



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: December 13, 2012  
Subject: Grant Requests

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration, including the establishment of four (4) limited service positions.

**JFO #2603** – \$100,000 grant from the U.S. Department of Agriculture to the Vermont Agency of Agriculture, Food and Markets. These funds will be used to support the Farm to School program by providing technical assistance to schools and strengthening regional food hubs that increase purchasing of local food by schools.  
[JFO received 12/11/12]

**JFO #2604** – \$300,000 grant from the U.S. Department of Commerce to the Vermont Agency of Commerce and Community Development. These funds will be used to develop a long-term strategic economic development plan for Vermont.  
[JFO received 12/11/12]

**JFO #2605** – \$1,450,775 grant from the U.S. Department of Health & Human Services to the Vermont Department of Health. These funds will be used to prevent foodborne illness outbreaks through a variety of activities, including improved testing procedures and capacity and increased collaboration between state and federal agencies. **Three (3) limited service positions** are associated with this request.  
[JFO received 12/11/12]

**JFO #2606** – \$3,565,584 grant from the U.S. Department of Health & Human Services to the Vermont Department of Health. These funds will be used to reduce underage drinking and prescription drug abuse among young people by strengthening the state's prevention infrastructure consistent with Vermont's Strategic Prevention Framework. Six community grantees will plan, implement and evaluate a range of prevention interventions. **One (1) limited service position** is associated with this request.  
[JFO received 12/11/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by December 31 we will assume that you agree to consider as final the Governor's acceptance of these requests.



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

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

Agency of Administration

JFO 2603

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

<b>Grant Summary:</b>		This grant is for additional collaboration with and technical assistance to groups and schools under the Farm-to School Program.			
<b>Date:</b>		11/28/2012			
<b>Department:</b>		Agriculture, Food and Markets			
<b>Legal Title of Grant:</b>		FY13 Farm to School Implementation Grant			
<b>Federal Catalog #:</b>		10.575			
<b>Grant/Donor Name and Address:</b>		USDA Food and Nutrition Service, Grants and Fiscal Policy Division, Room 732, 3101 Park Center Dr., Alexandria, VA 22302			
<b>Grant Period:</b>	<b>From:</b>	12/1/2012	<b>To:</b>	5/30/2012	
<b>Grant/Donation</b>		\$100,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$80,000	\$20,000	\$	\$100,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>		<i>JH</i>		<i>11/29/12</i>	(Initial)
<b>Secretary of Administration</b>				<i>NE</i>	<i>11/29/12</i> (Initial)
<b>Sent To Joint Fiscal Office</b>				<b>Date</b> <i>12/10/12</i>	

**RECEIVED**  
 DEC 11 2012  
 JOINT FISCAL OFFICE



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

<b>BASIC GRANT INFORMATION</b>				
<b>1. Agency:</b>	Agency of Agriculture, Food & Markets			
<b>2. Department:</b>				
<b>3. Program:</b>	Farm-to-School (FTS)			
<b>4. Legal Title of Grant:</b>	FY 13 Farm to School Implementation Grant			
<b>5. Federal Catalog #:</b>	10.575			
<b>6. Grant/Donor Name and Address:</b>	USDA Food and Nutrition Service Grants and Fiscal Policy Division, Room 732 3101 Park Center Dr. Alexandria, VA 22302			
<b>7. Grant Period:</b>	<b>From:</b>	12/1/2012	<b>To:</b>	5/30/2014
<b>8. Purpose of Grant:</b>	Work with four regional food hubs (servicing 56 schools), VT FEED partner Northeast Organic Farming Association of Vermont, UVM extension, and UVM Center for Rural Studies, over 18 months to: strengthen the regional support structure for farmers and food service staff, create a community of practice among regional food hubs focused on school food procurement, and better demonstrate models of how regional food hubs support FTS programs and increase purchasing of local food by schools.			
<b>9. Impact on existing program if grant is not Accepted:</b>	The purpose described above is in addition to Agriculture's existing FTS program. Without these grant funds the above collaboration and technical assistance necessary to increase schools procurement of local food will not be possible.			
<b>10. BUDGET INFORMATION</b>				
	SFY 1	SFY 2	SFY 3	Comments
<b>Expenditures:</b>	FY 2013	FY 2014	FY	
Personal Services	\$40,500	\$20,718	\$	
Operating Expenses	\$9,105	\$9,105	\$	
Grants	\$74,925	\$8,325	\$	
<b>Total</b>	<b>\$124,530</b>	<b>\$38,148</b>	<b>\$</b>	
<b>Revenues:</b>				
<b>State Funds:</b>				
Cash	\$4,355	\$	\$	
In-Kind	\$15,945	\$17,185	\$	
<b>Federal Funds:</b>				
(Direct Costs)	\$80,000	\$20,000	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
<b>Other Funds:</b>				
Grant (source in-kind from Grantees)	\$24,230	\$963	\$	See grant budget
<b>Total</b>	<b>\$124,530</b>	<b>\$38,148</b>	<b>\$</b>	

