations.

1,565,137.42

To support unfunded H.868 Mandate of VEPC policy review.

8,000.00

**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.

7,711.88

**Total FY16 07120 General Fund Carry Forward (2,033,849.30)**



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**Department of Economic Development (DED)  
Fiscal Year 2018 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, 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, and lending institutions and capital managers.

**3. SUMMARY OF DEPARTMENT PROGRAMS, OUTCOMES, AND SPECIAL PROJECTS**

The Department of Economic Development is made up of 18 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. The DED team has been rebuilt and is full again – following significant turnover in FY15/16.

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 directly contributed to improving Vermont's prosperity in the following ways:

### PROGAM SUCCESSES:

#### The State General Fund:

- *Captive Insurance*: \$22.7 million in premium tax and fees collected in 2016.
- *VEGI: The Vermont Employment Growth Incentive* approved 13 business projects in calendar year 2016 that will contribute an additional \$3.0 million in net new tax revenue (after the cost of the incentive) over the next five years by creating 485 new jobs and \$19.4 million in new qualifying payroll and investing \$132 million.
- *EB-5*: Mount Snow projects received approval to deploy more than \$50 million raised in foreign direct investment.

#### Businesses:

- *PTAC*: Helped secure \$96 million in government contracts for 112 businesses in FY 16.
- *VTP*: Contributed \$1.4 million to 41 businesses and training providers to help offset training costs in FY16. Allowed a 'carve-out' of funds to be used for workforce pipeline activities of employers.

#### Employee Wages & Job Growth

- *VEGI*: During calendar year 2016 VEPC authorized 13 incentives to businesses that will create 485 new jobs with an average compensation of \$42,565, generating \$19.4 million in new, qualifying payroll.
- *Vermont Training Program*: Over 600 Vermont workers including new hires were trained under the program through both on-site as well as classroom training. Participant wages showed an increase in wages of 6.9%. Of the 41 companies served, half of them have 49 employees or less.

#### Grant Administration:

- *Windham County Economic Development Program*: \$4.480 million has been committed for projects estimated to create 185 direct full time jobs in the region.
- *Northern Borders Regional Commission*: In 2016, the Northern Border Regional Commission awarded \$1.8 million in grants for 14 Vermont economic development projects.
- *STEP V*: For FY2017, The Department applied for, and was in the top tier of states nationwide to receive, a \$286,000 grant from SBA to help train businesses in export and to bring them to international trade shows. In 2017 we will bring them to Aero Mart in Montreal and Solar International in Las Vegas. We intend to apply for Step VI 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. We are just commencing activity under this grant which will comprise primarily of training and will decide- if it adds value -whether to apply again for these funds in 17/18.

## **B. Special Projects**

In FY17, in addition to its regular programs, the Department of Economic Development undertook the following projects, each of which will be continued and built upon in FY18.

*Workforce Needs Collaboration with DOL/Agency of ED/ Vermont Business Roundtable:* As part of our work calling on employers in the state, we are aware of the need for talent pipeline management activity. As such, a multidisciplinary team has been formed to commence demand planning by businesses. Then we can communicate in sufficient granular detail to the education providers the needs of industry and possibly proficiency standards recognized by industry. Additionally, we need to identify the data needs to assess progress and work across agencies to provide meaningful measurements of where we are and where we want to go.

*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 developed an Economic development marketing plan during FY16 and have embarked on some implementation: improved website, increased sponsorships, and presence at recruitment events. We have a lot more work to do here and have an outstanding RFP to commence implementation of the plan for targeted marketing outside of the state.

*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 three rounds of competitive grants and administer loans and incentives through this vehicle. The same two people who work on all VEGI and TIF also work on the WCEDP with no new funding or support.

*Comprehensive Economic Development Strategy Update:* The Department of Economic Development sends updates to the statewide comprehensive economic development strategy or CEDS, which was completed in the summer of 2014. The first update was sent in early 2016. Approval of the CEDS makes the entire state eligible to pursue funding from the EDA for economic development related projects. 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. We will coordinate our next update to illustrate where the needs are and how we can match those needs with possible funding sources.

*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. During the past FY the Jay Peak fraud charges were filed by federal and state authorities and the DED/DFR have borne the continuing fallout over this program. As DFR now provides a regulatory function, it will help to further protect investors and strengthen this powerhouse of an economic development tool.

## 4. PROGRAM REPORTS

### A. Business Recruitment, Retention and Expansion (BRRE)

All DED staff work directly with businesses in conjunction and partnership with the Regional Development Corporations on a wide variety of programs, and also with recruitment and expansion of business.

The BRRE staff is involved in a wide variety of areas to facilitate assistance for Vermont businesses to stay and grow in Vermont. We help facilitate access to state or federal programs, services and resources.

Among the activities BRRE staff perform:

- *Interagency Collaboration Efforts.* BRRE 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. We also work with ANR/DEC on Brownfields Redevelopment, and permitting plans for expansion projects, and troubled situations. Working with AOEd and DOL Statewide Workforce Development Board for workforce pipeline development activities.
- *Supply Chain Facilitation.* BRRE 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.* BRRE 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 20 companies to date. With a new class starting in February.
- *Grant Administration.* BRRE staff work with RDC's and economic development organizations such as Vt SBDC, Vt SJF, and VEOC and administer federal grants such as the Northern Border Regional Commission grants, DOD grants and SBA.
- BRRE 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.

An example of this representation and work: For working lands business and for the Northern Border Counties we have:

- 1) 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.
- 2) One staffer from DED served as a primary reviewer of the 114 WLEB applications we received, played a major role in helping the Board decide on the funding of 20 projects, for a total State investment of \$634 thousand.
- 3) For the Northern Borders Regional Commission, NBRC, staffer administered and provided outreach and technical assistance for \$1.8 million for fourteen economic development projects across the NBRC service area (Northeast Kingdom, Lamoille, Franklin, and Grand Isle Counties), which in turn leveraged approximately \$7 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 person committed to recruitment, (There was an agency staffer that played this role and left at the end of 2016) all of the department works as a team to focus on enhancing the 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.

During the past year we participated in a number of SelectUSA ( Focus on FDI) conferences where we met a few leads from Canada and other countries and we should have a presence at these events as much as we can. Many participants think of Vermont as a place to ski but not necessarily as a place to do business. We are also about to launch a new site locator app for our website which makes it easier for prospects to identify where in VT they may locate their business and whether or not that location is close to infrastructure, other employers, etc.

During this past FY2016, we were able to locate a branch of a Canadian composites company - BHS Composites - into the Northeast Kingdom and LTK Consulting Services relocated from New Hampshire to White River. We are working with a few leads to create more success stories.

## 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 the development of an Economic Development Marketing Plan. We will implement the strategic ED marketing plan as much as we can with the funds and resources available via Tourism and Marketing, CMO office, and VT Life. We have an enhanced Agency website and are about to launch a site that is more welcoming to newcomers. Additionally, we have plans to outsource the external communications effort to neighboring states, provinces in a targeted manner. We have an RFP for implementation and will commence choosing the provider as soon as practicable.

## 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 plans into 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.

In FY 2017 we added a peer to peer evaluation and professional development requirements. There are about 5 new directors statewide and we need to ensure that the level of economic development proficiency is up to national standards. In FY 18 the contracts will be replaced by grants with all of the existing requirements.

## **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", speaking at 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.
- 2016 represented another strong year with 26 new captives formed – 8 in the healthcare sector. Vermont had stronger year than many of our primary competitors.
- Our Dan Towle is ranked #17 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 director of captive insurance at DFR was voted #39 and the deputy commissioner at DFR- was voted to the "Hall of Fame". Vermont is the gold standard in this industry.
- Vermont won "US Domicile of the Year" by a worldwide captive publication for the 3<sup>rd</sup> year in a row and also won "Non-European Union Domicile of the Year"
- 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.
- In an economic impact report for tax year 2003, the captive insurance industry accounted for 1,429 full and part-time jobs, with an average salary for a full-time employee of \$52,179, a full 62% higher than the state average.
- These high paying jobs accounted for \$62.4 million in incremental income for Vermonters.

Year	New Captives	Total Captives	Premium Taxes	Licenses & Fees	Gross Written Premium
2017	25*	1113*	\$24,837,500*	\$2,735,000*	\$22,000,000,000*
2016	26	1088	\$23,800,809	\$2,741,244	\$22,751,000,000*
2015	33	1062	\$25,388,334	\$2,438,916	\$27,649,758,356
2014	16	1029	\$24,370,532	\$2,483,916	\$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

\*Projected figures for 2016 and 2017 (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 maintain payroll at the time of application and then meet and maintain 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 2016 VEPC authorized *Vermont Employment Growth Incentives* for 13 business projects that will contribute an additional \$3 million in net new tax revenue (after the cost of the incentive) over the next five years. The businesses will create 485 new jobs with an average compensation of \$42,565 generating \$19.4 million in new, qualifying payroll.

Vermont companies such as Autumn Harp, Caledonia Spirits, Commonwealth Dairy, G.S. Precision, Bariatrix Nutrition, and Chroma Technology are expanding due to the program. Also, LTK Consultants relocated from New Hampshire to Vermont and AIAC purchased Vermont Aerospace, saving over 60 jobs in the Northeast Kingdom.

Est. Projected Direct and Indirect Economic Activity	2007-2020	
Total Full-time Job Creation (Direct and Indirect):	8,321	
New Qualifying FT Jobs	3,787	
New Non-Qualifying FT Jobs	802	
New Indirect Jobs	3,732	
Total Retained Full Time Jobs	6,046	
Total Qualifying Full Time Payroll:	\$167.3 million	
Weighted Average Wage (Full time jobs)	\$44,932	
Average Total Compensation (Full Time jobs)	\$55,677	
Average % of Health Care Premium Paid by Employer	71%	
Total Qualifying Capital Investments	\$763 million	
Approximate Value of Vermont Biz-to-Biz Interaction	\$180 million/ Year	
<b>Total Net Revenue Return to Vermont:</b>	<b>\$27.2 million</b>	
Total Net New Revenue/Qualifying Job	\$8,237 / job*	
Economic Activity 2007-2015	Projected	Actual
New Qualifying Jobs	2,342	4,750
New Qualifying Payroll	\$108.4 million	\$293.5 million
New Capital Investments	\$564.4 million	\$682.6 million
Net Incentive Installments Paid:	\$15.8 million	\$14.7 million
<b>Net Revenue Return to Vermont</b>	\$18.2 million	\$37.5 million
Net New Revenue/New Qualifying Job	\$7,806*	7,916*

\* 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 FY2017, VGTP was 1 of 40 states to receive a federal State Trade and Export Promotional (STEP V) grant. The \$286,000 grant will allow VGTP to continue some of the work that was started with the STEP I-IV grant. This work will include business export training and participation in international trade shows such as Aero Mart, 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. This grant has provided great assistance to the Vermont business community and so we intend to apply for STEPVI in FY18. The demand for the grant has outstripped our supply.

Highlights include:

- Applied and received \$286,000 STEP V 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 nine eligible Vermont aerospace small businesses to attend Aero Innovation Market in Montreal in early 2016.
- Established Foreign Trade Zone training in 3 different regions.
- Re-established relationships with Turkish Consulate General Office of the Commercial Attache; 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

For FY 2018, 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 the aerospace trade shows we also engaged in cross-selling by marketing Vermont to foreign companies – via Foreign Direct Investment (FDI). We will enhance these efforts during the rest of 2017 and into 2018 as we engage in more targeted meetings/appointments via a targeting marketing firm to assist us.

***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 end of April 2017. There are some policy initiatives that have been put forth by USDHS to allow investors hurt by fraud to invest in other projects. We eagerly await the outcome of those policy moves as well as the reauthorization of the program. The projects at Jay Peak and Burke are under the control of SEC appointed receiver.

We do not have one dedicated resource to the program but instead share responsibility via the Commissioner, the Executive Director of Business Support and the DFR team of counsel. We continue to market the program as we have existing programs that are raising or deploying funds such as Stowe Aviation, Southface Village at Okemo, and Mt Snow, which just received approval to deploy more than \$50 Million dollars for their project.

As of September 30, 2016, approximately \$386,500,000 has been invested in projects via the Vermont EB-5 Regional Center, totaling over seven hundred seventy-three (773) I-526 petitions and three hundred ninety-five (395) I-829 approvals since we were an authorized EB-5 Regional Center.

Projects to date include Country Home Products, Mount Snow, SouthFace Village at Okemo, Stowe Aviation, Sugarbush Resort, Trapp Family Lodge,

#### **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 federal Defense Logistics Agency and State General Funds.

The Vermont Procurement Technical Assistance Center had a stellar year, garnering more than 954 Contracts totaling \$96 Million in government contracts that went to 112 Vermont businesses. Vermont's PTAC is currently working with 720 active businesses and in 2016 met with 173 new businesses.

Examples:

1. The PTAC was approached by a long-time client, Tom Bronson, General Manager of North Country Engineering. Tom reached out to us directly to report that after completing a thorough ISO audit, North Country Engineering was awarded a \$1.6 million contract. Tom accredited this tremendously successful opportunity to a direct connection during our DoD NE Regional Matchmaker Event he attended in the 2012. Mr. Bronson made it very clear in a written communication to Robin Miller, Brenda Plastridge and Joanne Spaulding that he would like to credit the PTAC for helping in this connection. The overall message we want to reiterate is that events such as Matchmaker's have and do provide many lucrative opportunities and connections with government and industry, even if it is over time.

2. G & N Excavation Receives Their First VTrans CAT II Maintenance Rental Agreement. Within recent years, the VT PTAC has been working with the VT Agency of Transportation to assist with their goals of reaching out to vendors within the state that have performed on the agency's annual Maintenance Rental Agreement's (MRA'S) or to new vendors that have never responded to these types of contracts. This collaboration was essential when AOT changed their outreach efforts and response processes to these annual contracts. It seemed like a natural fit for them to work with PTAC specifically to guide VT businesses through these changes. PTAC's participation on this front, is to host a series of workshops around the state to provide guidance to the business community on responding to the MRA's. Through this process, Joanne Spaulding met with owner, Michele Gaboriau in November of 2015. Joanne and Michele walked through the entire proposal for the Roadway Repair, Slopes & Small Culverts RFP. Michele worked directly with Joanne on reviewing the solicitation requirements for the project and evaluating her bid. In March, Joanne received an email from Michele stating, "I just received my 2016 CAT II Contract. (Contract # MR3686) I want to thank you for all your assistance in helping me accomplish this." G & N Excavation, Inc. is a woman-owned and operated Excavation Company located in the Mad River Valley, that operates primarily in Vermont and western New Hampshire.

### **G. Vermont Training Program (VTP)**

The Vermont Training Program is a fund to help upgrade skills of new or incumbent workers. DED 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 2016 was a busy and successful year for the Vermont Training Program. We approved 32 VTP grants, and the fund was instrumental in helping train 639 employees at 41 Vermont companies. As a result of the training, participant wages showed an increase of 6.9% through FY16. The advanced manufacturing industry continues to lead the way as employers look to help implement process improvements and new manufacturing technology to grow and compete internationally. For example, computer numerically controlled (CNC) machines are continuing to be seen in all advanced manufacturing floors and are a major driver of the requests for incumbent training as the increased productivity helps with maintaining a company's competitive edge. Software development and IT are also starting to show momentum in terms of VTP requests as web design, cloud-based computing and cyber security skills are now increasingly required of successful businesses.

The message we heard most often from employers in 2016 is that businesses are not able to find workers with the qualifying skills needed for entry level employment and continue to struggle with recruitment and training. To help, the Vermont Training Program is willing to 'carve-out' 10% of the funds allocated to VTP to help promote work-based programs and activities. The new legislative permission from legislative session 2016 will allow for Vermont students in middle school, secondary school, career technical education programs, or post-secondary schools to be introduced to Vermont manufacturers or other regionally significant employers. This kind of activity can help to offset the costs the employer incurs when promoting work-based learning programs, including the costs of transportation, curriculum development, and materials.

**FISCAL YEAR 2018 BUDGET  
DEPARTMENT PROGRAM PROFILE**

<b>DEPARTMENT:</b>	<b>ECONOMIC DEVELOPMENT</b>						
	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
<b>ECONOMIC ADMINISTRATION</b>							
FY 2016 expenditures	Provides management and oversight for the Economic Dev. Department and all its programs. This include budgets, personnel, performance management and operations of the department and programs.	262,615	994		263,608	3	0
FY 2017 estimated expenditures		261,033	2,000		263,033	3	0
FY 2018 budget request		344,958			344,958	3	0
<b>INTERNATIONAL TRADE</b>							
FY 2016 expenditures	International Trade helps to grow the Vermont economy by; 1) helping Vermont companies to grow via international trade; 2) expanding the Vermont workforce by attracting foreign business investment and; 3) securing foreign investment in Vermont businesses using the EB-5 program. Our staff help Vermont businesses succeed in international trade by funding educational seminars, trade counseling, trade show participation, technical assistance, and one-on-one consulting services. We recruit and counsel foreign companies interested in establishing US operations in Vermont. We help Vermont companies to secure low-cost funding from foreign investors by marketing and advising on the EB-5 program in the operation of the Vermont Regional Center.	230,747	153,324	130,744	514,814	2	57,530
FY 2017 estimated expenditures		266,648	235,600	174,211	676,459	1	95,000
FY 2018 budget request		171,182	235,600	286,439	693,221	1	132,000
<b>BUSINESS SUPPORT</b>							
FY 2016 expenditures	Assists new and expanding Vermont companies by; helping them to locate facilities; arrange financing; secure permits; and by fostering entrepreneurship. The group works via direct client interaction, as well as, in partnership with the Regional Development Corporations and other partner organizations. Administers VTP, OEA and Brownfield grant programs. The VTP promotes business expansion and relocation by granting funds to Vermont businesses to reimburse them for amounts invested in upgrading the skills of the Vermont workforce.	2,376,561	81	30,085	2,406,727	3	758,934
FY 2017 estimated expenditures		3,499,038		319,530	2,391,356	5	1,792,391
FY 2018 budget request		3,884,527	25,000	815,284	4,724,811	5	3,837,115

<b>DEPARTMENT:</b>	<b>ECONOMIC DEVELOPMENT</b>						
	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
<b>FINANCIAL SERVICES</b>							
FY 2016 expenditures	Promotes and strengthens Vermont's top position as a U.S. captive domicile. Seeks out new and diversified opportunities within financial services.		530,350		530,350	1	0
FY 2017 estimated expenditures			530,350		530,350	1	0
FY 2018 budget request			530,350		530,350	1	50,000
<b>VT ECONOMIC PROGRESS COUNCIL</b>							
FY 2016 expenditures	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.	223,346	3		223,349	2	0
FY 2017 estimated expenditures		236,542			236,542	2	0
FY 2018 budget request		253,370			253,370	2	0
<b>PROCUREMENT TECHNICAL ASSISTANCE CENTER</b>							
FY 2016 expenditures	PTAC provides Vermont businesses with technical knowledge in understanding the procurement process in order to increase the percentage of Vermont business bidding and successfully obtain federal, state and local government contracts.	280,659	1,661	420,553	702,873	6	87,379
FY 2017 estimated expenditures		337,118		439,375	776,493	6	107,445
FY 2018 budget request		348,187		455,846	804,033	6	110,288
<b>Total Department</b>	<b>FY 2016 expenditures</b>	<b>3,373,928</b>	<b>686,413</b>	<b>581,381</b>	<b>4,641,722</b>	<b>17</b>	<b>903,843</b>
	<b>FY 2017 estimated expenditures</b>	<b>4,600,379</b>	<b>767,950</b>	<b>933,116</b>	<b>6,301,445</b>	<b>18</b>	<b>1,994,836</b>
	<b>FY 2018 budget request</b>	<b>5,002,224</b>	<b>790,950</b>	<b>1,557,569</b>	<b>7,350,743</b>	<b>18</b>	<b>4,129,403</b>

**FY 2018 GOVERNOR'S BUDGET RECOMMENDATIONS - PROGRAM PERFORMANCE MEASURES**

<b>AGENCY NAME:</b>	Commerce and Community Development	
<b>DEPARTMENT NAME:</b>	Economic Development	
<b>DIVISION NAME:</b>	Vermont Economic Progress Council	
<b>PRIMARY APPROPRIATION #</b>	<b>7120010000</b>	
<b>PROGRAM NAME</b>	Vermont Employment Growth Incentives	
<b>PROGRAM NUMBER (if used)</b>		
<b>FY 2018 Appropriation \$\$</b>	<b>\$ 6,923,898.00</b>	
<b>Budget Amounts in Primary appropriation not related to this program:</b>	<b>\$ 6,671,094.00</b>	
		<b>SECONDARY APPROPRIATION #</b>
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>TOTAL PROGRAM BUDGET FY 2017</b>	<b>\$ 252,804.00</b>	<b>n/a</b>

**Population-Level Outcomes Drop Down (scroll and select):**

(scroll down and select)

- (1) Vermont has a prosperous economy.
- (2) Vermonters are healthy.
- (3) Vermont's environment is clean and sustainable.
- (4) Vermont's communities are safe and supportive.
- (5) Vermont's families are safe, nurturing, stable, and supported.
- (6) Vermont's children and young people achieve their potential, including:
- (6)(A) Pregnant women and young people thrive.
- (6)(B) Children are ready for school.

