

State of Vermont
Contract and Grants
One National Life Drive
Montpelier, VT 05633-5001
heidi.quenneville@vermont.gov

Agency of Transportation
Contracts & Grants Unit
[phone] 802-793-6436
[fax] 802-828-5989

May 24, 2018

Town of Hyde Park
Kim Moulton: Town Clerk, Treasurer & Delinquent Tax Collector
344 Route 15 West
Hyde Park, Vermont 05655

RE: AOT Grant Monitoring – **GR0706, GR1242, BR0044, BR0104, BC1825, CA0476 Closed Grants: P01622, CA0409 & CA0357**

Dear Kim,

A monitoring visit was conducted by the Contract and Grants Unit staff on April 2nd, 2018 at your office.

The purpose of the monitoring visit was to determine if the Town of Hyde Park complied with all relevant laws, regulations and procedures under the Grant Agreement(s) listed above. It also provided the opportunity for the Contract and Grants staff to determine how we can assist you better in Grants management.

During our visit we found your files to be extremely organized, consistent throughout all the VTrans Grants as well as pertinent documentation that is required in every Grant file. Your files are in top notch shape, and because of this we were able to use this monitoring visit as a training opportunity to demonstrate what Grant files should look like. It is very apparent that you take pride in your work and have come up with a system that works very well. Great work Kim!

We were also able to identify a Grant that was initially given to The Village of Hyde Park that needed to have the funds re-allocated to The Town. It was a great use of the Monitoring time to get this taken care of.

I have included the links for future references where you can find more information to insure continued compliance with all state, federal and OMB regulations.

Secretary of State Document: The Secretary of State document verifies that a vendor has the ability to legally do business in the state of Vermont. For each one of your vendors you should print out this document and include it in the vendor's file or include a copy of the vendor's W-9 or business license in their file. The Secretary of State document can be obtained by typing the vendors name into the search bar at the following link: <https://www.sec.state.vt.us/corporationsbusiness-services.aspx>.

Federal and State Debarment List: You should have an up to date copy in your records as further proof that your organization has not hired any illegal businesses. The state debarment list can be found at the following link: <http://bgs.vermont.gov/purchasing-contracting/debarment> The federal debarment list can be found at the following link: <https://www.gsa.gov/about-us/organization/office-of-governmentwide-policy/office-of-acquisition-policy/gsa-acq-policy-integrity-workforce/suspension-debarment-division/suspension-debarment/frequently-asked-questions-suspension-debarment>

Davis-Bacon Wages: This link is for future reference to insure that you are aware of the Davis-Bacon wage rules. To obtain the wage rates for your town, simply scroll down and click on your corresponding county and time period at <http://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/davis-bacon#2018>

The areas monitored were Grants Management, Contracts and Procurement, Labor Standards, Civil Rights/Equal Opportunity and an overall assessment of the Agency of Transportation Grants files. There were no findings or concerns in these program areas. If you have any questions, please feel free to contact me.

It was a pleasure meeting with you.

Sincerely,

Heidi Quenneville
Grants Specialist

cc:

Susan Bartlett, Selectboard Chair
Lucy Hankinson, Selectboard Vice Chair
Dave Gagnier, Selectboard Member
Roland Boivin, Selectboard Member
Roger Audet, Selectboard Member