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

<b>Appropriation No:</b>	2200030000	<b>Amount:</b>	\$100,000
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$100,000

**PERSONAL SERVICE INFORMATION**

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

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

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

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u><i>Deanne Bolyard</i></u>	Date: <u>11/26/12</u>
	Title: Deputy Secretary	
	Signature: _____	Date: _____
	Title: _____	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u><i>Carly Dean Deputy</i></u>	Date: <u>11/29/12</u>
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Accepted	(Governor's signature) <u><i>[Signature]</i></u>	Date: <u>12/6/12</u>
<input type="checkbox"/> Rejected		

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

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

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

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

Brief narrative for USDA Farm to School grant with VAAFM  
As requested by Joint Fiscal

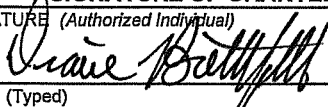
The Vermont Agency of Agriculture will work with four regional food hubs (servicing 56 schools), VT FEED partner Northeast Organic Farming Association of VT (NOFA-VT), University of Vermont (UVM) Extension, and UVM Center for Rural Studies over 18 months starting in December 2012 to: strengthen the regional support structure for farmers and food service staff, create a community of practice among regional food hubs focused on school food procurement, and better demonstrate models of how regional food hubs support FTS programs and increase purchasing of local foods by schools.

The partnership, led by the Vermont Agency of Agriculture, Food and Markets, will hold monthly conference calls to report on progress and next steps and connect with other food system partners. The Agency in collaboration with project partners will determine the best practices of regional food hubs engaged in Farm to School. The Agency will use the outcomes to develop outreach materials that will be used to facilitate regional food hubs incorporating the best practices into Farm to School programming.

All food hubs will organize regional matchmaker events to connect local producers to school food buyers, hold regional food safety and school food procurement training for farmers, and coordinate outreach efforts to schools in various forms (i.e. marketing materials, local food guides), and refine or develop aggregation and distribution systems.

As the only statewide Farm to School technical assistance provider, VT FEED will also act as advisor/mentor for the two hubs that do not have as extensive experience working with the school food market. VT FEED will work in collaboration with UVM Extension to provide a food safety and school food procurement workshop in each participating region.

Mailed 11/19/12

<b>UNITED STATES DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE</b>  <b>GRANT/COOPERATIVE AGREEMENT</b>		1. GRANT/AGREEMENT NO. CN-F2S-IMPL-13-VT-01	2. PAGE 1 OF 1
		3. AUTHORITY/CFDA NUMBER P.L. 111-296 / 10.575	4. UNIVERSAL IDENTIFIER NUMBER (DUNS)
5. ISSUING OFFICE USDA Food and Nutrition Service Grants and Fiscal Policy Division, Room 732 3101 Park Center Drive Alexandria, VA 22302 ATTN: Gregory Walton, Grants Officer		6. GRANT/AGREEMENT FOR FY13 Farm to School Implementation Grant	
7. GRANTEE/COOPERATOR (Name and Address) Vermont Agency of Agriculture, Food & Markets 116 State Street Montpelier, VT 05620 ATTN: Koi Boynton, Senior Agricultural Development Coordinator Telephone: 802-828-2084 E-Mail: koi.boynton@state.vt.us		8. ACCOUNTING AND APPROPRIATION DATA	
9. PLACE OF PERFORMANCE Vermont		10. GRANT AGREEMENT OR AMENDMENT TOTAL AMOUNT \$  100,000.00	
11. MAIL REQUESTS FOR REIMBURSEMENTS TO  Payments will be made via ASAP Letter of Credit		12. SPONSOR  USDA/FNS Supplemental Food Programs Division  Contact: Matt Russell	
		13. EFFECTIVE DATE December 1, 2012	14. EXPIRATION DATE May 30, 2014
<p>The Grantee/Cooperator hereby assures and certifies that he will comply with the regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal Funds for this federally assisted project, including: OMB Circulars No. A-21, A-87, A-110, A-122 and A-133; 41 CFR 1-15.2; and any USDA Regulations implementing OMB Circulars, such as 7 CFR 3015, 3016, 3017, 3018, and 3019, 3021, as amended.</p>			
<p>REMARKS</p> <p>The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) amended Section 18 of the Richard B. Russell National School Lunch Act to establish a Farm to School Program in order to assist eligible entities in implementing farm to school programs that improve access to local foods in eligible schools. This grant project will further develop and support existing farm to school initiatives.</p> <p>This grant is to provide funding to the grantee in the amount of \$100,000. FNS will release 90 percent of the grant funds (\$90,000.00) to the Grantee at the beginning of the project period of performance. The remaining 10 percent of funds (10,000.00) will be released to the Grantee upon successful submission of the quarterly progress and financial report preceding the final progress and financial report.</p> <p>Signing this agreement indicates that the attached terms and conditions are accepted.</p>			
SIGNATURE OF GRANTEE/COOPERATOR		UNITED STATES OF AMERICA	
SIGNATURE (Authorized Individual) 	DATE 11/16/12	SIGNATURE (Contract/grant Official)	DATE
NAME (Typed) Diane Bothfeld		NAME (Typed) Lael J. Lubing	
TITLE Deputy Secretary		TITLE Director, Grants and Fiscal Policy Division	