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

**POPULATION-LEVEL INDICATOR:** (D) rate of resident unemployment per 1,000 residents

*An Indicator is: A measurable condition of well-being for children, adults, families, communities. Examples: violent crime rate; median house price; unemployment rate; % of electric generation from renewable sources; % registered voters voting in general election; % structurally deficient bridges; etc. Not all performance measures have measurable Indicators, although the performance measure may well inform the ultimate Outcome and/or the state of the Outcome..*

		Performance Measure Data				
		FY 2015	FY 2016	FY 2017 Budget	FY 2017 BAA	FY 2018 Budget
<b>Performance Measure A:</b>	(scroll down and select)					
<b>VEGI Incentive Payments to Authorized Companies</b>	1. How much did we do? (a.k.a. quantity or output) (Good PM)	25	\$ 4,573,359	\$ 4,625,032	\$ 4,672,348	\$ 3,574,077
<b>Type of PM A:</b>	1. How much did we do? (a.k.a. quantity or output) (Good PM)					
<b>Performance Measure B:</b>	(scroll down and select)					
<b>Number of New Qualifying Jobs Created</b>	1. How much did we do? (a.k.a. quantity or output) (Good PM)	26	278	226	158	153
<b>Type of PM B:</b>	3. Is anyone better off? (a.k.a. effectiveness or result/outcome) (Best PM)					
<b>Performance Measure C:</b>	(scroll down and select)					
<b>Net New Revenue Per New Qualifying Job</b>	1. How much did we do? (a.k.a. quantity or output) (Good PM)	27	\$ 12,465	\$ 9,828	\$ 27,904	\$ 10,878
<b>Type of PM C:</b>	2. How well did we do it? (a.k.a. quality or efficiency) (Better 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.

**FY 2018 GOVERNOR'S BUDGET RECOMMENDATIONS - PROGRAM PERFORMANCE MEASURES**

**AGENCY NAME:** Commerce and Community Development

**DEPARTMENT NAME:** Economic Development

**DIVISION NAME:** Vermont Economic Progress Council

The VEGI programs authorizes companies to earn cash incentives if the project meets certain statutory criteria and the company will create qualifying new jobs for Vermonters and make qualifying capital investments in Vermont that are beyond their normal growth and because of the incentive. The incentives are earned and paid out over time only if the company meets and maintains payroll, headcount, and capital investment performance requirements in addition to maintaining their base payroll and employment. The purpose of the program (See 32 VSA Section 5813) is to generate net new revenue to the state by encouraging businesses to add new payroll, create new jobs, and make capital investments and sharing a portion of the revenue with the business. The new qualifying jobs must be full-time, permanent, and pay above 140% of Vermont minimum wage with a defined set of benefits; must be above 160% of Vermont minimum wage for certain regions of the state.

Data limitations are caused primarily by timing. The program operated on a calendar basis not FY. The data used takes calendar year data and uses it for that fiscal year. For example, we used calendar year 2015 data for FY15. The other limitation is when data is available. Data based on actual activity is at least a year behind. For example, we will not have actual activity (incentives paid, new jobs created, net new revenue generated) in 2015 until 2017. Claims for activity in 2015 are filed April 2016 and examined by the Department of Tax throughout 2016 and reported to VEPC in 2017. Therefore, the data used here is all projected benchmarks, not actuals.

Finally, the data we are using is based in incentive amounts authorized and paid, which are limited by an annual cap. But, the annual amount of incentives authorized and paid has no bearing on our budget. Dollars for the incentives are not appropriated, they come from future revenues that are generated only because the incentives are approved for each project. So increasing or decreasing our budget has no bearing on the amount of incentives approved or denied or the jobs created. Additionally, the budget amount is for two staff (and operating expenses) to administer three programs, not just the VEGI program. Plus, Tax has a staff person involved in the VEGI person as well and that budget portion is not included here.



# Department of Housing & Community Development

Katie Buckley, Commissioner

Josh Hanford, Deputy Commissioner

Housing & Community Development	\$ 8,687,883
Comm. Dev. Block Grants	\$6,326,320
Downtown Transp. and Capital Improvement Fund	\$433,732
FY 2018 Governor's Recommend	\$15,447,935

## Fiscal Year 2018 Budget Changes by Dept. - Housing and Community Development By Fund

	General \$\$	Special \$\$	Federal \$\$	Interdept'l Transfer \$\$	Total \$\$
<b>Approp #1 Housing and Community Development: FY 17 Approp</b>	2,623,306	4,423,559	2,024,863	107,441	9,179,169
					0
<b>Approp #1, FY 2017 Approp Amended</b>	2,623,306	4,423,559	2,024,863	107,441	9,179,169
Internal Service Fee decrease (Worker's Comp)	(2,062)				(2,062)
Internal Service Fees (DII, VISION, Insurances) net increase	5,861				5,861
Historic Sites admissions/gift shop fees spending authority adjustment		79,207			79,207
Archaeology database spending authority adjustment		(2,500)			(2,500)
Archaeology Center box and artifact fees spending authority adjustment		650			650
CDBG workshops spending authority reduction		(10,000)			(10,000)
HUD -HOME Program spending authority adjustment			(31,015)		(31,015)
HUD -CDBG -Disaster Recovery I Program Administration reduction for completed projects			(116,353)		(116,353)
HUD -CDBG -Disaster Recovery II Program Administration reduction for completed projects			(58,181)		(58,181)
National Park Service (NPS) -Funding Hist. Preservation spending authority adjustment			(143,982)		(143,982)
HUD -CDBG -State Program Administration spending authority adjustment			(206,593)		(206,593)
ANR -Electric Car Program grants -pass-thru to municipalities -reduction for completed projects				(20,000)	(20,000)
AOT -MT Independence trail repair				1,458	1,458
AOT -Regional Planning Commission Parcel Mapping Program project funds for Regional Planning Commissions				23,001	23,001
AOT -Chimney Point restoration reduction for completed projects				(10,092)	(10,092)
AOT -Archaeology month/Heritage Center spending authority adjustment				(685)	(685)
<b>Total Additions/(Reductions) FY 2018 to reach Gov Rec</b>	<b>3,799</b>	<b>67,357</b>	<b>(556,124)</b>	<b>(6,318)</b>	<b>(491,286)</b>
<b>Approp #1 FY 18 Governor's Recommend</b>	<b>2,627,105</b>	<b>4,490,916</b>	<b>1,468,739</b>	<b>101,123</b>	<b>8,687,883</b>
<b>Approp #2 Community Development Block Grants: FY 2017 Approp</b>			<b>6,249,045</b>		<b>6,249,045</b>
HUD -CDBG -State Program spending authority adjustment			77,275		77,275
<b>Total Additions/(Reductions) FY 2018 to reach Gov Rec</b>	<b>0</b>	<b>0</b>	<b>77,275</b>	<b>0</b>	<b>77,275</b>
<b>Approp #2 FY 2018 Governor Recommend</b>	<b>0</b>	<b>0</b>	<b>6,326,320</b>	<b>0</b>	<b>6,326,320</b>
<b>Approp #3 Downtown Transp and Capital Impr Fund: FY 2017 Approp</b>	<b>0</b>	<b>429,479</b>	<b>0</b>	<b>0</b>	<b>429,479</b>
DT Transportation and Capital Improvement Fund spending authority increase		4,253			4,253
<b>Total Additions/(Reductions) FY 2018 to reach Gov Rec</b>	<b>0</b>	<b>4,253</b>	<b>0</b>	<b>0</b>	<b>4,253</b>
<b>Approp #3 FY 2018 Governor Recommend</b>	<b>0</b>	<b>433,732</b>	<b>0</b>	<b>0</b>	<b>433,732</b>
<b>Housing and Community Development FY 2018 Governor Recommend</b>	<b>2,627,105</b>	<b>4,924,648</b>	<b>7,795,059</b>	<b>101,123</b>	<b>15,447,935</b>

**Organization: Department of Housing and Community Development**

**Budget Rollup**

**Budget Object Group: 1. PERSONAL SERVICES**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Salaries and Wages	2,595,357	2,623,592	2,623,592	2,414,198	(209,394)	-8.0%
Fringe Benefits	1,220,850	1,320,794	1,320,794	1,211,398	(109,396)	-8.3%
Contracted and 3rd Party Service	3,245,881	3,066,667	3,066,667	106,958	(2,959,709)	-96.5%
PerDiem and Other Personal Services	6,209	23,130	23,130	9,658	(13,472)	-58.2%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>7,068,297</b>	<b>7,034,183</b>	<b>7,034,183</b>	<b>3,742,212</b>	<b>(3,291,971)</b>	<b>-46.8%</b>

**Budget Object Group: 2. OPERATING**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Equipment	36,161	31,780	31,780	33,795	2,015	6.3%
IT/Telecom Services and Equipment	52,168	56,976	56,976	47,034	(9,942)	-17.4%
Travel	67,020	93,206	93,206	87,246	(5,960)	-6.4%
Supplies	70,314	94,765	94,765	83,708	(11,057)	-11.7%
Other Purchased Services	142,309	184,230	184,230	145,999	(38,231)	-20.8%
Other Operating Expenses	175,557	186,437	186,437	154,416	(32,021)	-17.2%
Rental Other	14,400	20,200	20,200	18,722	(1,478)	-7.3%
Rental Property	22,372	69,870	69,870	52,541	(17,329)	-24.8%
Property and Maintenance	102,727	144,637	144,637	140,301	(4,336)	-3.0%
Repair and Maintenance Services	0	0	0	22,469	22,469	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>683,027</b>	<b>882,101</b>	<b>882,101</b>	<b>786,231</b>	<b>(95,870)</b>	<b>-10.9%</b>

**Budget Object Group: 3. GRANTS**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Grants Rollup	21,639,360	7,941,409	7,941,409	10,919,492	2,978,083	37.5%
<b>Budget Object Group Total: 3. GRANTS</b>	<b>21,639,360</b>	<b>7,941,409</b>	<b>7,941,409</b>	<b>10,919,492</b>	<b>2,978,083</b>	<b>37.5%</b>

<b>Total Expenses</b>	<b>29,390,684</b>	<b>15,857,693</b>	<b>15,857,693</b>	<b>15,447,935</b>	<b>(409,758)</b>	<b>-2.6%</b>
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Fund Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
General Funds	2,649,862	2,623,306	2,623,306	2,627,105	3,799	0.1%
Special Fund	4,608,157	4,853,038	4,853,038	4,924,648	71,610	1.5%
Federal Funds	22,023,518	8,273,908	8,273,908	7,795,059	(478,849)	-5.8%
IDT Funds	109,147	107,441	107,441	101,123	(6,318)	-5.9%
<b>Funds Total</b>	<b>29,390,684</b>	<b>15,857,693</b>	<b>15,857,693</b>	<b>15,447,935</b>	<b>(409,758)</b>	<b>-2.6%</b>

Position Count				35		
FTE Total				34.8		

Organization: Dept. of Housing and Community Development

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Salaries and Wages</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Classified Employees	500000	2,594,410	2,094,451	2,094,451	1,918,640	(175,811)	-8.4%
Exempt	500010	0	325,956	325,956	334,464	8,508	2.6%
Temporary Employees	500040	0	217,311	217,311	246,344	29,033	13.4%
Overtime	500060	947	0	0	0	0	0.0%
Vacancy Turnover Savings	508000	0	(14,126)	(14,126)	(85,250)	(71,124)	503.5%
<b>Total: Salaries and Wages</b>		<b>2,595,357</b>	<b>2,623,592</b>	<b>2,623,592</b>	<b>2,414,198</b>	<b>(209,394)</b>	<b>-8.0%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Fringe Benefits</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
FICA - Classified Employees	501000	191,041	160,231	160,231	146,781	(13,450)	-8.4%
FICA - Exempt	501010	0	24,934	24,934	25,585	651	2.6%
Health Ins - Classified Empl	501500	566,285	572,729	572,729	520,250	(52,479)	-9.2%
Health Ins - Exempt	501510	0	69,802	69,802	70,942	1,140	1.6%
Retirement - Classified Empl	502000	394,777	379,528	379,528	335,185	(44,343)	-11.7%
Retirement - Exempt	502010	0	36,423	36,423	52,180	15,757	43.3%
Dental - Classified Employees	502500	30,958	29,053	29,053	24,615	(4,438)	-15.3%
Dental - Exempt	502510	0	3,321	3,321	3,176	(145)	-4.4%

<b>Fringe Benefits (Cont)</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Life Ins - Classified Empl	503000	6,736	6,276	6,276	6,871	595	9.5%
Life Ins - Exempt	503010	0	556	556	1,073	517	93.0%
LTD - Classified Employees	503500	1,135	355	355	369	14	3.9%
LTD - Exempt	503510	0	750	750	769	19	2.5%
EAP - Classified Empl	504000	1,147	1,053	1,053	931	(122)	-11.6%
EAP - Exempt	504010	0	121	121	121	0	0.0%
Workers Comp - Ins Premium	505200	9,010	12,485	12,485	10,423	(2,062)	-16.5%
Unemployment Compensation	505500	16,023	22,330	22,330	11,280	(11,050)	-49.5%
Catamount Health Assessment	505700	3,737	847	847	847	0	0.0%
<b>Total: Fringe Benefits</b>		<b>1,220,850</b>	<b>1,320,794</b>	<b>1,320,794</b>	<b>1,211,398</b>	<b>(109,396)</b>	<b>-8.3%</b>

<b>Contracted and 3rd Party Service</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Contr&3Rd Pty-Educ & Training	507350	10,199	0	0	0	0	0.0%
Contr-Compsoftware-Sysdevelop	507553	129,096	49,000	49,000	0	(49,000)	-100.0%
Advertising/Marketing-Other	507563	12,628	0	0	0	0	0.0%
IT Contracts - Application Support	507566	0	0	0	2,000	2,000	0.0%
Other Contr and 3Rd Pty Serv	507600	3,093,938	3,017,667	3,017,667	104,958	(2,912,709)	-96.5%
Recording & Other Fees	507620	20	0	0	0	0	0.0%
<b>Total: Contracted and 3rd Party Service</b>		<b>3,245,881</b>	<b>3,066,667</b>	<b>3,066,667</b>	<b>106,958</b>	<b>(2,959,709)</b>	<b>-96.5%</b>

<b>PerDiem and Other Personal Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Per Diem	506000	6,150	8,000	8,000	8,505	505	6.3%
Other Pers Serv	506200	0	15,130	15,130	1,153	(13,977)	-92.4%
Service of Papers	506240	59	0	0	0	0	0.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>6,209</b>	<b>23,130</b>	<b>23,130</b>	<b>9,658</b>	<b>(13,472)</b>	<b>-58.2%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>7,068,297</b>	<b>7,034,183</b>	<b>7,034,183</b>	<b>3,742,212</b>	<b>(3,291,971)</b>	<b>-46.8%</b>

**Budget Object Group: 2. OPERATING**

<b>Equipment</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Hardware - Desktop & Laptop Pc	522216	14,600	19,480	19,480	12,300	(7,180)	-36.9%
Software - Desktop	522286	0	0	0	3,100	3,100	0.0%
Other Equipment	522400	18,481	8,500	8,500	6,600	(1,900)	-22.4%
Furniture & Fixtures	522700	3,079	3,800	3,800	11,795	7,995	210.4%
<b>Total: Equipment</b>		<b>36,161</b>	<b>31,780</b>	<b>31,780</b>	<b>33,795</b>	<b>2,015</b>	<b>6.3%</b>

<b>IT/Telecom Services and Equipment</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Tele-Internet-Dsl-Cable Modem	516626	0	2,000	2,000	0	(2,000)	-100.0%
Telecom-Data Telecom Services	516651	212	235	235	0	(235)	-100.0%
Telecom-Long Distance Service	516655	0	4,750	4,750	0	(4,750)	-100.0%
Telecom-Conf Calling Services	516658	751	1,450	1,450	850	(600)	-41.4%
Telecom-Wireless Phone Service	516659	4,184	4,637	4,637	3,783	(854)	-18.4%
It Intsvccost-Vision/Isdassess	516671	2,504	2,506	2,506	2,416	(90)	-3.6%
It Intsvccost- Dii - Telephone	516672	21,399	13,361	13,361	21,956	8,595	64.3%
It Inter Svc Cost User Support	516678	15,061	12,792	12,792	16,229	3,437	26.9%
Hw - Other Info Tech	522200	1,638	2,360	2,360	0	(2,360)	-100.0%
Hardware-Telephone User Equip	522219	70	3,600	3,600	0	(3,600)	-100.0%
Software - Other	522220	0	3,594	3,594	0	(3,594)	-100.0%
Software - Office Technology	522221	1,812	1,000	1,000	0	(1,000)	-100.0%
Software-Gis	522223	3,108	4,691	4,691	0	(4,691)	-100.0%
Hw-Personal Mobile Devices	522258	1,429	0	0	1,800	1,800	0.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>52,168</b>	<b>56,976</b>	<b>56,976</b>	<b>47,034</b>	<b>(9,942)</b>	<b>-17.4%</b>

<b>Other Operating Expenses</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Single Audit Allocation	523620	47,214	49,504	49,504	14,400	(35,104)	-70.9%
Registration & Identification	523640	240	350	350	250	(100)	-28.6%
Taxes	523660	8,649	9,000	9,000	9,000	0	0.0%
Bank Service Charges	524000	6,731	6,800	6,800	7,100	300	4.4%
Cost of Stock Items Sold	525290	112,723	120,783	120,783	123,666	2,883	2.4%
<b>Total: Other Operating Expenses</b>		<b>175,557</b>	<b>186,437</b>	<b>186,437</b>	<b>154,416</b>	<b>(32,021)</b>	<b>-17.2%</b>



<b>Other Purchased Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Insurance Other Than Empl Bene	516000	23,578	27,489	27,489	30,635	3,146	11.4%
Insurance - General Liability	516010	5,990	5,521	5,521	5,708	187	3.4%
Dues	516500	15,482	15,960	15,960	15,912	(48)	-0.3%
Licenses	516550	435	0	0	0	0	0.0%
Telecom-Mobile Wireless Data	516623	5,578	6,350	6,350	7,280	930	14.6%
Telecom-Telephone Services	516652	0	4,950	4,950	0	(4,950)	-100.0%
It Int Svc Dii Allocated Fee	516685	39,182	40,953	40,953	39,988	(965)	-2.4%
Advertising-Print	516813	6,758	10,000	10,000	9,343	(657)	-6.6%
Advertising-Web	516814	271	500	500	0	(500)	-100.0%
Advertising-Other	516815	1,064	27,460	27,460	0	(27,460)	-100.0%
Advertising - Job Vacancies	516820	3,135	1,500	1,500	1,000	(500)	-33.3%
Client Meetings	516855	183	500	500	0	(500)	-100.0%
Trade Shows & Events	516870	106	0	0	0	0	0.0%
Sponsorships	516872	1,000	0	0	4,950	4,950	0.0%
Printing and Binding	517000	1,658	3,275	3,275	2,470	(805)	-24.6%
Printing & Binding-Bgs Copy Ct	517005	1,030	828	828	450	(378)	-45.7%
Printing-Promotional	517010	665	3,000	3,000	500	(2,500)	-83.3%
Photocopying	517020	0	2,225	2,225	100	(2,125)	-95.5%
Registration For Meetings&Conf	517100	13,132	11,784	11,784	6,445	(5,339)	-45.3%
Training - Info Tech	517110	50	500	500	500	0	0.0%
Postage	517200	1,158	1,535	1,535	1,405	(130)	-8.5%
Postage - Bgs Postal Svcs Only	517205	3,015	4,970	4,970	2,975	(1,995)	-40.1%
Freight & Express Mail	517300	350	1,005	1,005	505	(500)	-49.8%
Instate Conf, Meetings, Etc	517400	175	0	0	0	0	0.0%
Other Purchased Services	519000	16,142	13,925	13,925	15,833	1,908	13.7%
Administrative Service Charge	519010	(616)	0	0	0	0	0.0%
Moving State Agencies	519040	2,788	0	0	0	0	0.0%
<b>Total: Other Purchased Services</b>		<b>142,309</b>	<b>184,230</b>	<b>184,230</b>	<b>145,999</b>	<b>(38,231)</b>	<b>-20.8%</b>

