



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: February 4, 2014
Subject: Grant/Position Requests

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration. Eight (8) limited service positions are associated with these items.

JFO #2664 – \$7,521,488 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to develop a new unemployment insurance IT system and enhance efforts to prevent and detect improper unemployment insurance payments. This project is a collaboration with Maryland and West Virginia. The grant amount represents Vermont's share of the total \$82.8 million grant for the project. **Eight (8) limited service positions** are associated with this request.
[JFO received 01/27/14]

JFO #2665 – \$26,360 grant from the Vermont Community Foundation to the Vermont Agency of Agriculture, Food and Markets. These funds will support work on a five-year Farm-to-School strategic and action plan. Funds will also be used to conduct a survey intended to enhance the understanding of producer needs and capabilities related to participation in Farm-to-School and Farm-to Institution programs.
[JFO received 02/03/14]

JFO #2666 – \$180,530 donation from the estate of George Cunavelis to the Vermont Veterans Memorial Cemetery. These funds will be used to support programs and infrastructure enhancements at the cemetery in Randolph, Vermont.
[JFO received 02/03/14]

JFO #2667 – Acquire 36 acres from Dale Merrett in exchange for 28 acres owned by the Department of Fish & Wildlife (DFW). This item is a property exchange between the state and Mr. Merrett. It has been submitted for JFO approval under the assumption that receiving the 36 acres from Mr. Merrett constitutes acceptance of a "thing of value" under 32 V.S.A. § 5, despite the fact that the State's net gain (excluding ecological value) from the exchange is expected to be minimal.
[JFO received 02/03/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by February 18 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 2665

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

Grant Summary:		This grant from the Vermont Community Foundation will be used by VAAFM to improve the understanding of Vermont's food system in order to create more sustainable Farm-to-School programs. The funds will support work on a five-year FTS-network strategic and action plan as well as the creation of a producer and food hub survey that will foster greater understanding of needs and capabilities.			
Date:		1/17/2014			
Department:		Agency of Agriculture, Food & Markets			
Legal Title of Grant:		Supporting Farm-to-School Programs thru Strategic Planning and Informed Value-Chain Facilitation			
Federal Catalog #:					
Grant/Donor Name and Address:		The Vermont Community Foundation, 3 Court Street, Middlebury, VT 05733			
Grant Period:		From: 2/1/2014		To: 2/15/2015	
Grant/Donation		\$26,360.00			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$8,250	\$18,110	\$	\$26,360	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments: .					
Has Vantage budget detail been reviewed and reconciled?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	HC (Analyst Initial)	

Department of Finance & Management
 Secretary of Administration

RECEIVED
 FEB 03 2014
JOINT FISCAL OFFICE

1/17/14 (Initial)
 1/21/14 (Initial)



STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Sent To Joint Fiscal Office		Date
		1/29/14



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

BASIC GRANT INFORMATION				
1. Agency:	Agency of Agriculture, Food & Markets			
2. Department:				
3. Program:	Farm to School			
4. Legal Title of Grant:	Supporting Farm-to-School Programs thru Strategic Planning and Informed Value-Chain Facilitation			
5. Federal Catalog #:				
6. Grant/Donor Name and Address:	The Vermont Community Foundation 3 Court Street Middlebury, VT 05733			
7. Grant Period:	From:	2/1/2014	To:	2/15/2015
8. Purpose of Grant:	Vermont Agency of Agriculture, Food, and Markets (VAAFMM) will initiate a project to improve the understanding and competence of Vermont's food system to create more sustainable Farm-to-School (FTS) programs. This project will support working with a consultant on a five-year FTS network strategic and action plan as well as support VAAFMM staff to conduct a producer and Vermont food hub survey for any FTS or Farm-to-Institution program to use with area producers to better understand producer needs and capabilities.			
9. Impact on existing program if grant is not Accepted:	The collaboration with FTS Network and survey of food hub and agricultural producers engaged in institutional sales would not be possible without access to these grant funds.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 7/1/13-6/30/14	FY 7/1/14-6/30/15	FY	
Expenditures:				
Personal Services	\$7,950	\$17,450	\$	
Operating Expenses	\$300	\$660	\$	
Grants	\$	\$	\$	
Total	\$8,250	\$18,110	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source Vermont Community Foundation)	\$8,250	\$18,110	\$	
Total	\$8,250	\$18,110	\$	

JAN 14 2014

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

Appropriation No:	2200030000	Amount:	\$8,250
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$8,250