Vermont Agency of Agriculture Project Summary Budget						
USDA Farm to School grant						
	Total Cost	Cost Details	In Kind Contributions	Contributing Org	Cash Contributions	USDA Farm to School
Mad River Food Hub Foor for Product Development	\$960					\$960
<b>MATERIALS, SUPPLIES &amp; OTHER</b>						
VT Agency of AG	\$3,000	Printing of Outreach Materials				\$3,000
VT Agency of Ag	\$1,350	conf. calls, office supplies & printing (18 months @ 75/month)	\$1,350	VT Agency of Ag		\$0
ACORN	\$1,800	Phone, Internet, office supplies & printing (18 months @ 100/month)				\$1,800
ACORN	\$455	Outreach Materials				\$455
GMFTS Printing of outreach materials	\$1,000	Local Foods Guide, Marketing materials for Cafeteria, Cookbook & Newsletter				\$1,000
GMFTS Supplies	\$900	Phone, Internet, office supplies & printing (18 months @ \$50/month)				\$900
RAFFL	\$1,070	produce bins, bags & supplies	\$400	RAFFL		\$670
Mad River Food Hub printed materials	\$500					\$500
Mad River Food Hub Product Testing	\$160	Packing material & consumables for new food product				\$160
VT FEED Materials, Supplies & Phone	\$200					\$200
UVM CRS Printing & Supplies	\$400					\$400
UVM Extension Printing	\$150	food safety workshop material				\$150
<b>TRAVEL</b>						
VT Agency of Ag	\$4,680	Travel to Nat. Meeting		VT Agency of Ag	\$4,355	\$325
ACORN	\$1,950	3900 miles @ .50/mile				\$1,950
GMFTS	\$400	mileage for travel to schools/farms & Mileage for bus for farm tours	\$400	Green Mountain FTS		\$0
RAFFL	\$640	1280 miles @ .50/mile	\$360	RAFFL		\$280
VT FEED to regional matchmakers	\$205	410 Miles @ .50/mile				\$205
UVM Extension	\$670	1340 miles @ .50/mile				\$670



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VT FEED Materials, Supplies & Phone	\$200					\$200
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UVM Extension Printing	\$150	food safety workshop material				\$150
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VT FEED to regional matchmakers	\$205	410 Miles @ .50/mile				\$205
UVM Extension	\$670	1340 miles @ .50/mile				\$670

Vermont Agency of Agriculture Project Summary Budget						
USDA Farm to School grant						
	Total Cost	Cost Details	In Kind Contributions	Contributing Org	Cash Contributions	USDA Farm to School
<b>SERVICES</b>						
VT Agency of Ag	\$2,000	Graphic Artist for design and formatting of printed BMP				\$2,000
Mad River Food Hub	\$500	Nutritionist for Product Development				\$500
	<b>Total Budget</b>		<b>In Kind Match</b>		<b>Cash Contribution</b>	<b>USDA FTS Portion</b>
	\$162,678		\$58,323		\$4,355	\$100,000