<b>Property and Maintenance</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Water/Sewer	510000	13,039	14,000	14,000	14,000	0	0.0%
Rubbish Removal	510210	5,283	5,200	5,200	5,200	0	0.0%
Snow Removal	510300	19,844	37,000	37,000	34,637	(2,363)	-6.4%
Custodial	510400	2,587	9,000	9,000	3,000	(6,000)	-66.7%
Other Property Mgmt Services	510500	4,708	0	0	4,000	4,000	0.0%
Lawn Maintenance	510520	42,740	40,490	40,490	40,846	356	0.9%
Repair & Maint - Buildings	512000	2,323	24,000	24,000	24,124	124	0.5%
Plumbing & Heating Systems	512010	6,411	10,000	10,000	10,000	0	0.0%
Repair & Maint - Office Tech	513010	4,176	3,548	3,548	4,095	547	15.4%
Other Repair & Maint Serv	513200	1,314	399	399	399	0	0.0%
Repair&Maint-Property/Grounds	513210	302	1,000	1,000	0	(1,000)	-100.0%
<b>Total: Property and Maintenance</b>		<b>102,727</b>	<b>144,637</b>	<b>144,637</b>	<b>140,301</b>	<b>(4,336)</b>	<b>-3.0%</b>

<b>Rental Other</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Rental - Other	515000	14,400	20,200	20,200	18,722	(1,478)	-7.3%
<b>Total: Rental Other</b>		<b>14,400</b>	<b>20,200</b>	<b>20,200</b>	<b>18,722</b>	<b>(1,478)</b>	<b>-7.3%</b>

<b>Rental Property</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Rent Land & Bldgs-Office Space	514000	15,958	63,766	63,766	46,000	(17,766)	-27.9%
Rent Land&Bldgs-Non-Office	514010	6,414	6,104	6,104	6,541	437	7.2%
<b>Total: Rental Property</b>		<b>22,372</b>	<b>69,870</b>	<b>69,870</b>	<b>52,541</b>	<b>(17,329)</b>	<b>-24.8%</b>

<b>Supplies</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Office Supplies	520000	4,519	10,125	10,125	4,800	(5,325)	-52.6%
Gasoline	520110	2,276	3,570	3,570	2,450	(1,120)	-31.4%
Diesel	520120	301	0	0	800	800	0.0%
Building Maintenance Supplies	520200	2,870	4,100	4,100	3,000	(1,100)	-26.8%
Plumbing, Heating & Vent	520210	716	3,500	3,500	1,750	(1,750)	-50.0%
Heating & Ventilation	520211	69	0	0	1,750	1,750	0.0%
Small Tools	520220	0	200	200	200	0	0.0%
Electrical Supplies	520230	1,590	500	500	500	0	0.0%
Other General Supplies	520500	7,648	9,000	9,000	9,200	200	2.2%
It & Data Processing Supplies	520510	738	2,150	2,150	1,200	(950)	-44.2%
Cloth & Clothing	520520	43	0	0	500	500	0.0%
Educational Supplies	520540	36	0	0	0	0	0.0%
Agric, Hort, Wildlife	520580	1,737	1,200	1,200	1,200	0	0.0%
Fire, Protection & Safety	520590	1,145	1,600	1,600	1,600	0	0.0%
Recognition/Awards	520600	1,680	0	0	0	0	0.0%
Food	520700	135	0	0	0	0	0.0%
Electricity	521100	30,302	35,000	35,000	31,000	(4,000)	-11.4%
Heating Oil #2	521220	7,679	15,000	15,000	12,000	(3,000)	-20.0%

<b>Supplies (cont)</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Propane Gas	521320	3,516	7,000	7,000	10,000	3,000	42.9%
Books&Periodicals-Library/Educ	521500	111	700	700	200	(500)	-71.4%
Subscriptions	521510	1,630	1,120	1,120	1,323	203	18.1%
Subscriptions Other Info Serv	521515	0	0	0	235	235	0.0%
Household, Facility&Lab Suppl	521800	728	0	0	0	0	0.0%
Paper Products	521820	843	0	0	0	0	0.0%
<b>Total: Supplies</b>		<b>70,314</b>	<b>94,765</b>	<b>94,765</b>	<b>83,708</b>	<b>(11,057)</b>	<b>-11.7%</b>

<b>Travel</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Travel-Inst-Auto Mileage-Emp	518000	14,855	20,318	20,318	27,100	6,782	33.4%
Travel-Inst-Other Transp-Emp	518010	22,391	17,250	17,250	18,400	1,150	6.7%
Travel-Inst-Meals-Emp	518020	1,543	2,373	2,373	1,490	(883)	-37.2%
Travel-Inst-Lodging-Emp	518030	313	650	650	250	(400)	-61.5%
Travel-Inst-Incidentals-Emp	518040	129	680	680	300	(380)	-55.9%
Travel-Inst-Auto Mileage-Nonemp	518300	7,778	11,185	11,185	12,200	1,015	9.1%
Travel-Inst-Meals-Nonemp	518320	2,279	3,300	3,300	1,050	(2,250)	-68.2%
Travel-Outst-Auto Mileage-Emp	518500	659	2,050	2,050	300	(1,750)	-85.4%
Travel-Outst-Other Trans-Emp	518510	6,651	14,800	14,800	13,103	(1,697)	-11.5%
Travel-Outst-Meals-Emp	518520	1,549	4,750	4,750	2,400	(2,350)	-49.5%
Travel-Outst-Lodging-Emp	518530	8,447	14,750	14,750	10,053	(4,697)	-31.8%
Travel-Outst-Incidentals-Emp	518540	428	1,100	1,100	600	(500)	-45.5%
<b>Total: Travel</b>		<b>67,020</b>	<b>93,206</b>	<b>93,206</b>	<b>87,246</b>	<b>(5,960)</b>	<b>-6.4%</b>

Repair and Maintenance Services		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and As Passed	Percent Change FY2018 Governor's Recommend and As Passed
Description	Code						
Software-Repair&Maint-Servers	513056	0	0	0	22,469	22,469	0.0%
<b>Total: Repair and Maintenance Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>22,469</b>	<b>22,469</b>	<b>0.0%</b>
<b>Total: 2. OPERATING</b>		<b>683,027</b>	<b>882,101</b>	<b>882,101</b>	<b>786,231</b>	<b>(95,870)</b>	<b>-14.0%</b>

**Budget Object Group: 3. GRANTS**

Grants Rollup		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Description	Code						
Grants To Municipalities	550000	13,640,295	7,212,225	7,212,225	7,264,086	51,861	0.7%
Grants	550220	7,556,515	400,000	400,000	400,000	0	0.0%
Other Grants	550500	442,550	329,184	329,184	3,255,406	2,926,222	888.9%
<b>Total: Grants Rollup</b>		<b>21,639,360</b>	<b>7,941,409</b>	<b>7,941,409</b>	<b>10,919,492</b>	<b>2,978,083</b>	<b>37.5%</b>
<b>Total: 3. GRANTS</b>		<b>21,639,360</b>	<b>7,941,409</b>	<b>7,941,409</b>	<b>10,919,492</b>	<b>2,978,083</b>	<b>37.5%</b>
<b>Total Expenses:</b>		<b>29,390,684</b>	<b>15,857,693</b>	<b>15,857,693</b>	<b>15,447,935</b>	<b>(409,758)</b>	<b>-2.6%</b>

Fund Name	Fund Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's	FY2018 Governor's	Difference	Percent Change
				BAA Recommended Budget	Recommended Budget	Between FY2018 Governor's Recommend and FY2017 As Passed	FY2018 Governor's Recommend and FY2017 As Passed
General Fund	10000	2,649,862	2,623,306	2,623,306	2,627,105	3,799	0.1%
Misc Fines & Penalties	21054	8,461	45,000	45,000	42,500	(2,500)	-5.6%
Historic Sites Special Fund	21325	431,378	489,660	489,660	568,867	79,207	16.2%
Municipal & Regional Planning	21330	3,454,407	3,381,899	3,381,899	3,381,899	0	0.0%
Inter-Unit Transfers Fund	21500	109,147	107,441	107,441	101,123	(6,318)	-5.9%
Conference Fees & Donations	21525	4,991	15,000	15,000	5,000	(10,000)	-66.7%
Downtown Trans & Capital Impro	21575	489,484	429,479	429,479	433,732	4,253	1.0%
Surplus Property	21584	3,250	0	0	0	0	0.0%
ACCD-Mobile Home Park Laws	21819	82,370	79,500	79,500	79,500	0	0.0%
ACCD-Miscellaneous Receipts	21820	132,699	400,000	400,000	400,000	0	0.0%
Archeology Operations	21918	1,116	12,500	12,500	13,150	650	5.2%
Federal Revenue Fund	22005	22,023,518	8,273,908	8,273,908	7,795,059	(478,849)	-5.8%
<b>Funds Total:</b>		<b>29,390,684</b>	<b>15,857,693</b>	<b>15,857,693</b>	<b>15,447,935</b>	<b>(409,758)</b>	<b>-2.6%</b>
Position Count					35		
FTE Total					35		

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**Department of Housing and Community Development (DHCD)**  
**Fiscal Year 2018 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. DHCD remains focused on the administration of the significant disaster recovery grants 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, moving roads out of floodplains and rebuilding culverts to current State standards.

## ***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. DHCD is committed to answering the questions – How much did we do? How well did we do it? Is anyone better off?

### ***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 funds 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 completing the annual update of the HUD Consolidated Plan, which for the first time includes the National Housing Trust Fund, as well as commencing the 5-year update to the Analysis of Impediments to Fair Housing, an important tool for ensuring housing access to all people. DHCD also wrote and submitted to the Legislature the Vermont Housing Budget and Investments Report, which details State and Federal funds used for development of affordable housing. DHCD also adopted amended Housing Division Rules for Mobile Home Parks, and investigated and resolved two complaints from mobile home park residents of park owner violations of the warranty of habitability.

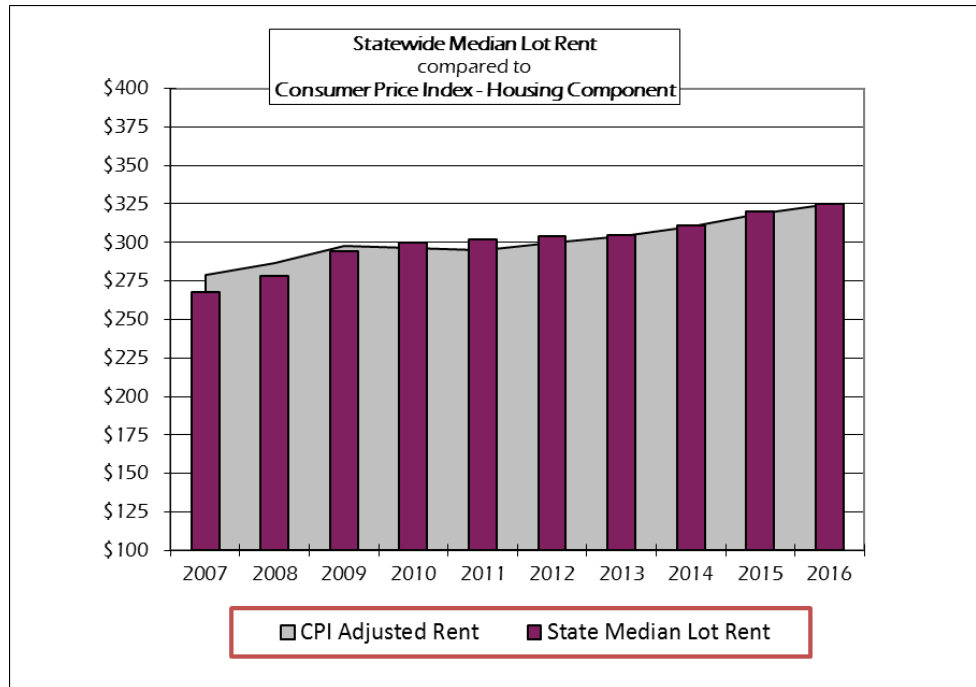
**Mobile Home Park Program:** The goal of this program is to ensure mobile home park residents understand their rights, which include protection from unjustified rent increases, the right to negotiate the purchase the park if it comes up for sale or is slated for closure. To meet

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 continues to oversee the Champlain Housing Trust's Manufactured Housing Down Payment Loan Program which allows mobile home owners to purchase Energy Star<sup>®</sup> rated manufactured homes and replace older, inefficient units. This year, Champlain Housing Trust has made 25 loans and has assisted more than 80 mobile home buyers since the program began. Last year, this program was extended until December 31, 2019. A grant to the CVOEO Mobile Home Program to provide Cooperative Technical Assistance ended on June 30, 2016.

To determine if people are better off, DHCD, monitors and tracks lot rent increases, and compiles mobile home park statistics via the annual registration. Together these measures ensure park residents continue to have safe, affordable housing.

- **Lot Rent Increases:** In 2016, any lot rent increase above 3.0% was eligible for mediation. Of 145 lot rent increases, 37 were eligible for mediation, and two increases resulted in mediation.
- **Park Sales:** This year, only four 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 scheduled for three of the four parks, but one meeting was cancelled due to lack of interest by the residents. Two of these parks extended their rights to negotiate for the purchase of the park and are currently negotiating with the owner to form a housing cooperative. During 2016, two parks that had been previously noticed for sale were purchased by a resident owned cooperative in one case, and a nonprofit housing organization in the other.
- **Park Closures:** Vermont law requires park owners to offer a park for sale before closing it in order to sell the land. In 2016, two small parks were noticed for closure to be closed after 18 months. DHCD provided a list of resources to the residents but due to the small size of the parks, and lack of interest by residents, did not meet in person with them.
- **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, state median rent over the last ten years has closely tracked increases in CPI. In addition, in 2016, the median lot rent for the 58 nonprofit and cooperatively owned parks was 10% lower than that of private investor-owned parks.



**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 annual update for the period 2016-2017 was approved by HUD in July. DHCD will complete its Annual Action Plan Up-date this winter and submit for HUD approval in May 2017.

**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.

<b>HOUSING TAX CREDIT MEASURES</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
New charitable investments	\$338,600	\$863,800	\$194,400
Amount spent on affordable housing projects	\$3,111,000	\$833,000	\$1,770,400
Cost to state*	\$25,000	\$28,400	\$33,700

\* Based on total average balance of charitable investments

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 \$3,023,400 in HOME funds in 2016. Retaining compliance and reporting responsibilities, DHCD subgrants the funds to the Vermont Housing and Conservation Board (VHCB) which administers the program. VHCB will use \$2,569,890 in state-wide project implementation funds to create new or rehabilitate existing affordable rental housing units, a minimum of \$453,510 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 \$45,351 will be funded by December 2016.

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, 2016):

- 6 community housing development organizations (CHDOs) received operating grants of \$25,018 each;
- 7 Projects were funded
- 56 multi-family units were preserved or created housing for;
  - 25 households at <30% area median income (AMI);
  - 25 households >30%/<50% AMI;
  - 6 households >50%/<80% AMI; and
  - 56 units met Energy Star Rating.

Projected Accomplishments for FFY2017:

- 6 CHDOs will receive operating grants;
- 52 multi-family units to be preserved or created housing:
  - 25 households at <30% area median income (AMI);
  - 21 households >30%/<50% AMI ;
  - 6 households >50%/<80% AMI; and
  - 28 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 2018 and beyond for the period of affordability must be track and reported to HUD annually for a minimum period of 15 years.

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 53 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 \$8.4M, 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 \$15,325,086 back into the economy.
- Loan repayments from the Canal House in Bellows Falls, one of the most significant projects funded by NSP1, 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 \$357,300.

- The State will be working to close out the NSP1 grant in FY2018 as mandated by HUD as the remaining home has been 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 FY2018.

**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 \$6.5 million. VCDP will receive \$6.5 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.

<b>VCDP MEASURES</b>	<b>FFY 2013</b>	<b>FFY 2014</b>	<b>FFY 2015</b>	<b>FFY2016</b>
Communities/projects receiving technical assistance	87	83	85	89
Projects/grants funded	21	19	22	24
Funding awarded	\$6.3M	\$6.6M	\$8M	\$6.7 M
Funding leveraged	\$48M	\$68M	\$60M	\$59 M
Housing units created or preserved	218	353	501	251
Jobs created or retained	11	0	0	51
Persons benefiting from increased access or services	2749	6,776	2,401	3,794
Communities receiving urgent need or blight assistance	1	0	1	1
Communities receiving grant assistance for planning	5	4	8	5

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 the total amount available for grants of over \$37 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. We have been closing out projects throughout the year and some have come in under budget. The deallocated funds have been put to good use, funding other projects that have seen dramatic cost overruns, as well as funding some greater flood resiliency work with the return of funds. 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 (LMI) persons. Currently, we are on track to exceed the LMI with the first allocation at 51.2% and the second allocation at 51.6%. 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 buildings (Cabot, Moretown, Waitsfield and Waterbury) severely damaged by flooding and the rehabilitation of the Brandon Town Office and the stabilization of severe erosion impacting the Readsboro Fire Department.
- Infrastructure projects including rehabilitation and installation of sewer, water and drainage systems; stabilation of retaining walls, 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. In addition, through the Consolidated Annual Performance Evaluation Report (CAPER), oversees and responds directly to HUD for the Emergency Solutions Grant Programs. 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 sister agencies and external 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 value the benefits of 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 team as well as development incentives such as access to downtown and village center 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, Added Stowe in 2016). This program provides grants, tax credits and technical assistance to keep Vermont's historic, regional centers of commerce strong and vital.
- **Village Centers** (124 total, 11 new designations added in 2016, 12 new designations expected before end of 2017). Like the downtown program, the village center designation program provides training and tax credits to help Vermont's smaller centers thrive. The number of designated villages has increased by 35% (93 to 124) in 3 years.
- **New Town Centers** (2 total, South Burlington expanded its district in 2016). This program is designed to help communities without traditional centers plan and develop them. The program is supporting South Burlington's plans to infill the underused University Mall parking lot with new housing and commercial space.
- **Growth Centers** (6 total, no new designations added in 2016). 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 most new development within the designated growth center, which helps reduce pressure to develop Vermont's farms and forests.
- **Neighborhood Development Areas** (6 total, 4 new designations expected in 2017). 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. The program has reduced state permit timelines by about six months and saved over \$275,000 in permit fees.

**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 2016, \$2.25 million in state tax incentives for 21 projects supported \$47 million in downtown and village center construction and rehabilitation projects. The program works in communities large and small; from fit-up improvements for Trout River Brewing Co. in Springfield and major renovation of a blighted block in downtown Newport for mixed commercial and residential use, to rehabilitation and code upgrades of the Waterbury Center Grange for use as a community arts center, and the expansion of the South Royalton Memorial library to make this historic building accessible to all. This year, two municipalities will receive sales tax reallocation dollars. In Winooski, the award will be used in conjunction with a new mixed use development and function venue "The Strand" at the city's Circle, and in St. Albans, reallocated taxes will support public infrastructure improvements associated with the new Hampton Inn on Lake Street.

**Downtown Transportation Fund:** This program supports revitalization efforts in Designated Downtowns by making these areas more pedestrian, bike and transit friendly. This year 9 communities requested \$487,841 in funds for the \$351,185 available. The communities of Montpelier, Morristown, Poultney, Rutland St. Albans and Vergennes won grants to make transportation-related capital improvements,

including pedestrian crosswalks, sidewalks, utility relocation, lighting and landscaping. Since 1999, the fund has invested \$9.7 million to support 109 projects leveraging over \$47.1 million in funding for designated downtowns.