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: JHL (initial)

12. Limited Service Position Information:	# Positions	Title
Total Positions		

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>[Signature]</u>	Date: <u>1/7/14</u>
Title: Deputy Secretary	
Signature: _____	Date: _____
Title: _____	

14. SECRETARY OF ADMINISTRATION

Approved: [Signature] (Secretary or designee signature) Date: 1/21/14

15. ACTION BY GOVERNOR

Accepted Rejected

[Signature] (Governor's signature) Date: 1/28/14

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 | |



Terms of Award – Food and Farm Initiative

A grant is awarded for the purpose(s) described in the Resolution below and subject to any conditions included therein. To acknowledge this legally binding agreement and to accept the award and receive the grant funds, please return a signed copy of this Terms of Award together with adequate evidence that you have met any contingencies described in the Grant Purpose.

RESOLUTION

Award Date: December 2013

1. Grantee: Vermont Agency of Agriculture, Food and Markets
2. Amount: \$26,360.00
3. Award #: 20132571
4. Grant Purpose: Supporting Farm-to-School Programs thru Strategic Planning and Informed Value-Chain Facilitation
5. Payment Plan: One payment

PROVISIONS

1. **PAYMENT OF AWARD** - Payment will be issued once the Vermont Community Foundation has received the signed Terms of Award. If the Payment Plan consists of more than one payment, the Grantee agrees that it has not provided any consideration to the Vermont Community Foundation in exchange for the pledge of future payments and will not rely on those payments to its detriment or otherwise in planning its activities.
2. **EXPENDITURE OF GRANT FUNDS** - The award is made only for the charitable Purpose(s) stated in the Grant Purpose. No part of any grant may be used for the benefit of a private donor, political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study and research. No part of this grant may be awarded to a secondary grantee without the express permission of the Vermont Community Foundation to do so. However, if the Grantee has made the election to lobby referred to in Section 501(h) of the Internal Revenue Code, then this grant may be used for such purposes if stated in the Grant Purpose and a copy of form 5168 is forwarded to the Vermont Community Foundation.
3. **REVIEW** - The Vermont Community Foundation reserves the right to visit the Grantee organization from time to time to review and discuss the program or project funded with this award. Grantee agrees to maintain adequate books and records of its receipts and expenditures and to make its book and records relating to the grant available to the Vermont Community Foundation for review and inspection.
4. **RETURN OF GRANT FUNDS TO THE VERMONT COMMUNITY FOUNDATION** -
 - (a) Grant funds should be expended within 12 months after payment is issued. At the end of this period, any unexpended grant funds must be returned to the Vermont Community Foundation, unless a written request for an extension of time has been approved by the Vermont Community Foundation.

(b) Grant payments subsequent to the initial grant payment, as stated in the Payment Plan, that have not been qualified for and paid within 12 months of the scheduled grant payment date, revert to the uncommitted balances of the Vermont Community Foundation component fund, and the grant will be cancelled.

(c) Grant funds will be returned if the Foundation determines that the Grantee has not performed in accordance with the Terms of Award or met the conditions described in the Grant Purpose.

(d) Unexpended grant funds will be immediately returned if the Grantee loses its charitable status as provided for under Section 501(c)(3) of the Internal Revenue Code.

5. REPORTS - Within 45 days after the grant funds are expended, a final online grant report shall be submitted to the Vermont Community Foundation. Grant reports are expected to review and evaluate what was accomplished with the grant funds, and summarize expenditure of all funds on the supported project. Upon request by the Vermont Community Foundation, the Grantee will provide additional information and documentation concerning the use of the grant funds and objectives accomplished.

Two signatures below will indicate acceptance of, and agreement with, these Terms of Award. Each of the individuals signing on behalf of the Grantee represents and warrants that he/she has all of the corporate authority necessary to execute this agreement and bind the Grantee to terms and conditions specified in these Terms of Award.

Name of Grantee Organization (print)

Marcey Hodgdon
Signature of Treasurer or Fiscal Officer

Charles R. Ross Jr.
Signature of Board President, Executive Director, or equivalent

Marcey Hodgdon
Printed Name

Charles R. Ross Jr.
Printed Name

Financial Director
Title

Secretary
Title

1/10/14
Date

1/9/14
Date

The Vermont Community Foundation, Inc.

By: Jen Peterson

December 20, 2013

Jen Peterson
Vice President for Program and Grants

Date