***CP&R Partnerships in 2016 leveraged nearly \$5 million in new funding to support local community planning and revitalization efforts:***

- \$200,000 pilot program with the Agency of Transportation was extended to help Montpelier, Springfield and Chester to plan transportation investments that support economic development and community revitalization.
- \$1.7 million with the Agency of Natural Resources to expand the network of electric vehicle charging stations to local business.
- \$2.5 million in flood resilience projects with Agencies of Natural Resources and Transportation, Department of Homeland Security and Emergency Management and the Vermont Housing and Conservation Board.
- 3 million KWH saved through a partnership with Efficiency Vermont to make downtown business more energy efficient and profitable.
- \$540,000 in funding from U.S. Forest Service in partnership with Department of Forest, Parks and Recreation to improve the water quality and livability of rural and urban roads.

**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:

- Developed the Act 157 report recommendations to spur investment in infrastructure and increase the housing supply and options for buyers and renters.
- Developed the Interagency Coordination Initiative with VTrans and ANR to target state funding and resources to support economic development, coordinate transportation investments and minimize flood risks to bring new vitality and spur private investment in community centers (mirroring recent ‘all-hands’ efforts in St. Albans, Barre and Winooski).
- Partnered with Efficiency Vermont to provide targeted energy assistance to business in Randolph, White River Junction, Barre, and Bennington.
- Added energy planning guidance to the State Planning Manual to help communities have more say in the siting of renewable energy projects
- Provided on site meetings and technical assistance to over 100 communities from St. Albans and Bennington to Island Pond and Pownal.
- Leveraged \$2.5 million in funding to implement recommendations in the Vermont Economic Resiliency Initiative (VERI) in Brandon, Barre, Brattleboro, Enosburg Town and Village. The projects serve to reduce the risk of future floods in these communities.

- Administered \$2.9 million 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.
- Supported ‘Placemaking’ projects in Bethel, Montpelier, and Vergennes and launched an initiative to document the outcomes and help other communities replicate their success.

**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, or how to bring needed infrastructure to support new housing, businesses and economic vitality. This year’s Municipal Planning Grants, range from \$3,159 to \$20,000 with total requests exceeding \$780,000. Competitively awarded, 69 total applications were reviewed with 38 projects selected throughout Vermont. Winning projects range from updating local regulations to better serve the farm and forest economy in Berkshire to improving parking conditions in downtown Brattleboro.

### **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 2016 include the following:

- **National Register:** Four nominations were successfully processed, with more than 12,000 properties listed statewide since 1966. To date, 192 historic districts, which convey the story of Vermont’s downtowns and villages, are listed in the National Register of Historic Places and include 10,580 buildings, sites, objects, and structures. For the first time, VDHP sought the de-listing of properties that have been demolished, lost to fire, and no longer retain sufficient integrity due to substantial alterations. This was a result of our recent evaluation of the current status of designated resources in light of known demolitions, losses to fire or flooding, and new construction. It is an ongoing process we have just established and procedures are being outlined to ensure consistency of evaluation.

- **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 384 historic barns and agricultural outbuildings. In 2016, the Vermont Advisory Council on Historic Preservation (ACHP) awarded 20 matching grants totaling \$232,467 to aid in the restoration and maintenance of significant buildings that contribute to Vermont’s agricultural history. Forty-eight applications were reviewed with funding requests totaling \$633,637; this is an increase of 167% from the amount requested in 2015. Projects in eight counties from Guilford to Glover allowed for the repair of a broad range of historic barns from the 1780 English barn at Waterman Hill farm in Norwich to a 1936 gambrel-roof barn at Maplemont Farm in Barnet. This aid was used to preserve the main barn at Rocky Dale Gardens, restore a specialty plant nursery in Bristol, and reconstruct a high-drive recently damaged at Andersonville Farm in Glover and a dairy farm supplying milk to Jasper Hill Creamery. This funding will repair a series of connected barns at the historic Taplin Hill Farm in Corinth; replace the metal roof on a 1936 Kit Barn and summer home of Phantom Theater in Warren; and restore drains and foundations of the 1810 English Barn at Miller Hill Farm in Sudbury, among others.
- **Historic Preservation Grants:** Begun in 1986 and funded through the Capital Budget, this program has provided nearly \$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 2016, ACHP awarded 12 Historic Preservation grants to municipalities and non-profit organizations for the rehabilitation of historic civic buildings. This year’s awarding of \$199,367 in matching grants demonstrated that historic preservation is an essential tool for community renewal, economic development, and job growth. Grants are competitive, with 56 applications reviewed with funding requests totaling \$871,939. The grants will aid in the preservation of the Orleans County Grammar School in Brownington, Brandon United Methodist Church, Newfane Train Depot, Morrisville First Congregational Church, St. Joseph’s Church in Burlington, and Park McCullough Carriage Barn in North Bennington, among others. Projects address failing roofs and structural systems, deteriorating foundations, and damaged historic sash and stained glass windows. This year, grant funding will leverage approximately \$560,000 in other funding.
- **Federal Rehabilitation Investment Tax Credits:** This year, 12 Vermont projects received \$3.2 million in tax incentives resulting in more than \$16 million in qualified rehabilitation investment through the employment of contractors and purchasing of materials. Among these was the completion of a major rehabilitation and new construction project in the City of Winooski, which included the historic rehabilitation of the c. 1840 Mill Boarding House and neighboring infill construction. Built as worker housing for the Burlington Mill Company, the Mill Boarding House was rehabilitated from a Chinese restaurant back into housing. The \$7 million project created 35 new units of housing in one of Vermont’s most ethnically diverse and densely populated communities where quality housing is in high demand. New infill construction designed to fit the character of this industrial neighborhood was also a key part of the project. Two other notable projects completed this year are located in key historic downtown buildings in Vermont’s Northeast Kingdom. In Hardwick, a fire-damaged building constructed in 1888 on Main Street was rehabilitated for mixed commercial use with retail space on the first floor and the upper floors rehabilitated for office use. In Lyndonville, the historic Darling Inn was constructed in 1928 in the Colonial Revival style. Benefactor Elmer A. Darling was a native of Vermont, and had a

distinguished career in hotel management in New York City. Today, the Darling Inn is used for affordable senior housing and as a local meals center, serving 300 meals weekly in the dining room Elmar Darling designed. Nine of the projects this year created or rehabilitated housing units, resulting in 78 units of housing – 58 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 \$68,880, the seven CLG projects for 2016 assisted with updating the White River Junction Historic District nomination, preparing historic district nominations for Mid-Century Modern housing and the Goodrich Four Corners neighborhood in Norwich, conducting a baseline flood elevation and alternatives for the historic Calais Town Hall, supporting the annual Old House Awards and lecture programs in Rockingham, funding the annual Historic Preservation & Downtown Conference in Waterbury, and developing an online digital historic resource survey application in conjunction with the National Park Service and National Alliance of Preservation Commissions. Meetings have been held with a number of communities interested in designation as certified local governments, including Hyde Park, Bradford, Wilmington, Brattleboro, South Burlington, and Waterbury.
- **Project Reviews:** VDHP reviewed and consulted on approximately 1,353 development projects receiving federal 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 264 projects under Criterion 8 of Act 250 and Project Review Team submitted complete reviews for 64 projects. The Project Review Team completed review on 226 projects under 22 VSA, and also reviewed 201 renewable energy projects for Title 248 such as solar, hydro and wind installations that require 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 2016 was lower than in 2015 due to a temporary stay of review for net-metering projects ordered by the Public Service Board that lasted for a period of few months. The size, scale and scope of this past year's projects continue to feature much larger arrays (many 150Kv up to 5MW systems) whose indirect effects impact larger viewsheds and require significant staff time to review and process. Projections indicate the volume of this type of project will likely maintain over the next few years, however new net-metering rules implemented by the PSB are due to launch in the next year, and the impacts on our process and capacity are difficult to confirm at this time. We will certainly continue this work as the State moves towards meeting long-term renewable energy mandates established by the legislature. Overall, the Project Review Team continues to maintain a 96% completion rate within 30 days.
- **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 1,900 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 FY16, 535 visitors and researchers toured and attended workshops at VAHC – a slight increase from FY15 but more than double the number of visitors in FY14. Since its opening in 2012, VAHC has hosted 1,382 visitors. VAHC also serves as the headquarters for Vermont Archaeology Month (VAM), which is held every September. VAM offered 33 events hosted across the state for 1,725 participants. Events included lectures, demonstrations, hands-on workshops and the 21<sup>th</sup> 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 as outlined in our Historic Preservation Grant application. 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:

<b>FEDERAL ENVIRONMENTAL REVIEWS COMPLETED</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Properties meeting National Register criteria for which a written eligibility opinion is provided	64	107	428	181	544	255
Properties <u>not</u> meeting National Register criteria for which a written eligibility opinion is provided	29	136	53	84	102	170
Findings of "No Properties" and /or "No Effect" on which written opinions are provided	1122	2036	1420	1879	1281	1136
Other findings of "Effect" on which written opinions are provided	207	4440	488	144	191	217
Memoranda of agreement signed	6	0	8	27	3	15
Programmatic agreements signed	1	1	1	0	1	0

**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 83 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 19<sup>th</sup> 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 48% of the sites’ budget. Nearly 65,000 visitors toured the Vermont State Historic Sites during the 2016 season, which runs from April to October.

<b>STATE FISCAL YEAR</b>	<b>ATTENDANCE</b>	<b>ADMISSIONS RECEIPTS</b>	<b>GIFT SHOP RECEIPTS</b>
FY17	64,334	\$223,805	\$193,074
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, with another being evaluated for public access. Maintenance of all the state-owned historic sites is a priority, ensuring all sites are properly preserved and interpreted, and safe for our visiting public. Conditions studies have been conducted at all the sites to outline maintenance priorities and aid in creating a ten-year maintenance plan as we address deferred maintenance issues. Staffing assignments shall be adapted and new contracts completed with the appropriate vendors/contractors to address the issues related to deferred maintenance.

FISCAL YEAR 2018 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
<b>ADMINISTRATION</b>										
FY 2016 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.	467,381			27,666			495,047	4	
FY 2017 estimated expenditures		502,778			84,080			586,858	4	
FY 2018 budget request		441,016			68,627			509,643	4	
<b>COMMUNITY DEVELOPMENT</b>										
FY 2016 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 FY17/18, will continue to administer CDBG Disaster Recovery funding to help communities recover from Tropical Storm Irene.	347,798		133,219	371,923			852,939	5	154,699
FY 2017 estimated expenditures		287,535		400,000	389,839			1,077,374	4	400,000
FY 2018 budget request		292,063		400,000	177,366			869,429	4	400,000
<b>COMMUNITY PLANNING &amp; REVITALIZATION</b>										
FY 2016 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.	446,769		3,458,878	83,926		69,568	4,059,141	5	520,622
FY 2017 estimated expenditures		549,125		3,396,899			50,000	3,996,024	4	507,482
FY 2018 budget request		408,624		3,386,899			53,001	3,848,524	4	3,434,900
<b>GRANTS MANAGEMENT</b>										
FY 2016 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.	248,362			415,550			663,912	7	
FY 2017 estimated expenditures		205,109			523,655			728,764	7	
FY 2018 budget request		184,036			338,133			522,169	5	
<b>HISTORIC PRESERVATION</b>										
FY 2016 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.	360,968		9,577	700,860		33,310	1,104,715	10	84,562
FY 2017 estimated expenditures		378,210		57,500	745,490		47,349	1,228,549	10	120,547
FY 2018 budget request		521,932		55,650	601,845		46,664	1,226,091	10	92,132
<b>HOUSING</b>										
FY 2016 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 programs.	164,782		82,370	288,228			535,381	2	346,873
FY 2017 estimated expenditures		94,277		79,500	281,799			455,576	2	329,184
FY 2018 budget request		173,162		79,500	282,768			535,430	2	330,989



**FISCAL YEAR 2018 BUDGET  
DEPARTMENT PROGRAM PROFILE**

<b>DEPARTMENT:</b>	<b>HOUSING AND COMMUNITY DEVELOPMENT</b>										
	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	
<b>HISTORIC SITES</b>											
FY 2016 expenditures	Owns, maintains, interprets and operates 24 historic sites with 84 buildings, and 9 underwater preserves, to encourage the discovery and appreciation of the state's rich heritage. Ten sites are staffed and open to the public.	613,803		434,628			6,269	1,054,700	5		
FY 2017 estimated expenditures		606,272		489,660			10,092	1,106,024	5		
FY 2018 budget request		606,272		568,867			1,458	1,176,597	5		
<b>COMMUNITY DEV BLOCK GRANT</b>											
FY 2016 expenditures	Annual federal block grant fund from HUD which DHCD allocates to municipalities through its VCDP.				6,601,835			6,601,835		6,601,835	
FY 2017 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.				6,249,045			6,249,045		6,249,045	
FY 2018 budget request					6,326,320			6,326,320		6,326,320	
<b>COMMUNITY DEV BLOCK GRANT-DISASTER RECOVERY 1 AND 2</b>											
FY 2016 expenditures					13,533,529			13,533,529		13,533,529	
FY 2017 estimated expenditures	Federal disaster recovery funding for housing, economic revitalization and community infrastructure.							0			
FY 2018 budget request								0			
<b>DOWNTOWN TRANSP. &amp; CAP. IMP. FUND</b>											
FY 2016 expenditures	Matching grants to municipalities in designated downtowns for transportation-related infrastructure improvements that support economic development.			489,483				489,483	1	397,240	
FY 2017 estimated expenditures				429,479				429,479	1	335,151	
FY 2018 budget request				433,732				433,732	1	335,151	
<b>Total Department</b>											
	<b>FY 2016 expenditures</b>	<b>2,649,862</b>	<b>0</b>	<b>4,608,156</b>	<b>22,023,518</b>	<b>0</b>	<b>109,147</b>	<b>29,390,683</b>	<b>39</b>	<b>21,639,360</b>	
	<b>FY 2017 estimated expenditures</b>	<b>2,623,306</b>	<b>0</b>	<b>4,853,038</b>	<b>8,273,908</b>	<b>0</b>	<b>107,441</b>	<b>15,857,693</b>	<b>37</b>	<b>7,941,409</b>	
	<b>FY 2018 budget request</b>	<b>2,627,105</b>	<b>0</b>	<b>4,924,648</b>	<b>7,795,059</b>	<b>0</b>	<b>101,123</b>	<b>15,447,935</b>	<b>35</b>	<b>10,919,492</b>	

**FY 2018 GOVERNOR'S BUDGET RECOMMENDATIONS - PROGRAM PERFORMANCE MEASURES**

AGENCY NAME:	Commerce and Community Development	
DEPARTMENT NAME:	Housing and Community Development	
DIVISION NAME:	Historic Preservation	
PRIMARY APPROPRIATION #	7110010000	
PROGRAM NAME	State-owned Historic Sites Program	
PROGRAM NUMBER (if used)		
FY 2018 Appropriation \$\$	\$ 8,691,033.00	
Budget Amounts in Primary appropriation not related to this program:	\$ 7,565,894.00	
		SECONDARY APPROPRIATION #
Program Budget Amounts from other appropriation:	\$ 200,000.00	1602600063
Program Budget Amounts from other appropriation:	\$ -	
Program Budget Amounts from other appropriation:	\$ -	
Program Budget Amounts from other appropriation:	\$ -	
Program Budget Amounts from other appropriation:	\$ -	
TOTAL PROGRAM BUDGET FY 2017	\$ 1,325,139.00	n/a

**Population-Level Outcomes Drop Down (scroll and select):**

POPULATION-LEVEL OUTCOME:	(1) Vermont has a prosperous economy.	(scroll down and select) (1) Vermont has a prosperous economy. (2) Vermonters are healthy. (3) Vermont's environment is clean and sustainable. (4) Vermont's communities are safe and supportive. (5) Vermont's families are safe, nurturing, stable, and supported. (6) Vermont's children and young people achieve their potential, including: (6)(A) Pregnant women and young people thrive. (6)(B) Children are ready for school.
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POPULATION-LEVEL INDICATOR:		<i>An Indicator is: A measurable condition of well-being for children, adults, families, communities. Examples: violent crime rate; median house price; unemployment rate; % of electric generation from renewable sources; % registered voters voting in general election; % structurally deficient bridges; etc. Not all performance measures have measurable Indicators, although the performance measure may well inform the ultimate Outcome and/or the state of the Outcome..</i>
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**Performance Measure Data**

		FY 2015	FY 2016	FY 2017 Budget	FY 2017 BAA	FY 2018 Budget
<b>Performance Measures Types (scroll and select):</b>						
Performance Measure A:	Number of visitors to state-owned historic sites	25	63,572	64,931	65,000	65,000
Type of PM A:	1. How much did we do? (a.k.a. quantity or output) (Good PM)					
Performance Measure B:	Revenue from gift shop and admission	26	\$473,770	\$500,896	\$489,660	\$489,660
Type of PM B:	3. Is anyone better off? (a.k.a. effectiveness or result/outcome) (Best PM)					
Performance Measure C:	Number of major maintenance projects completed	27	10	19	20	20
Type of PM C:	1. How much did we do? (a.k.a. quantity or output) (Good PM)					

**FY 2018 GOVERNOR'S BUDGET RECOMMENDATIONS - PROGRAM PERFORMANCE MEASURES**

<b>AGENCY NAME:</b>	Commerce and Community Development
<b>DEPARTMENT NAME:</b>	Housing and Community Development
<b>DIVISION NAME:</b>	Historic Preservation
<b>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.</b>	
<p>The mission of the Vermont State-owned Historic Sites Program is to encourage the discovery and appreciation of the state's rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place. The Program, within the Division for Historic Preservation, supports the Executive and Agency goals and priorities to expand our outreach to those we serve by recognizing the events and achievements of Vermonters. (goal 8.6.1) It promotes the public's knowledge and use of parks, historic sites and resources, furthering a sense of the environment, history and community, including strengthening stewardship of public and private historic assets. (goal 1.3). The Program is supported by 83 state-owned historic sites located throughout Vermont; ten of these are open to the public for touring, education, and community events/meetings. The rising number of visitors is taxing on these aging buildings and designed landscapes, many forced to serve the public daily despite years of deferred maintenance and few improvements. Extensive major maintenance lists, based on recently completed conditions assessments, outline the priorities for construction and rehabilitation work. This work is supported in part by an appropriation in the Capital Bill (#1602600063). The historic sites have welcomed 1,328,000 visitors from Vermont, across the United States, and around the world since 1999. They speak to not only the historic context and architectural heritage of Vermont, but also to our national history, with the homes of U.S. senators and presidents. Our historic sites teach the public about the Revolutionary War, War of 1812, emancipation of slaves, architecture from the 18th through 20th centuries, agriculture and working landscapes, education, and our state's progressive 1777 Constitution. What our visitors learn at these historic sites, they take with them when they return to their Vermont homes or beyond our state's borders. These stories cannot be told without the buildings, sites, structures, and objects where the events actually occurred, and their preservation/maintenance is essential to enable that education and celebration.</p>	

**Organization: Housing and Community Development**

**Budget Rollup Report**

**Budget Object Group: 1. PERSONAL SERVICES**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Salaries and Wages	2,539,394	2,567,099	2,567,099	2,354,648	(212,451)	-8.3%
Fringe Benefits	1,184,569	1,282,959	1,282,959	1,172,413	(110,546)	-8.6%
Contracted and 3rd Party Service	3,245,881	3,066,667	3,066,667	106,958	(2,959,709)	-96.5%
PerDiem and Other Personal Services	6,209	23,130	23,130	9,612	(13,518)	-58.4%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>6,976,053</b>	<b>6,939,855</b>	<b>6,939,855</b>	<b>3,643,631</b>	<b>(3,296,224)</b>	<b>-47.5%</b>

**Budget Object Group: 2. OPERATING**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Equipment	36,161	31,780	31,780	33,795	2,015	6.3%
IT/Telecom Services and Equipment	52,168	56,976	56,976	47,034	(9,942)	-17.4%
Travel	67,020	93,206	93,206	87,246	(5,960)	-6.4%
Supplies	70,314	94,765	94,765	83,708	(11,057)	-11.7%
Other Purchased Services	142,309	184,230	184,230	145,999	(38,231)	-20.8%
Other Operating Expenses	175,557	186,437	186,437	154,416	(32,021)	-17.2%
Rental Other	14,400	20,200	20,200	18,722	(1,478)	-7.3%
Rental Property	22,372	69,870	69,870	52,541	(17,329)	-24.8%
Property and Maintenance	102,727	144,637	144,637	140,301	(4,336)	-3.0%
Repair and Maintenance Services	0	0	0	22,469	22,469	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>683,027</b>	<b>882,101</b>	<b>882,101</b>	<b>786,231</b>	<b>(95,870)</b>	<b>-10.9%</b>

**Budget Object Group: 3. GRANTS**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Grants Rollup	1,106,756	1,357,213	1,357,213	4,258,021	2,900,808	213.7%
<b>Budget Object Group Total: 3. GRANTS</b>	<b>1,106,756</b>	<b>1,357,213</b>	<b>1,357,213</b>	<b>4,258,021</b>	<b>2,900,808</b>	<b>213.7%</b>
<b>Total Expenses</b>	<b>8,765,835</b>	<b>9,179,169</b>	<b>9,179,169</b>	<b>8,687,883</b>	<b>(491,286)</b>	<b>-5.4%</b>

Fund Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
General Funds	2,649,862	2,623,306	2,623,306	2,627,105	3,799	0.1%
Special Fund	4,118,672	4,423,559	4,423,559	4,490,916	67,357	1.5%
Federal Funds	1,888,153	2,024,863	2,024,863	1,468,739	(556,124)	-27.5%
IDT Funds	109,147	107,441	107,441	101,123	(6,318)	-5.9%
<b>Funds Total</b>	<b>8,765,835</b>	<b>9,179,169</b>	<b>9,179,169</b>	<b>8,687,883</b>	<b>(491,286)</b>	<b>-5.4%</b>

Position Count				34		
FTE Total				33.8		

Organization: Housing and Community Development

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Salaries and Wages</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Classified Employees	500000	2,538,447	2,037,958	2,037,958	1,859,090	(178,868)	-8.8%
Exempt	500010	0	325,956	325,956	334,464	8,508	2.6%
Temporary Employees	500040	0	217,311	217,311	246,344	29,033	13.4%
Overtime	500060	947	0	0	0	0	0.0%
Vacancy Turnover Savings	508000	0	(14,126)	(14,126)	(85,250)	(71,124)	503.5%
<b>Total: Salaries and Wages</b>		<b>2,539,394</b>	<b>2,567,099</b>	<b>2,567,099</b>	<b>2,354,648</b>	<b>(212,451)</b>	<b>-8.3%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Fringe Benefits</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
FICA - Classified Employees	501000	187,166	155,909	155,909	142,226	(13,683)	-8.8%
FICA - Exempt	501010	0	24,934	24,934	25,585	651	2.6%
Health Ins - Classified Empl	501500	545,027	550,146	550,146	497,298	(52,848)	-9.6%
Health Ins - Exempt	501510	0	69,802	69,802	70,942	1,140	1.6%
Retirement - Classified Empl	502000	385,202	369,659	369,659	324,782	(44,877)	-12.1%
Retirement - Exempt	502010	0	36,423	36,423	52,180	15,757	43.3%
Dental - Classified Employees	502500	29,614	28,223	28,223	23,821	(4,402)	-15.6%
Dental - Exempt	502510	0	3,321	3,321	3,176	(145)	-4.4%
Life Ins - Classified Empl	503000	6,537	6,075	6,075	6,620	545	9.0%
Life Ins - Exempt	503010	0	556	556	1,073	517	93.0%
LTD - Classified Employees	503500	1,135	355	355	369	14	3.9%
LTD - Exempt	503510	0	750	750	769	19	2.5%

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Fringe Benefits (cont)</b>		<b>FY2016 Actuals</b>					
EAP - Classified Empl	504000	1,117	1,023	1,023	901	(122)	-11.9%
EAP - Exempt	504010	0	121	121	121	0	0.0%
Workers Comp - Ins Premium	505200	9,010	12,485	12,485	10,423	(2,062)	-16.5%
Unemployment Compensation	505500	16,023	22,330	22,330	11,280	(11,050)	-49.5%
Catamount Health Assessment	505700	3,737	847	847	847	0	0.0%
<b>Total: Fringe Benefits</b>		<b>1,184,569</b>	<b>1,282,959</b>	<b>1,282,959</b>	<b>1,172,413</b>	<b>(110,546)</b>	<b>-8.6%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Contracted and 3rd Party Service</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Contr&3Rd Pty-Educ & Training	507350	10,199	0	0	0	0	0.0%
Contr-Compsoftware-Sysdevelop	507553	129,096	49,000	49,000	0	(49,000)	-100.0%
Advertising/Marketing-Other	507563	12,628	0	0	0	0	0.0%
IT Contracts - Application Support	507566	0	0	0	2,000	2,000	0.0%
Other Contr and 3Rd Pty Serv	507600	3,093,958	3,017,667	3,017,667	104,958	(2,912,709)	-96.5%
<b>Total: Contracted and 3rd Party Service</b>		<b>3,245,881</b>	<b>3,066,667</b>	<b>3,066,667</b>	<b>106,958</b>	<b>(2,959,709)</b>	<b>-96.5%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>PerDiem and Other Personal Services</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Per Diem	506000	6,150	8,000	8,000	8,505	505	6.3%
Other Pers Serv	506200	0	15,130	15,130	1,107	(14,023)	-92.7%
Service of Papers	506240	59	0	0	0	0	0.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>6,209</b>	<b>23,130</b>	<b>23,130</b>	<b>9,612</b>	<b>(13,518)</b>	<b>-58.4%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>6,976,053</b>	<b>6,939,855</b>	<b>6,939,855</b>	<b>3,643,631</b>	<b>(3,296,224)</b>	<b>-47.5%</b>

**Budget Object Group: 2. OPERATING**

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Equipment</b>		FY2016 Actuals					
Description	Code						
Hardware - Desktop & Laptop Pc	522216	14,600	19,480	19,480	12,300	(7,180)	-36.9%
Software - Desktop	522286	0	0	0	3,100	3,100	0.0%
Other Equipment	522400	18,481	8,500	8,500	6,600	(1,900)	-22.4%
Furniture & Fixtures	522700	3,079	3,800	3,800	11,795	7,995	210.4%
<b>Total: Equipment</b>		<b>36,161</b>	<b>31,780</b>	<b>31,780</b>	<b>33,795</b>	<b>2,015</b>	<b>6.3%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>IT/Telecom Services and Equipment</b>		FY2016 Actuals					
Description	Code						
Tele-Internet-Dsl-Cable Modem	516626	0	2,000	2,000	0	(2,000)	-100.0%
Telecom-Data Telecom Services	516651	212	235	235	0	(235)	-100.0%
Telecom-Long Distance Service	516655	0	4,750	4,750	0	(4,750)	-100.0%
Telecom-Conf Calling Services	516658	751	1,450	1,450	850	(600)	-41.4%
Telecom-Wireless Phone Service	516659	4,184	4,637	4,637	3,783	(854)	-18.4%
It Intsvccost-Vision/Isdassess	516671	2,504	2,506	2,506	2,416	(90)	-3.6%
It Intsvccost- Dii - Telephone	516672	21,399	13,361	13,361	21,956	8,595	64.3%
It Inter Svc Cost User Support	516678	15,061	12,792	12,792	16,229	3,437	26.9%
Hw - Other Info Tech	522200	1,638	2,360	2,360	0	(2,360)	-100.0%
Hardware-Telephone User Equip	522219	70	3,600	3,600	0	(3,600)	-100.0%
Software - Other	522220	0	3,594	3,594	0	(3,594)	-100.0%
Software - Office Technology	522221	1,812	1,000	1,000	0	(1,000)	-100.0%
Software-Gis	522223	3,108	4,691	4,691	0	(4,691)	-100.0%
Hw-Personal Mobile Devices	522258	1,429	0	0	1,800	1,800	0.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>52,168</b>	<b>56,976</b>	<b>56,976</b>	<b>47,034</b>	<b>(9,942)</b>	<b>-17.4%</b>



<b>Other Operating Expenses</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Single Audit Allocation	523620	47,214	49,504	49,504	14,400	(35,104)	-70.9%
Registration & Identification	523640	240	350	350	250	(100)	-28.6%
Taxes	523660	8,649	9,000	9,000	9,000	0	0.0%
Bank Service Charges	524000	6,731	6,800	6,800	7,100	300	4.4%
Cost of Stock Items Sold	525290	112,723	120,783	120,783	123,666	2,883	2.4%
<b>Total: Other Operating Expenses</b>		<b>175,557</b>	<b>186,437</b>	<b>186,437</b>	<b>154,416</b>	<b>(32,021)</b>	<b>-17.2%</b>

<b>Other Purchased Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Insurance Other Than Empl Bene	516000	23,578	27,489	27,489	30,635	3,146	11.4%
Insurance - General Liability	516010	5,990	5,521	5,521	5,708	187	3.4%
Dues	516500	15,482	15,960	15,960	15,912	(48)	-0.3%
Licenses	516550	435	0	0	0	0	0.0%
Telecom-Mobile Wireless Data	516623	5,578	6,350	6,350	7,280	930	14.6%
Telecom-Telephone Services	516652	0	4,950	4,950	0	(4,950)	-100.0%
It Int Svc Dii Allocated Fee	516685	39,182	40,953	40,953	39,988	(965)	-2.4%
Advertising-Print	516813	6,758	10,000	10,000	9,343	(657)	-6.6%
Advertising-Web	516814	271	500	500	0	(500)	-100.0%
Advertising-Other	516815	1,064	27,460	27,460	0	(27,460)	-100.0%
Advertising - Job Vacancies	516820	3,135	1,500	1,500	1,000	(500)	-33.3%
Client Meetings	516855	183	500	500	0	(500)	-100.0%
Trade Shows & Events	516870	106	0	0	0	0	0.0%
Sponsorships	516872	1,000	0	0	4,950	4,950	0.0%
Printing and Binding	517000	1,658	3,275	3,275	2,470	(805)	-24.6%
Printing & Binding-Bgs Copy Ct	517005	1,030	828	828	450	(378)	-45.7%
Printing-Promotional	517010	665	3,000	3,000	500	(2,500)	-83.3%
Photocopying	517020	0	2,225	2,225	100	(2,125)	-95.5%
Registration For Meetings&Conf	517100	13,132	11,784	11,784	6,445	(5,339)	-45.3%
Training - Info Tech	517110	50	500	500	500	0	0.0%

								Percent Change FY2018
		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Governor's Recommend and FY2017 As Passed	
<b>Other Purchased Services (cont)</b>								
Postage	517200	1,158	1,535	1,535	1,405	(130)		-8.5%
Postage - Bgs Postal Svcs Only	517205	3,015	4,970	4,970	2,975	(1,995)		-40.1%
Freight & Express Mail	517300	350	1,005	1,005	505	(500)		-49.8%
Instate Conf, Meetings, Etc	517400	175	0	0	0	0		0.0%
Other Purchased Services	519000	16,142	13,925	13,925	15,833	1,908		13.7%
Administrative Service Charge	519010	(616)	0	0	0	0		0.0%
Moving State Agencies	519040	2,788	0	0	0	0		0.0%
<b>Total: Other Purchased Services</b>		<b>142,309</b>	<b>184,230</b>	<b>184,230</b>	<b>145,999</b>	<b>(38,231)</b>		<b>-20.8%</b>

								Percent Change FY2018
		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Governor's Recommend and FY2017 As Passed	
<b>Property and Maintenance</b>								
Description	Code							
Water/Sewer	510000	13,039	14,000	14,000	14,000	0		0.0%
Rubbish Removal	510210	5,283	5,200	5,200	5,200	0		0.0%
Snow Removal	510300	19,844	37,000	37,000	34,637	(2,363)		-6.4%
Custodial	510400	2,587	9,000	9,000	3,000	(6,000)		-66.7%
Other Property Mgmt Services	510500	4,708	0	0	4,000	4,000		0.0%
Lawn Maintenance	510520	42,740	40,490	40,490	40,846	356		0.9%
Repair & Maint - Buildings	512000	2,323	24,000	24,000	24,124	124		0.5%
Plumbing & Heating Systems	512010	6,411	10,000	10,000	10,000	0		0.0%
Repair & Maint - Office Tech	513010	4,176	3,548	3,548	4,095	547		15.4%
Other Repair & Maint Serv	513200	1,314	399	399	399	0		0.0%
Repair&Maint-Property/Grounds	513210	302	1,000	1,000	0	(1,000)		-100.0%
<b>Total: Property and Maintenance</b>		<b>102,727</b>	<b>144,637</b>	<b>144,637</b>	<b>140,301</b>	<b>(4,336)</b>		<b>-3.0%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Rental Other</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Rental - Other	515000	14,400	20,200	20,200	18,722	(1,478)	-7.3%
<b>Total: Rental Other</b>		<b>14,400</b>	<b>20,200</b>	<b>20,200</b>	<b>18,722</b>	<b>(1,478)</b>	<b>-7.3%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Rental Property</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Rent Land & Bldgs-Office Space	514000	15,958	63,766	63,766	46,000	(17,766)	-27.9%
Rent Land&Bldgs-Non-Office	514010	6,414	6,104	6,104	6,541	437	7.2%
<b>Total: Rental Property</b>		<b>22,372</b>	<b>69,870</b>	<b>69,870</b>	<b>52,541</b>	<b>(17,329)</b>	<b>-24.8%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Supplies</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Office Supplies	520000	4,519	10,125	10,125	4,800	(5,325)	-52.6%
Gasoline	520110	2,276	3,570	3,570	2,450	(1,120)	-31.4%
Diesel	520120	301	0	0	800	800	0.0%
Building Maintenance Supplies	520200	2,870	4,100	4,100	3,000	(1,100)	-26.8%
Plumbing, Heating & Vent	520210	716	3,500	3,500	1,750	(1,750)	-50.0%
Heating & Ventilation	520211	69	0	0	1,750	1,750	0.0%
Small Tools	520220	0	200	200	200	0	0.0%
Electrical Supplies	520230	1,590	500	500	500	0	0.0%
Other General Supplies	520500	7,648	9,000	9,000	9,200	200	2.2%
It & Data Processing Supplies	520510	738	2,150	2,150	1,200	(950)	-44.2%
Cloth & Clothing	520520	43	0	0	500	500	0.0%

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Supplies (cont)</b>		<b>FY2016 Actuals</b>					
Educational Supplies	520540	36	0	0	0	0	0.0%
Agric, Hort, Wildlife	520580	1,737	1,200	1,200	1,200	0	0.0%
Fire, Protection & Safety	520590	1,145	1,600	1,600	1,600	0	0.0%
Recognition/Awards	520600	1,680	0	0	0	0	0.0%
Food	520700	135	0	0	0	0	0.0%
Electricity	521100	30,302	35,000	35,000	31,000	(4,000)	-11.4%
Heating Oil #2	521220	7,679	15,000	15,000	12,000	(3,000)	-20.0%
Propane Gas	521320	3,516	7,000	7,000	10,000	3,000	42.9%
Books&Periodicals-Library/Educ	521500	111	700	700	200	(500)	-71.4%
Subscriptions	521510	1,630	1,120	1,120	1,323	203	18.1%
Subscriptions Other Info Serv	521515	0	0	0	235	235	0.0%
Household, Facility&Lab Suppl	521800	728	0	0	0	0	0.0%
Paper Products	521820	843	0	0	0	0	0.0%
<b>Total: Supplies</b>		<b>70,314</b>	<b>94,765</b>	<b>94,765</b>	<b>83,708</b>	<b>(11,057)</b>	<b>-11.7%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Travel</b>		<b>FY2016 Actuals</b>					
<b>Description</b>	<b>Code</b>						
Travel-Inst-Auto Mileage-Emp	518000	14,855	20,318	20,318	27,100	6,782	33.4%
Travel-Inst-Other Transp-Emp	518010	22,391	17,250	17,250	18,400	1,150	6.7%
Travel-Inst-Meals-Emp	518020	1,543	2,373	2,373	1,490	(883)	-37.2%
Travel-Inst-Lodging-Emp	518030	313	650	650	250	(400)	-61.5%
Travel-Inst-Incidentals-Emp	518040	129	680	680	300	(380)	-55.9%
Travel-Inst-Auto Mileage-Nonemp	518300	7,778	11,185	11,185	12,200	1,015	9.1%
Travel-Inst-Meals-Nonemp	518320	2,279	3,300	3,300	1,050	(2,250)	-68.2%
Travel-Outst-Auto Mileage-Emp	518500	659	2,050	2,050	300	(1,750)	-85.4%
Travel-Outst-Other Transp-Emp	518510	6,651	14,800	14,800	13,103	(1,697)	-11.5%
Travel-Outst-Meals-Emp	518520	1,549	4,750	4,750	2,400	(2,350)	-49.5%
Travel-Outst-Lodging-Emp	518530	8,447	14,750	14,750	10,053	(4,697)	-31.8%
Travel-Outst-Incidentals-Emp	518540	428	1,100	1,100	600	(500)	-45.5%
<b>Total: Travel</b>		<b>67,020</b>	<b>93,206</b>	<b>93,206</b>	<b>87,246</b>	<b>(5,960)</b>	<b>-6.4%</b>

<b>Repair and Maintenance Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and As Passed</b>
<b>Description</b>	<b>Code</b>						
Software-Repair&Maint-Servers	513056	0	0	0	22,469	22,469	0.0%
<b>Total: Repair and Maintenance Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>22,469</b>	<b>22,469</b>	<b>0.0%</b>
<b>Total: 2. OPERATING</b>		<b>683,027</b>	<b>882,101</b>	<b>882,101</b>	<b>786,231</b>	<b>(95,870)</b>	<b>-10.9%</b>

**Budget Object Group: 3. GRANTS**

<b>Grants Rollup</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Grants To Municipalities	550000	522,922	628,029	628,029	602,615	(25,414)	-4.0%
Grants	550220	141,284	400,000	400,000	400,000	0	0.0%
Other Grants	550500	442,550	329,184	329,184	3,255,406	2,926,222	888.9%
<b>Total: Grants Rollup</b>		<b>1,106,756</b>	<b>1,357,213</b>	<b>1,357,213</b>	<b>4,258,021</b>	<b>2,900,808</b>	<b>213.7%</b>
<b>Total: 3. GRANTS</b>		<b>1,106,756</b>	<b>1,357,213</b>	<b>1,357,213</b>	<b>4,258,021</b>	<b>2,900,808</b>	<b>213.7%</b>
<b>Total Expenses:</b>		<b>8,765,835</b>	<b>9,179,169</b>	<b>9,179,169</b>	<b>8,687,883</b>	<b>(491,286)</b>	<b>-5.4%</b>

Fund Name	Fund Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change
							FY2018 Governor's Recommend and FY2017 As Passed
General Fund	10000	2,649,862	2,623,306	2,623,306	2,627,105	3,799	0.1%
Misc Fines & Penalties	21054	8,461	45,000	45,000	42,500	(2,500)	-5.6%
Historic Sites Special Fund	21325	431,378	489,660	489,660	568,867	79,207	16.2%
Municipal & Regional Planning	21330	3,454,407	3,381,899	3,381,899	3,381,899	0	0.0%
Inter-Unit Transfers Fund	21500	109,147	107,441	107,441	101,123	(6,318)	-5.9%
Conference Fees & Donations	21525	4,991	15,000	15,000	5,000	(10,000)	-66.7%
Surplus Property	21584	3,250	0	0	0	0	0.0%
ACCD-Mobile Home Park Laws	21819	82,370	79,500	79,500	79,500	0	0.0%
ACCD-Miscellaneous Receipts	21820	132,699	400,000	400,000	400,000	0	0.0%
Archeology Operations	21918	1,116	12,500	12,500	13,150	650	5.2%
Federal Revenue Fund	22005	1,888,153	2,024,863	2,024,863	1,468,739	(556,124)	-27.5%
<b>Funds Total:</b>		<b>8,765,835</b>	<b>9,179,169</b>	<b>9,179,169</b>	<b>8,687,883</b>	<b>(491,286)</b>	<b>-5.4%</b>
Position Count					34		
FTE Total					34		

**Department: Housing & Community Development**

**Grants To Non-State Government Entities**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6856	10000	CVOEO -First Stop Program -Mobile Home Park Assistance	\$70,000
6856	21330	Municipal Planning Grants to VT Communities	\$457,482
6856	21330	Regional Planning Commissions	\$2,924,417
6856	21500	Downtown Program Pass-thru for Electric Car Charging Stations Various Communities from ANR	\$30,000
6856	21500	Regional Planning Commissions Pass-thru Parcel Mapping Program funds from AOT	\$23,001
6856	21819	Mobile Home Park Program -Mediation	\$4,000
6856	21820	VT Housing Conservation Board -Home Buyout Program	\$400,000
6856	22005	Historic Preservation -Certified Local Government Various State Communities	\$92,132
6856	22005	VT Housing Conservation Board -HOME Program	\$256,989
		<b>Total</b>	<b>4,258,021</b>

**Department: Housing and Community Development**

**Interdepartmental Transfer Receipts**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6859	21500	ANR -BU 06100 -Electric Vehicle Charge Installation Pass-thru	\$30,000
6859	21500	AOT -BU 08100 -Archeology Heritage Month/VAI Support	\$46,664
6859	21500	AOT -BU 08100 Parcel Mapping RPC Pass-thru	\$23,001
6859	21500	BGS -BU 01167 -FEMA funds from Irene Theron Boyd Repair	\$1,458
		<b>Total</b>	<b>\$101,123</b>



**Department: Housing & Community Development**

**Federal Grant Receipts**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6858	22005	CFDA 14.228 HUD -CDBG Program	\$447,896
6858	22005	CFDA 14.239 HUD -HOME Investment Partnerships	\$346,053
6858	22005	CFDA - 14.269 HUD -CDBG -DR2	\$73,282
6858	22005	CFDA 15.904 NPS -Historic Preservation Grants-in-Aid	\$601,508
		<b>Total</b>	<b>\$1,468,739</b>

**HOUSING AND COMMUNITY DEVELOPMENT  
FY 18 CONTRACT DETAIL**

	FY 2018								
	Account code	Fund	Contracts Request	Gen Fund	CD 100K	AOT (HP)	Arch Box	Misc Rec	Hist Sites
<b>PERSONAL SERVICES CONTRACTS</b>									
AGATE Intelligrants Updates	507566	22005	\$2,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0
VELCO (SF) - 21054	507600	21054	\$5,000	\$0	\$0	\$0	\$0	\$5,000	\$0
Intervale (SF) - 21054	507600	21054	\$10,000	\$0	\$0	\$0	\$0	\$10,000	\$0
Bennington Survey Mitigation (SF) - 21054	507600	21054	\$27,500	\$0	\$0	\$0	\$0	\$27,500	\$0
Archaeology Box Fees - (SF) - 21918	507600	21918	\$10,000	\$0	\$0	\$0	\$10,000	\$0	\$0
Archaeology Month/AOT (SF) - 21500	507600	21500	\$17,000	\$0	\$0	\$17,000	\$0	\$0	\$0
Archaeology-/VAI/AOT(SF) - 21500	507600	21500	\$16,000	\$0	\$0	\$16,000	\$0	\$0	\$0
	507600	21325	\$19,458	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,458
			\$106,958	\$1,000	\$1,000	\$33,000	\$10,000	\$42,500	\$19,458
	507566		\$2,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0
	507600		\$104,958	\$0	\$0	\$33,000	\$10,000	\$42,500	\$19,458
			\$106,958	\$1,000	\$2,000	\$33,000	\$10,000	\$42,500	\$19,458

**Department of Housing & Community Development  
General Fund Carry-forward Balances - June 30, 2016**

Source: VISION Query - VT\_APPROP\_FUND\_SUM\_NW

Business Unit	Fund	Dept	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07110	10000	7110010000	(2,918,607.09)	250,617.05	2,649,862.23	(18,127.81)

**Carry-forward Justification for Dept. 7110010000:**

HCD/Historic Preservation/Sites: 18,127.81

Funding has been obligated(contract) for exhibits at Chimney Point Historic Site. The contractor for this project had taken ill and was unable to complete the work as originally scheduled. Thankfully, with improving health, the contractor is presently working on the exhibit which should be completed and installed within the next few months. Due to this unexpected delay, fabrication and installation of a second phase of the new exhibit and the purchase of display furniture were also not completed as scheduled. These elements of the new exhibit are all back on schedule and will be completed in August 2016.

**Organization: COMMUNITY DEVELOPMENT BLOCK GRANTS**

**Budget Rollup Report**

**Budget Object Group: 3. GRANTS**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Grants Rollup	20,135,364	6,249,045	6,249,045	6,326,320	77,275	1.2%
<b>Budget Object Group Total: 3. GRANTS</b>	<b>20,135,364</b>	<b>6,249,045</b>	<b>6,249,045</b>	<b>6,326,320</b>	<b>77,275</b>	<b>1.2%</b>

<b>Total Expenses</b>	<b>20,135,364</b>	<b>6,249,045</b>	<b>6,249,045</b>	<b>6,326,320</b>	<b>77,275</b>	<b>1.2%</b>
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<b>Fund Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Federal Funds	20,135,364	6,249,045	6,249,045	6,326,320	77,275	1.2%
<b>Funds Total</b>	<b>20,135,364</b>	<b>6,249,045</b>	<b>6,249,045</b>	<b>6,326,320</b>	<b>77,275</b>	<b>1.2%</b>

Position Count						
FTE Total						

Organization: COMMUNITY DEVELOPMENT BLOCK GRANTS

Budget Detail Report

Budget Object Group: 3. GRANTS

Grants Rollup		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Description	Code						
Grants To Municipalities	550000	12,720,133	6,249,045	6,249,045	6,326,320	77,275	1.2%
Grants	550220	7,415,231	0	0	0	0	0.0%
<b>Total: Grants Rollup</b>		<b>20,135,364</b>	<b>6,249,045</b>	<b>6,249,045</b>	<b>6,326,320</b>	<b>77,275</b>	<b>1.2%</b>
<b>Total: 3. GRANTS</b>		<b>20,135,364</b>	<b>6,249,045</b>	<b>6,249,045</b>	<b>6,326,320</b>	<b>77,275</b>	<b>1.2%</b>
<b>Total Expenses:</b>		<b>20,135,364</b>	<b>6,249,045</b>	<b>6,249,045</b>	<b>6,326,320</b>	<b>77,275</b>	<b>1.2%</b>

Fund Name		Fund Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Federal Revenue Fund	22005		20,135,364	6,249,045	6,249,045	6,326,320	77,275	1.2%
<b>Funds Total:</b>			<b>20,135,364</b>	<b>6,249,045</b>	<b>6,249,045</b>	<b>6,326,320</b>	<b>77,275</b>	<b>1.2%</b>
Position Count								
FTE Total								

**Department: COMMUNITY DEVELOPMENT BLOCK GRANTS**

**Grants To Non-State Government Entities**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6828	22005	CFDA 14.228 HUD -CDBG State's Program	\$6,326,320
		<b>Total</b>	<b>6,326,320</b>

**Organization: Downtown Transportation and Capital Improvement**

**Budget Rollup**

**Budget Object Group: 1. PERSONAL SERVICES**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Salaries and Wages	55,963	56,493	56,493	59,550	3,057	5.4%
Fringe Benefits	36,281	37,835	37,835	38,985	1,150	3.0%
PerDiem and Other Personal Services	0	0	0	46	46	0.0%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>92,244</b>	<b>94,328</b>	<b>94,328</b>	<b>98,581</b>	<b>4,253</b>	<b>4.5%</b>

**Budget Object Group: 3. GRANTS**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Grants Rollup	397,240	335,151	335,151	335,151	0	0.0%
<b>Budget Object Group Total: 3. GRANTS</b>	<b>397,240</b>	<b>335,151</b>	<b>335,151</b>	<b>335,151</b>	<b>0</b>	<b>0.0%</b>

<b>Total Expenses</b>	<b>489,484</b>	<b>429,479</b>	<b>429,479</b>	<b>433,732</b>	<b>4,253</b>	<b>1.0%</b>
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<b>Fund Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Special Fund	489,484	429,479	429,479	433,732	4,253	1.0%
<b>Funds Total</b>	<b>489,484</b>	<b>429,479</b>	<b>429,479</b>	<b>433,732</b>	<b>4,253</b>	<b>1.0%</b>

Position Count				1		
FTE Total				1		

**Organization: Downtown Transportation and Capital Improvement Fund**

**Budget Detail Report**

**Budget Object Group: 1. PERSONAL SERVICES**

<b>Salaries and Wages</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Classified Employees	500000	55,963	56,493	56,493	59,550	3,057	5.4%
<b>Total: Salaries and Wages</b>		<b>55,963</b>	<b>56,493</b>	<b>56,493</b>	<b>59,550</b>	<b>3,057</b>	<b>5.4%</b>

<b>Fringe Benefits</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
FICA - Classified Employees	501000	3,875	4,322	4,322	4,555	233	5.4%
Health Ins - Classified Empl	501500	21,258	22,583	22,583	22,952	369	1.6%
Retirement - Classified Empl	502000	9,575	9,869	9,869	10,403	534	5.4%
Dental - Classified Employees	502500	1,344	830	830	794	(36)	-4.3%
Life Ins - Classified Empl	503000	199	201	201	251	50	24.9%
EAP - Classified Empl	504000	30	30	30	30	0	0.0%
<b>Total: Fringe Benefits</b>		<b>36,281</b>	<b>37,835</b>	<b>37,835</b>	<b>38,985</b>	<b>1,150</b>	<b>3.0%</b>



PerDiem and Other Personal Services		FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Description	Code					
Other Pers Serv	506200	0	0	46	46	0.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>0</b>	<b>0</b>	<b>46</b>	<b>46</b>	<b>0.0%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>92,244</b>	<b>94,328</b>	<b>94,328</b>	<b>4,253</b>	<b>4.5%</b>

**Budget Object Group: 3. GRANTS**

Grants Rollup		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Description	Code						
Grants To Municipalities	550000	397,240	335,151	335,151	335,151	0	0.0%
Downtwn Trans and Cap Imp Fund	550549	0	0	0	0	0	0.0%
<b>Total: Grants Rollup</b>		<b>397,240</b>	<b>335,151</b>	<b>335,151</b>	<b>335,151</b>	<b>0</b>	<b>0.0%</b>
<b>Total: 3. GRANTS</b>		<b>397,240</b>	<b>335,151</b>	<b>335,151</b>	<b>335,151</b>	<b>0</b>	<b>0.0%</b>

<b>Total Expenses:</b>		<b>489,484</b>	<b>429,479</b>	<b>429,479</b>	<b>433,732</b>	<b>4,253</b>	<b>1.0%</b>
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Fund Name	Fund Code	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Downtown Trans & Capital Impro	21575	489,484	429,479	429,479	433,732	4,253	1.0%
<b>Funds Total:</b>		<b>489,484</b>	<b>429,479</b>	<b>429,479</b>	<b>433,732</b>	<b>4,253</b>	<b>1.0%</b>

Position Count					1		
FTE Total					1		

**Department: Downtown transportation and capital improvement fund**

**Grants To Non-State Government Entities**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6829	21575	Downtown Program -various	\$335,151
		<b>Total</b>	<b>335,151</b>

# Department of Tourism & Marketing

Steve Cook, Deputy Commissioner

Tourism & Marketing	\$3,105,253
Vermont Life	763,023
FY 2018 Governor's Recommend	\$3,868,276

## Fiscal Year 2018 Budget Changes by Dept. - Tourism and Marketing By Fund

	General \$\$	Interdept'l Transfer \$\$	All other \$\$	Total \$\$
<b>Approp #1 Tourism and Marketing: FY 2017 Approp</b>	3,074,386	100,000	0	3,174,386
				0
<b>Approp #1, FY 2017 Approp Amended</b>	3,074,386	100,000	0	3,174,386
Salary/Benefits net increase	8,681			8,681
Internal Service Fee decrease (Worker's Comp)	(366)			(366)
Internal Service Fees (DII, VISION, Insurances) net increase	1,233			1,233
Miscellaneous operating costs reduction	(8,681)			(8,681)
AOT Byways and Agriculture Dairy Programs reductions		(70,000)		(70,000)
<b>Total Additions/(Reductions) FY 2018 to reach Gov Rec</b>	<b>867</b>	<b>(70,000)</b>	<b>0</b>	<b>(69,133)</b>
<b>Tourism and Marketing FY 2018 Governor Recommend</b>	<b>3,075,253</b>	<b>30,000</b>	<b>0</b>	<b>3,105,253</b>
<b>Approp #2 VT Life Magazine: FY 2017 Approp</b>			732,368	732,368
Salary/Benefits Net Increase			56,817	56,817
Internal Service Fee decrease (Worker's Comp)			(46)	(46)
Creative/Development-Web services reduction			(12,500)	(12,500)
Internal Service Fees (DII, VISION, Insurances) net increase			1,370	1,370
Miscellaneous operating costs reduction			(14,986)	(14,986)
<b>Total Additions/(Reductions) FY 2018 to reach Gov Recommend</b>	<b>0</b>	<b>0</b>	<b>30,655</b>	<b>30,655</b>
<b>FY 2018 Governor Recommend</b>	<b>0</b>	<b>0</b>	<b>763,023</b>	<b>763,023</b>
<b>Tourism and Marketing FY 2018 Governor Recommend</b>	<b>3,075,253</b>	<b>30,000</b>	<b>763,023</b>	<b>3,868,276</b>

**Organization: DEPT. OF TOURISM & MARKETING**

**Budget Rollup Report**

**Budget Object Group: 1. PERSONAL SERVICES**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Salaries and Wages	557,380	509,715	509,715	501,096	(8,619)	-1.7%
Fringe Benefits	231,949	225,428	225,428	242,362	16,934	7.5%
Contracted and 3rd Party Service	392,194	380,145	380,145	415,845	35,700	9.4%
PerDiem and Other Personal Services	1,800	51,815	51,815	3,500	(48,315)	-93.2%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>1,183,322</b>	<b>1,167,103</b>	<b>1,167,103</b>	<b>1,162,803</b>	<b>(4,300)</b>	<b>-0.4%</b>

**Budget Object Group: 2. OPERATING**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Equipment	2,670	0	0	0	0	0.0%
IT/Telecom Services and Equipment	20,630	38,814	38,814	21,409	(17,405)	-44.8%
Travel	41,159	52,670	52,670	50,670	(2,000)	-3.8%
Supplies	5,996	7,025	7,025	5,607	(1,418)	-20.2%
Other Purchased Services	1,875,384	1,749,608	1,749,608	1,692,516	(57,092)	-3.3%
Other Operating Expenses	1,611	1,458	1,458	1,533	75	5.1%
Rental Other	4,683	4,728	4,728	0	(4,728)	-100.0%
Rental Property	1,513	1,600	1,600	1,454	(146)	-9.1%
Property and Maintenance	933	1,000	1,000	1,000	0	0.0%
Repair and Maintenance Services	0	0	0	17,881	17,881	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>1,954,578</b>	<b>1,856,903</b>	<b>1,856,903</b>	<b>1,792,070</b>	<b>(64,833)</b>	<b>-3.5%</b>

**Budget Object Group: 3. GRANTS**

<b>Budget Object Rollup Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Grants Rollup	149,546	150,380	150,380	150,380	0	0.0%
<b>Budget Object Group Total: 3. GRANTS</b>	<b>149,546</b>	<b>150,380</b>	<b>150,380</b>	<b>150,380</b>	<b>0</b>	<b>0.0%</b>

<b>Total Expenses</b>	<b>3,287,447</b>	<b>3,174,386</b>	<b>3,174,386</b>	<b>3,105,253</b>	<b>(69,133)</b>	<b>-2.2%</b>
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<b>Fund Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
General Funds	3,139,743	3,074,386	3,074,386	3,075,253	867	0.0%
IDT Funds	147,704	100,000	100,000	30,000	(70,000)	-70.0%
<b>Funds Total</b>	<b>3,287,447</b>	<b>3,174,386</b>	<b>3,174,386</b>	<b>3,105,253</b>	<b>(69,133)</b>	<b>-2.2%</b>

Position Count				8		
FTE Total				8		

Organization: DEPT. OF TOURISM AND MARKETING

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Salaries and Wages</b>							
Description	Code						
Classified Employees	500000	557,380	279,198	279,198	164,548	(114,650)	-41.1%
Exempt	500010	0	233,708	233,708	241,114	7,406	3.2%
Other Regular Employees	500020	0	0	0	115,232	115,232	0.0%
Vacancy Turnover Savings	508000	0	(3,191)	(3,191)	(19,798)	(16,607)	520.4%
<b>Total: Salaries and Wages</b>		<b>557,380</b>	<b>509,715</b>	<b>509,715</b>	<b>501,096</b>	<b>(8,619)</b>	<b>-1.7%</b>

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Fringe Benefits</b>							
Description	Code						
FICA - Classified Employees	501000	41,174	21,360	21,360	21,401	41	0.2%
FICA - Exempt	501010	0	17,879	17,879	18,445	566	3.2%
Health Ins - Classified Empl	501500	95,960	65,696	65,696	58,422	(7,274)	-11.1%
Health Ins - Exempt	501510	0	30,795	30,795	47,990	17,195	55.8%
Retirement - Classified Empl	502000	84,342	48,777	48,777	48,879	102	0.2%
Retirement - Exempt	502010	0	29,405	29,405	35,684	6,279	21.4%
Dental - Classified Employees	502500	4,804	4,150	4,150	3,970	(180)	-4.3%
Dental - Exempt	502510	0	2,490	2,490	2,382	(108)	-4.3%
Life Ins - Classified Empl	503000	1,547	993	993	1,181	188	18.9%
Life Ins - Exempt	503010	0	544	544	1,018	474	87.1%
LTD - Classified Employees	503500	445	0	0	0	0	0.0%
LTD - Exempt	503510	0	538	538	555	17	3.2%
EAP - Classified Empl	504000	270	150	150	150	0	0.0%
EAP - Exempt	504010	0	90	90	90	0	0.0%

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Fringe Benefits (cont)</b>							
Description	Code						
Employee Tuition Costs	504530	1,356	0	0	0	0	0.0%
Workers Comp - Ins Premium	505200	2,027	2,561	2,561	2,195	(366)	-14.3%
Catamount Health Assessment	505700	23	0	0	0	0	0.0%
<b>Total: Fringe Benefits</b>		<b>231,949</b>	<b>225,428</b>	<b>225,428</b>	<b>242,362</b>	<b>16,934</b>	<b>7.5%</b>

<b>Contracted and 3rd Party Service</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
IT Contracts - Servers	507543	0	0	0	20,000	20,000	0.0%
Contr&3Rd Pty - Info Tech	507550	19,811	30,300	30,300	0	(30,300)	-100.0%
Creative/Development	507561	103	75,000	75,000	75,000	0	0.0%
Advertising/Marketing-Other	507563	158,366	98,000	98,000	111,000	13,000	13.3%
Media-Planning/Buying	507564	113,724	76,000	76,000	76,000	0	0.0%
Other Contr and 3Rd Pty Serv	507600	100,190	100,845	100,845	133,845	33,000	32.7%
<b>Total: Contracted and 3rd Party Service</b>		<b>392,194</b>	<b>380,145</b>	<b>380,145</b>	<b>415,845</b>	<b>35,700</b>	<b>9.4%</b>

<b>PerDiem and Other Personal Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Per Diem	506000	1,800	3,500	3,500	3,500	0	0.0%
Other Pers Serv	506200	0	48,315	48,315	0	(48,315)	-100.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>1,800</b>	<b>51,815</b>	<b>51,815</b>	<b>3,500</b>	<b>(48,315)</b>	<b>-93.2%</b>
<b>Total: 1. PERSONAL SERVICES</b>		<b>1,183,322</b>	<b>1,167,103</b>	<b>1,167,103</b>	<b>1,162,803</b>	<b>(4,300)</b>	<b>-0.4%</b>



**Budget Object Group: 2. OPERATING**

						Difference Between	Percent Change
		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	FY2018 Governor's Recommend and FY2017 As Passed	FY2018 Governor's Recommend and FY2017 As Passed
<b>Equipment</b>							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	1,850	0	0	0	0	0.0%
Other Equipment	522400	820	0	0	0	0	0.0%
<b>Total: Equipment</b>		<b>2,670</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

						Difference Between	Percent Change
		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	FY2018 Governor's Recommend and FY2017 As Passed	FY2018 Governor's Recommend and FY2017 As Passed
<b>IT/Telecom Services and Equipment</b>							
Description	Code						
Internet	516620	668	0	0	0	0	0.0%
Telecom-Toll Free Phone Serv	516657	5,158	6,000	6,000	6,000	0	0.0%
Telecom-Conf Calling Services	516658	12	150	150	150	0	0.0%
Telecom-Wireless Phone Service	516659	2,034	2,165	2,165	2,165	0	0.0%
It Intsvccost-Vision/Isdassess	516671	563	514	514	509	(5)	-1.0%
It Intsvccost- Dii - Telephone	516672	2,703	3,600	3,600	3,600	0	0.0%
It Inter Svc Cost User Support	516678	6,792	7,235	7,235	8,185	950	13.1%
Hw - Other Info Tech	522200	310	0	0	0	0	0.0%
Info Tech Purchases-Hardware	522210	731	0	0	0	0	0.0%
Hardware-Telephone User Equip	522219	249	0	0	0	0	0.0%
Software - Other	522220	5	0	0	0	0	0.0%
Software-Gis	522223	638	965	965	0	(965)	-100.0%
Sw-Website Dev Maint Hosting	522224	0	17,385	17,385	0	(17,385)	-100.0%
Hw-Other Wireless Comm	522254	60	0	0	0	0	0.0%
Hw-Personal Mobile Devices	522258	706	800	800	800	0	0.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>20,630</b>	<b>38,814</b>	<b>38,814</b>	<b>21,409</b>	<b>(17,405)</b>	<b>-44.8%</b>

				FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Other Operating Expenses</b>		FY2016 Actuals	FY2017 Original As Passed Budget				
Description	Code						
Single Audit Allocation	523620	1,571	1,418	1,418	1,493	75	5.3%
Registration & Identification	523640	40	40	40	40	0	0.0%
<b>Total: Other Operating Expenses</b>		<b>1,611</b>	<b>1,458</b>	<b>1,458</b>	<b>1,533</b>	<b>75</b>	<b>5.1%</b>

				FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Other Purchased Services</b>		FY2016 Actuals	FY2017 Original As Passed Budget				
Description	Code						
Insurance Other Than Empl Bene	516000	5,305	5,638	5,638	6,451	813	14.4%
Insurance - General Liability	516010	1,347	1,132	1,132	1,201	69	6.1%
Dues	516500	170,372	170,905	170,905	170,905	0	0.0%
Telecom-Mobile Wireless Data	516623	1,891	1,790	1,790	1,790	0	0.0%
It Int Svc Dii Allocated Fee	516685	8,815	9,214	9,214	9,997	783	8.5%
Advertising-Tv	516811	7,900	255,000	255,000	8,000	(247,000)	-96.9%
Advertising-Radio	516812	12,586	128,300	128,300	9,000	(119,300)	-93.0%
Advertising-Print	516813	225,528	121,500	121,500	225,000	103,500	85.2%
Advertising-Web	516814	863,389	740,039	740,039	762,317	22,278	3.0%
Advertising-Other	516815	9,101	149,640	149,640	11,211	(138,429)	-92.5%
Advertising - Out of Home	516817	233,624	7,200	7,200	180,700	173,500	2,409.7%
Advertising - Job Vacancies	516820	2,242	0	0	0	0	0.0%
Trade Shows & Events	516870	49,529	32,500	32,500	25,000	(7,500)	-23.1%
Giveaways	516871	2,451	8,400	8,400	8,400	0	0.0%
Sponsorships	516872	134,010	0	0	149,694	149,694	0.0%
Photography	516875	40,500	1,000	1,000	1,000	0	0.0%
Printing and Binding	517000	9,713	8,150	8,150	8,150	0	0.0%
Printing & Binding-Bgs Copy Ct	517005	350	1,000	1,000	1,000	0	0.0%
Printing-Promotional	517010	13,692	24,050	24,050	31,550	7,500	31.2%
Registration For Meetings&Conf	517100	4,865	6,900	6,900	6,900	0	0.0%
Postage	517200	30,215	36,400	36,400	36,400	0	0.0%
Postage - Bgs Postal Svcs Only	517205	2,949	0	0	0	0	0.0%
Freight & Express Mail	517300	26,113	28,150	28,150	27,150	(1,000)	-3.6%

				FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Other Purchased Services (cont)</b>		FY2016 Actuals	FY2017 Original As Passed Budget				
Description	Code						
Instate Conf, Meetings, Etc	517400	75	0	0	0	0	0.0%
Other Purchased Services	519000	5,952	1,500	1,500	1,500	0	0.0%
Brochure Distribution	519030	12,870	11,200	11,200	9,200	(2,000)	-17.9%

<b>Total: Other Purchased Services</b>		<b>1,875,384</b>	<b>1,749,608</b>	<b>1,749,608</b>	<b>1,692,516</b>	<b>(57,092)</b>	<b>-3.3%</b>
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				FY2017 Governor's BAA	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	FY2017 Original As Passed Budget	Recommended Budget	Recommended Budget	FY2018 Governor's Recommend and FY2017 As Passed	FY2018 Governor's Recommend and FY2017 As Passed
<b>Property and Maintenance</b>							
Description	Code						
Repair & Maint - Office Tech	513010	918	1,000	1,000	1,000	0	0.0%
Other Repair & Maint Serv	513200	14	0	0	0	0	0.0%
<b>Total: Property and Maintenance</b>		<b>933</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.0%</b>

				FY2017 Governor's BAA	FY2018 Governor's	Difference Between	Percent Change
		FY2016 Actuals	FY2017 Original As Passed Budget	Recommended Budget	Recommended Budget	FY2018 Governor's Recommend and FY2017 As Passed	FY2018 Governor's Recommend and FY2017 As Passed
<b>Rental Other</b>							
Description	Code						
Rental of Equipment & Vehicles	514500	885	0	0	0	0	0.0%
Rental - Auto	514550	3,576	4,728	4,728	0	(4,728)	-100.0%
Rental - Other	515000	222	0	0	0	0	0.0%
<b>Total: Rental Other</b>		<b>4,683</b>	<b>4,728</b>	<b>4,728</b>	<b>0</b>	<b>(4,728)</b>	<b>-100.0%</b>

				FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Rental Property</b>		FY2016 Actuals	FY2017 Original As Passed Budget				
Description	Code						
Rent Land&Bldgs-Non-Office	514010	1,513	1,600	1,600	1,454	(146)	-9.1%
<b>Total: Rental Property</b>		<b>1,513</b>	<b>1,600</b>	<b>1,600</b>	<b>1,454</b>	<b>(146)</b>	<b>-9.1%</b>

				FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Supplies</b>		FY2016 Actuals	FY2017 Original As Passed Budget				
Description	Code						
Office Supplies	520000	968	950	950	950	0	0.0%
Gasoline	520110	1,537	1,625	1,625	603	(1,022)	-62.9%
Other General Supplies	520500	776	425	425	350	(75)	-17.6%
It & Data Processing Supplies	520510	16	450	450	450	0	0.0%
Subscriptions	521510	2,400	300	300	300	0	0.0%
Subscriptions Other Info Serv	521515	300	3,275	3,275	2,954	(321)	-9.8%
<b>Total: Supplies</b>		<b>5,996</b>	<b>7,025</b>	<b>7,025</b>	<b>5,607</b>	<b>(1,418)</b>	<b>-20.2%</b>

				FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Travel</b>		FY2016 Actuals	FY2017 Original As Passed Budget				
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	1,244	5,625	5,625	5,225	(400)	-7.1%
Travel-Inst-Other Transp-Emp	518010	614	2,760	2,760	1,260	(1,500)	-54.3%
Travel-Inst-Meals-Emp	518020	361	350	350	350	0	0.0%
Travel-Inst-Lodging-Emp	518030	1,203	1,250	1,250	1,250	0	0.0%
Travel-Inst-Incidentals-Emp	518040	182	265	265	165	(100)	-37.7%
Travel-Inst-Auto Mileage-Nonemp	518300	1,003	2,000	2,000	2,000	0	0.0%
Travel-Inst-Other Trans-Nonemp	518310	0	250	250	250	0	0.0%
Travel-Inst-Meals-Nonemp	518320	181	560	560	560	0	0.0%
Travel-Inst-Lodging-Nonemp	518330	100	800	800	800	0	0.0%
Travel-Outst-Auto Mileage-Emp	518500	690	1,635	1,635	1,635	0	0.0%
Travel-Outst-Other Trans-Emp	518510	9,330	10,500	10,500	10,500	0	0.0%
Travel-Outst-Meals-Emp	518520	2,079	3,850	3,850	3,850	0	0.0%
Travel-Outst-Lodging-Emp	518530	15,360	21,625	21,625	21,625	0	0.0%
Travel-Outst-Incidentals-Emp	518540	1,178	1,200	1,200	1,200	0	0.0%
Travel-Outst-Automileage-Nonemp	518700	264	0	0	0	0	0.0%
Travel-Outst-Other Trans-Nonemp	518710	2,424	0	0	0	0	0.0%
Travel-Outst-Lodging-Nonemp	518730	4,871	0	0	0	0	0.0%
Travel-Outst-Incidentals-Nonemp	518740	75	0	0	0	0	0.0%
<b>Total: Travel</b>		<b>41,159</b>	<b>52,670</b>	<b>52,670</b>	<b>50,670</b>	<b>(2,000)</b>	<b>-3.8%</b>

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and As Passed	Percent Change FY2018 Governor's Recommend and As Passed
<b>Repair and Maintenance Services</b>							
Description	Code						
Software-Repair&Maint-Servers	513056	0	0	0	17,881	17,881	0.0%
<b>Total: Repair and Maintenance Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>17,881</b>	<b>17,881</b>	<b>0.0%</b>
<b>Total: 2. OPERATING</b>		<b>1,954,578</b>	<b>1,856,903</b>	<b>1,856,903</b>	<b>1,792,070</b>	<b>(64,833)</b>	<b>-3.5%</b>

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Grants Rollup</b>							
Description	Code						
Other Grants	550500	149,546	150,380	150,380	150,380	0	0.0%
<b>Total: Grants Rollup</b>		<b>149,546</b>	<b>150,380</b>	<b>150,380</b>	<b>150,380</b>	<b>0</b>	<b>0.0%</b>
<b>Total: 3. GRANTS</b>		<b>149,546</b>	<b>150,380</b>	<b>150,380</b>	<b>150,380</b>	<b>0</b>	<b>0.0%</b>
<b>Total Expenses:</b>		<b>3,287,447</b>	<b>3,174,386</b>	<b>3,174,386</b>	<b>3,105,253</b>	<b>(69,133)</b>	<b>-2.2%</b>

		FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Fund Name	Fund Code						
General Fund	10000	3,139,743	3,074,386	3,074,386	3,075,253	867	0.0%
Inter-Unit Transfers Fund	21500	147,704	100,000	100,000	30,000	(70,000)	-70.0%
<b>Funds Total:</b>		<b>3,287,447</b>	<b>3,174,386</b>	<b>3,174,386</b>	<b>3,105,253</b>	<b>(69,133)</b>	<b>-2.2%</b>
Position Count					8		
FTE Total					8		

**Department: TOURISM & MARKETING**

**GRANTS TO NON-STATE GOVERNMENT ENTITIES**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6890	10000	VT Convention & Visitors Bureau	\$95,000
6890	10000	VT Mountain Bike Association	\$26,880
6890	10000	VT Ski Area Association	\$28,500
		<b>Total</b>	<b>150,380</b>

**Department: Tourism and Marketing**

**Interdepartmental Transfer Receipts**

<b>Budget Request Code</b>	<b>Fund</b>	<b>Justification</b>	<b>Est Amount</b>
6892	21500	BU 08100 - AOT Byways Promotion	\$30,000
		<b>Total</b>	<b>\$30,000</b>

**DEPT OF TOURISM AND MARKETING  
FY 18 CONTRACT DETAIL**

Name/Type	Account Code	FY 2018	
		Contracts Request	General Fund
Competitive Computing - Site Core only	507543	\$20,000	\$20,000
Advertising Agency	507561	\$75,000	\$75,000
Tradeshow Advertising - Canadian	507563	\$10,000	\$10,000
Marketing Representation	507563	\$101,000	\$101,000
Media Planning/Buying	507564	\$76,000	\$76,000
Call Center - RDI	507600	\$0	\$0
Maxham Call Center, Fulfillment, Storage	507600	\$72,000	\$72,000
New England Tourism Center-Mail	507600	\$12,000	\$12,000
Vocus Clipping Service	507600	\$15,845	\$15,845
KnowledgeVision	507600	\$8,000	\$8,000
Travel Survey Research - TNS/VisaView	507600	\$26,000	\$26,000
<b>Total Tourism &amp; Marketing</b>		<u>\$415,845</u>	<u>\$415,845</u>
IT Contracts - Servers	507543	\$20,000	\$20,000
Contr&3rdPty-Creative/Developm	507561	\$75,000	\$75,000
Contr&3rdPty-Adv/Mkting-Other	507563	\$111,000	\$111,000
Contr&3rdPty-Media-Plan/Buying	507564	\$76,000	\$76,000
Other Contr and 3rd Pty Serv	507600	\$133,845	\$133,845
		<u>\$415,845</u>	<u>\$415,845</u>



**Department of Tourism & Marketing**  
**General Fund Carry-forward Balances - June 30, 2016**

Source: VISION Query: VT\_APPROP\_FUND\_SUM\_NW

Unit	Dept	Fund	Budget Amt	Encumb Amt	Expended Amt	Available Amt
07130	7130000000	10000	(3,583,516.76)	374,878.20	3,144,695.06	(63,943.50)

The Department is requesting FY16 General Fund carryforward of \$63,943.50 to support ongoing tourism initiatives that were committed to during 2016. As you will see below it was more of a case of the bills not reaching us in time for yearend closing. The funds will be used to cover FY16 trade show expenses that were incurred in June as well as a Sales Mission to New Zealand and Australia that took place in early July. Two events that we committed to, a major Food and Wine Festival in Stowe and the 2016 World Cup in Killington had not yet billed us. We produced a German Language Video in partnership with Brand USA but the distribution invoice also arrived after the fact. These items were all in our plans and budget for 2016.

FY16 Purchasing Card Invoice for Travel and Trade Show Expenses	9,661.13
FY16 Trade Show Expenses	5,700.00
FY16 Brand USA - German Video Development	14,000.00
FY16 WGBH Food & Wine Festival Invoice	10,000.00
WixHill sales mission to New Zealand and Australia	9,582.37
Support Killington World Cup occurring Thanksgiving 2016 - Similar to USA Triathlon VDTM supported for two consecutive years.	15,000.00
Total	<u>63,943.50</u>

## Summary Table of Contents -Strategic Overview and Program Performance FY18 Budget Request

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**DEPARTMENT OF TOURISM AND MARKETING (VDTM)  
FISCAL YEAR 2018 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 service 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 2015, visitors to Vermont spent more than \$2.6 billion. This is a small increase from 2013. For some categories of spending, the expenditures decrease. An example being gasoline purchases. The cost of gasoline decreased by 40% between 2013 and 2015 so that overall gasoline purchases decreased by almost \$35 million dollars. Other decreases in reported figures are the results of improved data for analysis. Expenditure increases are due to a combination of price increases and larger visitor volumes. The increases are largely from greater visitor expenditures per trip rather than an increase in the number of visits to Vermont. The number of visits remained constant at 13 million or 21 million visitor nights.

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

The table below describes these three measures along with their performance from FY 16 – 17.

Measures		FY 2015	FY 2016	FY 2017 Budget	FY 2017 BAA	FY 2018 Budget
Occupancy at Vermont State Parks	# occupancy	423,228	411,732	427,000	427,000	427,000
Jobs in the hospitality sector	# jobs	35,400	36,100	36,200	36,200	36,300
increase of rooms & meals tax revenue	\$ increase tax revenue (millions)	\$ 7,880,000.00	\$ 3,340,000.00	\$ 5,000,000.00	\$5,000,000.00	\$5,000,000.00

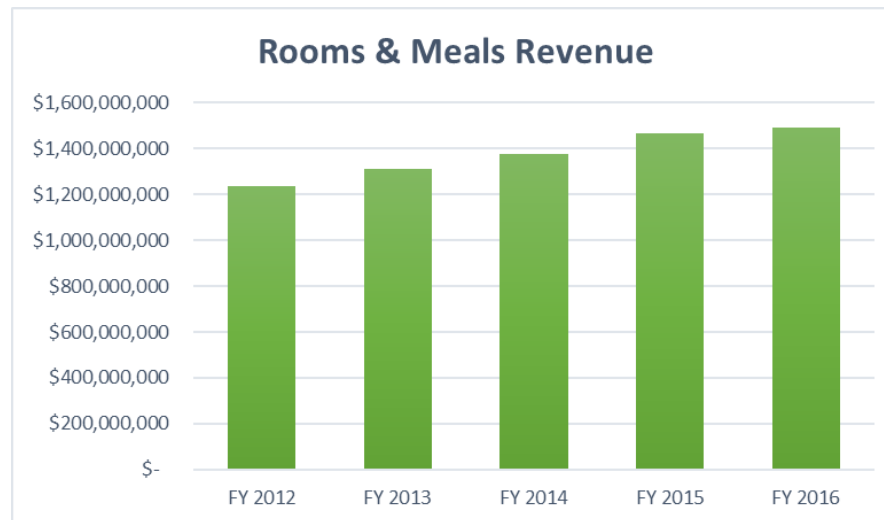
These items were selected as measurable outcomes of tourism marketing because they represent the health of the sector within Vermont. Rooms and meals tax revenue, and rooms revenue in particular is a direct indicator of tourist spending within the state and provide the Department with a gauge of overall 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.

## **Research:**

Every two years, the Department of Tourism and Marketing prepares its Benchmark report on Tourism. The purpose is to describe qualitatively and quantitatively the impacts of tourism on the Vermont economy. These impacts include jobs and income for Vermonters, revenue for state and local governments, and improved cultural and recreational opportunities for Vermont residents.

The chart below shows an annual average increase of 5% in Meals and Rooms revenue for the state.

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



Source: Vermont Tax Department

## **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 80,000 e-newsletter subscribers, 36,000 Facebook followers and 23,000 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 2018 media strategy includes a combination of digital, social, native, television, print, and out of home (outdoor advertising). Advertisements are placed in publications, locations, and broadcast networks that attract 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.

**Web Technology:** In 2015 VDTM rebuilt and launched [www.VermontVacation.com](http://www.VermontVacation.com) with new technology to better serve travelers and Vermont tourism businesses. The redesigned Vermont Travel Planner was integrated into VermontVacation.com, making it available for both desktop and mobile. The business listings in the Vermont Travel Planner are managed by the Vermont Chamber of Commerce in order to ensure that the business listings are accurate and current. 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 receives an average of 44,000 visitors a month.

### **Mobile**

FY 18 includes strategic 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.

### **Digital**

VDTM continues to aggressively market Vermont online to new and repeat visitors in Montréal, New York City, Washington DC and Boston. The Department utilizes new technology and strategies in key markets to reach consumers. Tactics include social media advertising, contextual banner ad placement, native advertising, in app mobile placements, and search engine advertising.

## **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, Expedia, BedandBreakfest.com, Priceline 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.

## **Digital Radio**

Digital Radio continues to be one of 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 advertising far above what our budget would allow.

## **Media Tracking**

The Vermont Department of Tourism & Marketing is utilizing two new travel market media tracking systems, Arrivalist, and ADARA. Arrivalist anonymously measures change in the locations of GPS network enabled devices allowing the Department to monitor the consumers journey from 1<sup>st</sup> digital media exposure to arrival in the market. ADARA leverages 1<sup>st</sup> party data from major airlines, hotels, rental car companies allowing the Department to target consumers during their planning process and track consumers spending after media exposure. When a consumer interacts with Vermont digital advertising or VermontVacation.com an anonymous tracking pixel is placed. Once the consumer arrives in market, we can chart how effective and efficient the media influenced visitation.

## **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.

In FY2017 Cabot resumed its collaborative marketing program with the Department for the winter 2016/17 campaign. This partnership increased the volume of advertising for the winter season by an additional \$100,000 in direct advertising. We hope to continue this program for future campaigns.

### **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. 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.

### **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.

## **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.

## **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.

## **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.

Circulation for Vermont Life continues to hold steady, ending a 20-year decline. A direct mail campaign exceeded projections, and digital couponing including "Jumponit" and "Living Social" helped increase circulation, as did partnerships with local hotels like Hotel Vermont and Stowe Mountain Resort that placed issues in every room.

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 69-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 40,000 permitted e-mail addresses.

More than 20,000 consumers like Vermont Life's Facebook page.

20,000 follow Vermont Life on Twitter

### **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 7 since 2007
- Eliminated artisan catalog
- 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
- Polybagging Ski Vermont Magazine with Winter 15-16 issue (\$7,500)

FISCAL YEAR 2018 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 2016 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.	473,897						473,897	2	149,546
FY 2017 estimated expenditures		463,302						463,302	2	150,380
FY 2018 budget request		450,629						450,629	2	150,380
<u>Sales and Marketing</u>										
FY 2016 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.	2,487,866					147,704	2,635,570	5	
FY 2017 estimated expenditures		2,467,723					100,000	2,567,723	5	
FY 2018 budget request		2,475,474					30,000	2,505,474	5	
<u>Communications and Outreach</u>										
FY 2016 expenditures	Coordinates communications, database, Web, public earned media and research relationships among statewide and regional tourism, agriculture, natural and cultural heritage organizations.	89,813						89,813	1	
FY 2017 estimated expenditures		105,227						105,227	1	
FY 2018 budget request		119,411						119,411	1	
<u>Research</u>										
FY 2016 expenditures	Provides studies of visitor demographics, interests, activities, spending and economic impact for use in marketing strategies and policy decisions.	88,167						88,167	1	
FY 2017 estimated expenditures		38,134						38,134	0	
FY 2018 budget request		29,739						29,739	0	
<u>Vermont Life Magazine</u>										
FY 2016 expenditures	The division exists to publish a top-quality magazine celebrating, explaining, and promoting the State of Vermont, its people and its heritage.						709,712	709,712	8	
FY 2017 estimated expenditures							732,368	732,368	7	
FY 2018 budget request							763,023	763,023	7	
<b>Total Department</b>		<b>FY 2016 expenditures</b>	<b>3,139,743</b>	-	-	-	<b>857,416</b>	<b>3,997,159</b>	<b>17</b>	<b>149,546</b>
		<b>FY 2017 estimated expenditures</b>	<b>3,074,386</b>	-	-	-	<b>832,368</b>	<b>3,906,754</b>	<b>15</b>	<b>150,380</b>
		<b>FY 2018 budget request</b>	<b>3,075,253</b>	-	-	-	<b>793,023</b>	<b>3,868,276</b>	<b>15</b>	<b>150,380</b>

**FY 2018 GOVERNOR'S BUDGET RECOMMENDATIONS - PROGRAM PERFORMANCE MEASURES**

<b>AGENCY NAME:</b>	Agency of Commerce and Community Development	
<b>DEPARTMENT NAME:</b>	Vermont Department of Tourism and Marketing	
<b>DIVISION NAME:</b>		
<b>PRIMARY APPROPRIATION #</b>	<b>7130000000</b>	
<b>PROGRAM NAME</b>		
<b>PROGRAM NUMBER (if used)</b>		
<b>FY 2018 Appropriation \$\$</b>	<b>\$ -</b>	
<b>Budget Amounts in Primary appropriation not related to this program:</b>	<b>\$ -</b>	
		<b>SECONDARY APPROPRIATION #</b>
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>Program Budget Amounts from other appropriation:</b>	<b>\$ -</b>	
<b>TOTAL PROGRAM BUDGET FY 2017</b>	<b>\$ -</b>	<b>n/a</b>

<b>POPULATION-LEVEL OUTCOME:</b>	(1) Vermont has a prosperous economy.	<b>Population-Level Outcomes Drop Down (scroll and select):</b> (scroll down and select) (1) Vermont has a prosperous economy. (2) Vermonters are healthy. (3) Vermont's environment is clean and sustainable. (4) Vermont's communities are safe and supportive. (5) Vermont's families are safe, nurturing, stable, and supported. (6) Vermont's children and young people achieve their potential, including: (6)(A) Pregnant women and young people thrive. (6)(B) Children are ready for school.
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<b>POPULATION-LEVEL INDICATOR:</b>		<b>An Indicator is:</b> A measurable condition of well-being for children, adults, families, communities. Examples: violent crime rate; median house price; unemployment rate; % of electric generation from renewable sources; % registered voters voting in general election; % structurally deficient bridges; etc. Not all performance measures have measurable Indicators, although the performance measure may well inform the ultimate Outcome and/or the state of the Outcome..
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		Performance Measure Data				
		FY 2015	FY 2016	FY 2017 Budget	FY 2017 BAA	FY 2018 Budget
<b>Performance Measure A:</b>	<b>Occupancy at Vermont State Parks</b>					
<b>Type of PM A:</b>	<b>1. How much did we do? (a.k.a. quantity or output) (Good PM)</b>	25	423,228	411,000	427,000	427,000
<b>Performance Measure B:</b>	<b>Increase of jobs in the hospitality sector</b>					
<b>Type of PM B:</b>	<b>3. Is anyone better off? (a.k.a. effectiveness or result/outcome) (Best PM)</b>	26	35,400	36,100	36,200	36,200
<b>Performance Measure C:</b>	<b>Increase of rooms and meals tax revenue</b>					
<b>Type of PM C:</b>	<b>1. How much did we do? (a.k.a. quantity or output) (Good PM)</b>	27	\$ 7,880,000.00	\$ 3,340,000.00	\$ 5,000,000.00	\$ 5,000,000.00

**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.

**FY 2018 GOVERNOR'S BUDGET RECOMMENDATIONS - PROGRAM PERFORMANCE MEASURES**

**AGENCY NAME:** Agency of Commerce and Community Development

**DEPARTMENT NAME:** Vermont Department of Tourism and Marketing

**DIVISION NAME:**

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. Fiscal year 2016 is notably off from our projections. The winter of 2016 was the worst winter in Vermont's history in terms of winter recreation. The unprecedented lack of snowfall fell heavily into the issue of meeting our projections. Skier days were off by 1,000,000 visits in the winter of 2016 which contributed greatly to the shortfall.

**Organization: Vermont Life Magazine**

**Budget Rollup Report**

**Budget Object Group: 1. PERSONAL SERVICES**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Salaries and Wages	451,422	404,536	404,536	452,045	47,509	11.7%
Fringe Benefits	216,657	222,367	222,367	261,629	39,262	17.7%
Contracted and 3rd Party Service	1,318	14,000	14,000	1,500	(12,500)	-89.3%
PerDiem and Other Personal Services	0	30,000	30,000	0	(30,000)	-100.0%
<b>Budget Object Group Total: 1. PERSONAL SERVICES</b>	<b>669,397</b>	<b>670,903</b>	<b>670,903</b>	<b>715,174</b>	<b>44,271</b>	<b>6.6%</b>

**Budget Object Group: 2. OPERATING**

Budget Object Rollup Name	FY2016 Actuals	FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
Equipment	0	7,840	7,840	6,865	(975)	-12.4%
IT/Telecom Services and Equipment	10,949	11,314	11,314	7,789	(3,525)	-31.2%
Travel	3,075	6,600	6,600	5,624	(976)	-14.8%
Supplies	1,719	3,300	3,300	3,905	605	18.3%
Other Purchased Services	20,122	29,816	29,816	21,077	(8,739)	-29.3%
Other Operating Expenses	2,620	500	500	40	(460)	-92.0%
Rental Other	0	200	200	0	(200)	-100.0%
Rental Property	1,254	1,395	1,395	1,454	59	4.2%
Property and Maintenance	576	500	500	600	100	20.0%
Repair and Maintenance Services	0	0	0	495	495	0.0%
<b>Budget Object Group Total: 2. OPERATING</b>	<b>40,315</b>	<b>61,465</b>	<b>61,465</b>	<b>47,849</b>	<b>(13,616)</b>	<b>-22.2%</b>

<b>Total Expenses</b>	<b>709,712</b>	<b>732,368</b>	<b>732,368</b>	<b>763,023</b>	<b>30,655</b>	<b>4.2%</b>
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<b>Fund Name</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Enterprise Funds	709,712	732,368	732,368	763,023	30,655	4.2%
<b>Funds Total</b>	<b>709,712</b>	<b>732,368</b>	<b>732,368</b>	<b>763,023</b>	<b>30,655</b>	<b>4.2%</b>

Position Count				7		
FTE Total				7		

Organization: Vermont Life Magazine

Budget Detail Report

Budget Object Group: 1. PERSONAL SERVICES

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Salaries and Wages</b>		<b>FY2016 Actuals</b>					
Description	Code						
Classified Employees	500000	451,422	323,749	323,749	368,263	44,514	13.7%
Exempt	500010	0	80,787	80,787	83,782	2,995	3.7%
<b>Total: Salaries and Wages</b>		<b>451,422</b>	<b>404,536</b>	<b>404,536</b>	<b>452,045</b>	<b>47,509</b>	<b>11.7%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Fringe Benefits</b>		<b>FY2016 Actuals</b>					
Description	Code						
FICA - Classified Employees	501000	32,501	24,768	24,768	28,173	3,405	13.7%
FICA - Exempt	501010	0	6,180	6,180	6,409	229	3.7%
Health Ins - Classified Empl	501500	100,834	102,650	102,650	115,058	12,408	12.1%
Health Ins - Exempt	501510	0	8,212	8,212	22,952	14,740	179.5%
Retirement - Classified Empl	502000	73,823	56,557	56,557	64,335	7,778	13.8%
Retirement - Exempt	502010	0	14,113	14,113	14,637	524	3.7%
Dental - Classified Employees	502500	5,914	4,980	4,980	4,764	(216)	-4.3%
Dental - Exempt	502510	0	830	830	794	(36)	-4.3%
Life Ins - Classified Empl	503000	1,395	1,152	1,152	1,555	403	35.0%
Life Ins - Exempt	503010	0	288	288	354	66	22.9%
LTD - Classified Employees	503500	186	0	0	0	0	0.0%
LTD - Exempt	503510	0	186	186	193	7	3.8%
EAP - Classified Empl	504000	202	180	180	180	0	0.0%
EAP - Exempt	504010	0	30	30	30	0	0.0%
Workers Comp - Ins Premium	505200	1,802	2,241	2,241	2,195	(46)	-2.1%
<b>Total: Fringe Benefits</b>		<b>216,657</b>	<b>222,367</b>	<b>222,367</b>	<b>261,629</b>	<b>39,262</b>	<b>17.7%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Contracted and 3rd Party Service</b>		<b>FY2016 Actuals</b>					
Description	Code						
Contr&3Rd Party-Fulfillment	507020	1,318	1,500	1,500	1,500	0	0.0%
Creative/Development-Web	507562	0	12,500	12,500	0	(12,500)	-100.0%
<b>Total: Contracted and 3rd Party Service</b>		<b>1,318</b>	<b>14,000</b>	<b>14,000</b>	<b>1,500</b>	<b>(12,500)</b>	<b>-89.3%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>PerDiem and Other Personal Services</b>							
Description	Code						
Other Pers Serv	506200	0	30,000	30,000	0	(30,000)	-100.0%
<b>Total: PerDiem and Other Personal Services</b>		<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>(30,000)</b>	<b>-100.0%</b>

<b>Total: 1. PERSONAL SERVICES</b>		<b>669,397</b>	<b>670,903</b>	<b>670,903</b>	<b>715,174</b>	<b>44,271</b>	<b>6.6%</b>
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**Budget Object Group: 2. OPERATING**

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Equipment</b>							
Description	Code						
Hardware - Desktop & Laptop Pc	522216	0	6,340	6,340	6,340	0	0.0%
Software - Desktop	522286	0	0	0	525	525	0.0%
Office Equipment	522410	0	500	500	0	(500)	-100.0%
Furniture & Fixtures	522700	0	1,000	1,000	0	(1,000)	-100.0%
<b>Total: Equipment</b>		<b>0</b>	<b>7,840</b>	<b>7,840</b>	<b>6,865</b>	<b>(975)</b>	<b>-12.4%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>IT/Telecom Services and Equipment</b>		<b>FY2016 Actuals</b>					
Description	Code						
Telecom-Toll Free Phone Serv	516657	0	50	50	0	(50)	-100.0%
It Intsvccost-Vision/Isdassess	516671	501	450	450	509	59	13.1%
It Intsvccost- Dii - Telephone	516672	2,438	3,600	3,600	2,529	(1,071)	-29.8%
It Inter Svc Cost User Support	516678	4,454	4,372	4,372	4,751	379	8.7%
Hw - Other Info Tech	522200	853	0	0	0	0	0.0%
Software - Other	522220	386	2,000	2,000	0	(2,000)	0.0%
Software - Office Technology	522221	120	0	0	0	0	0.0%
Software-Gis	522223	131	842	842	0	(842)	-100.0%
Sw-Website Dev Maint Hosting	522224	2,066	0	0	0	0	0.0%
<b>Total: IT/Telecom Services and Equipment</b>		<b>10,949</b>	<b>11,314</b>	<b>11,314</b>	<b>7,789</b>	<b>(3,525)</b>	<b>-31.2%</b>

<b>Other Operating Expenses</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Registration & Identification	523640	40	0	0	40	40	0.0%
Bank Service Charges	524000	0	0	0	0	0	0.0%
Cost of Freight	525160	0	500	500	0	(500)	-100.0%
Cost of Stock Items Sold	525290	2,580	0	0	0	0	0.0%
<b>Total: Other Operating Expenses</b>		<b>2,620</b>	<b>500</b>	<b>500</b>	<b>40</b>	<b>(460)</b>	<b>-92.0%</b>

<b>Other Purchased Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
<b>Description</b>	<b>Code</b>						
Insurance Other Than Empl Bene	516000	4,716	4,934	4,934	6,451	1,517	30.7%
Insurance - General Liability	516010	1,198	991	991	1,201	210	21.2%
Dues	516500	0	200	200	0	(200)	-100.0%
It Int Svc Dii Allocated Fee	516685	8,815	8,191	8,191	7,775	(416)	-5.1%
Advertising-Web	516814	2,856	3,000	3,000	3,000	0	0.0%
Advertising - Job Vacancies	516820	0	1,000	1,000	0	(1,000)	-100.0%
Printing and Binding	517000	0	500	500	0	(500)	-100.0%
Printing-Promotional	517010	0	1,000	1,000	0	(1,000)	-100.0%
Registration For Meetings&Conf	517100	70	1,000	1,000	100	(900)	-90.0%
Postage	517200	2,357	7,000	7,000	2,400	(4,600)	-65.7%
Freight & Express Mail	517300	0	1,000	1,000	0	(1,000)	-100.0%
Instate Conf, Meetings, Etc	517400	45	0	0	50	50	0.0%
Other Purchased Services	519000	65	1,000	1,000	100	(900)	-90.0%
<b>Total: Other Purchased Services</b>		<b>20,122</b>	<b>29,816</b>	<b>29,816</b>	<b>21,077</b>	<b>(8,739)</b>	<b>-29.3%</b>

							Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Property and Maintenance</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	
<b>Description</b>	<b>Code</b>						
Repair & Maint - Office Tech	513010	576	500	500	600	100	20.0%
<b>Total: Property and Maintenance</b>		<b>576</b>	<b>500</b>	<b>500</b>	<b>600</b>	<b>100</b>	<b>20.0%</b>

							Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Rental Other</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	
<b>Description</b>	<b>Code</b>						
Rental of Equipment & Vehicles	514500	0	200	200	0	(200)	-100.0%
<b>Total: Rental Other</b>		<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>(200)</b>	<b>-100.0%</b>

							Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Rental Property</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	
<b>Description</b>	<b>Code</b>						
Rent Land&Bldgs-Non-Office	514010	1,254	1,395	1,395	1,454	59	4.2%
<b>Total: Rental Property</b>		<b>1,254</b>	<b>1,395</b>	<b>1,395</b>	<b>1,454</b>	<b>59</b>	<b>4.2%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Supplies</b>		FY2016 Actuals					
Description	Code						
Office Supplies	520000	768	2,400	2,400	800	(1,600)	-66.7%
Other General Supplies	520500	27	100	100	30	(70)	-70.0%
It & Data Processing Supplies	520510	86	0	0	100	100	0.0%
Books&Periodicals-Library/Educ	521500	0	100	100	0	(100)	-100.0%
Subscriptions	521510	205	500	500	225	(275)	-55.0%
Subscriptions Other Info Serv	521515	632	100	100	2,750	2,650	2,650.0%
Other Books & Periodicals	521520	0	100	100	0	(100)	-100.0%
<b>Total: Supplies</b>		<b>1,719</b>	<b>3,300</b>	<b>3,300</b>	<b>3,905</b>	<b>605</b>	<b>18.3%</b>

			FY2017 Original As Passed Budget	FY2017 Governor's BAA Recommended Budget	FY2018 Governor's Recommended Budget	Difference Between FY2018 Governor's Recommend and FY2017 As Passed	Percent Change FY2018 Governor's Recommend and FY2017 As Passed
<b>Travel</b>		FY2016 Actuals					
Description	Code						
Travel-Inst-Auto Mileage-Emp	518000	2,552	3,500	3,500	4,700	1,200	34.3%
Travel-Inst-Other Transp-Emp	518010	80	0	0	0	0	0.0%
Travel-Inst-Meals-Emp	518020	61	100	100	100	0	0.0%
Travel-Inst-Lodging-Emp	518030	0	300	300	324	24	8.0%
Travel-Inst-Incidentals-Emp	518040	106	0	0	200	200	0.0%
Travel-Outst-Auto Mileage-Emp	518500	0	500	500	0	(500)	-100.0%
Travel-Outst-Other Trans-Emp	518510	0	1,200	1,200	0	(1,200)	-100.0%
Travel-Outst-Meals-Emp	518520	212	500	500	225	(275)	-55.0%
Travel-Outst-Lodging-Emp	518530	65	500	500	75	(425)	-85.0%
<b>Total: Travel</b>		<b>3,075</b>	<b>6,600</b>	<b>6,600</b>	<b>5,624</b>	<b>(976)</b>	<b>-14.8%</b>

<b>Repair and Maintenance Services</b>		<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and As Passed</b>
<b>Description</b>	<b>Code</b>						
Software-Repair&Maint-Servers	513056	0	0	0	495	495	0.0%
<b>Total: Repair and Maintenance Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>495</b>	<b>495</b>	<b>0.0%</b>
<b>Total: 2. OPERATING</b>		<b>40,315</b>	<b>61,465</b>	<b>61,465</b>	<b>47,849</b>	<b>(13,616)</b>	<b>-22.2%</b>
<b>Total Expenses:</b>		<b>709,712</b>	<b>732,368</b>	<b>732,368</b>	<b>763,023</b>	<b>30,655</b>	<b>4.2%</b>

<b>Fund Name</b>	<b>Fund Code</b>	<b>FY2016 Actuals</b>	<b>FY2017 Original As Passed Budget</b>	<b>FY2017 Governor's BAA Recommended Budget</b>	<b>FY2018 Governor's Recommended Budget</b>	<b>Difference Between FY2018 Governor's Recommend and FY2017 As Passed</b>	<b>Percent Change FY2018 Governor's Recommend and FY2017 As Passed</b>
Vermont Life Magazine Fund	50400	709,712	732,368	732,368	763,023	30,655	4.2%
<b>Funds Total:</b>		<b>709,712</b>	<b>732,368</b>	<b>732,368</b>	<b>763,023</b>	<b>30,655</b>	<b>4.2%</b>
Position Count					7		
FTE Total					7		



**VT LIFE MAGAZINE  
FY 18 CONTRACT DETAIL**

<b>Name/Type</b>	<b>Account Code</b>	<b>FY 2018 Contracts Request</b>	<b>Enterprise Fund</b>
Fulfillment Services	507020	\$1,500	\$1,500
<b>Total VT Life</b>		<u>\$1,500</u>	<u>\$1,500</u>
 Contract & Third Party Fulfillment	 507020	 \$1,500	 \$1,500
		<u>\$1,500</u>	<u>\$1,500</u>