



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: July 18, 2012
Subject: Grant Requests

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. **These items are on the agenda for discussion at the July 20 Joint Fiscal Committee meeting. If desired, the Committee may take action to approve acceptance of these items at this meeting.**

JFO #2570 – \$100,000 grant the Vermont Community Foundation and Water Wheel Fund to the Vermont Agency of Agriculture, Food and Markets. This grant will fund **one limited service position** to assist farmers adversely affected by Tropical Storm Irene, and provide support in disaster preparedness efforts by the Agency of Agriculture.

[JFO received 7/17/12]

JFO #2571 – \$914,806 grant the Federal Emergency Management Agency to the Vermont Agency of Transportation. This grant will provide disaster assistance for damages caused by the severe storm and flooding of May 29, 2012 in Addison County, Lamoille County and Orleans County.

[JFO received 7/17/12]

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 Joint Fiscal Committee review. Unless we hear from you to the contrary by August 1 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
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Agency of Administration

JFO 2570

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

Grant Summary: This grant from two Vermont foundations is to fund a case management II limited service position in the Agriculture Food and Markets Agency. The position would be for liaison activities related to Irene recovery efforts, to maximize access to various resources available to farmers, for outreach to improve response to farm inquiries, to develop and coordinate efforts of an Agriculture Agency "emergency response team" and to coordinate formulation of an Agricultural Recovery Team.

Date: 7/5/2012

Department: Agriculture, Food and Markets

Legal Title of Grant: Tropical Storm Irene Case Management

Federal Catalog #: N/A

Grant/Donor Name and Address: Vermont Community Foundation and Water Wheel, Phish Inc., P.O. Box 30 Middlebury, VT

Grant Period: From: 7/1/2012 To: 12/31/2013

Grant/Donation: \$100,000

	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$67,055	\$32,945	\$	\$100,000	

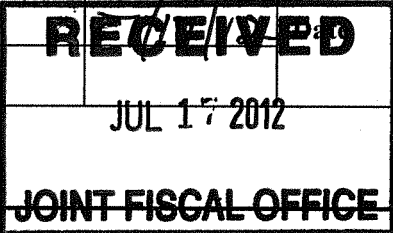
Position Information:	# Positions	Explanation/Comments
	1	Limited Service Position Agriculture Case Manager II

Additional Comments:

Department of Finance & Management *7/10/12* (Initial)

Secretary of Administration *me 07/12/12* (Initial)

Sent To Joint Fiscal Office



Memo

To: Joint Fiscal Committee C/O Nathan Lavery

From: Chuck Ross



CC: Diane Bothfeld

Date: 7/17/2012

Re: Assistance with a JFO Request

The Agency of Agriculture would like to request your assistance by adding to your agenda funding for an Irene Case Manager for farmers. Tropical Storm Irene caused damage to over 10,000 acres of farm land in Vermont and in the range of \$20 million in monetary damages to farmers. Farmers in Vermont have received assistance but through a recent survey of farmers affected by Irene, the majority have yet to recover fully from these damages. The Irene Case Manager for Farmers would provide assistance and coordination of partners to assist Vermont farmers in their recovery as well as preparing the agency for another emergency in the scope of Irene.

The request to the Joint Fiscal Committee was delayed due to some paperwork issues as well as schedules that slowed the approval process for the case manager position. Since the summer and fall seasons are an important time for farmers to implement repairs to damages from Irene, I would like to request that you add this potential funding and position to your agenda this Friday.

If this is not possible, I do understand that there is a possible two week process for approval. I would hope for inclusion in this Friday's meeting.

If you have further questions, please do not hesitate to contact Diane Bothfeld at 828-3835.

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

BASIC GRANT INFORMATION				
1. Agency:		Agriculture Food and Markets		
2. Department:				
3. Program:		Tropical Storm Irene Farmer Case Management		
4. Legal Title of Grant:				
5. Federal Catalog #:				
6. Grant/Donor Name and Address: Vermont Community Foundation and Water Wheel, Phish Inc. P.O. Box 30 Middlebury, VT				
7. Grant Period:		From: 7/1/2012	To: 12/31/2013	
8. Purpose of Grant: Farmer Case management post Irene and disaster preparedness for Agency of Agriculture				
9. Impact on existing program if grant is not Accepted: Case management will not occur and disaster preparedness will proceed at a much slower pace				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 13	FY 14	FY	
Personal Services	\$59,375	\$29,685	\$	
Operating Expenses	\$7,680	\$3,260	\$	
Grants	\$	\$	\$	
Total	\$67,055	\$32,945	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$67,055	\$32,945	\$	
Grant (source VT Community Foundation & Phish Inc. Water Wheel)	\$67,055	\$32,945	\$	
Total	\$67,055	\$32,945	\$	
Appropriation No:				
	Ag Dev. 220003000	Amount:	\$	
			\$100,000	
			\$	
			\$	
			\$	
			\$	
		Total	\$	

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

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: Chuck Ross, Secretary Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Agriculture Case Manager II
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: <i>Denise Battaglia</i>	Date: 6/21/12
Title: Director of Administrative Services	
Signature: <i>Charles Ross</i>	Date: 6-21-12
Title: Secretary of Agriculture	

14. SECRETARY OF ADMINISTRATION

Approved: _____ (Secretary or designee signature) Date: 07/10/12

15. ACTION BY GOVERNOR

Check One Box: Accepted _____ (Governor's signature) Date: 7/17/12

Rejected _____ (Governor's signature) Date: _____

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 | |

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).



TO: Jeb Spaulding, Secretary of Administration
FROM: Chuck Ross, /Secretary of Agriculture, Food and Markets
REASON: Request for Grant Acceptance
DATE: June 12, 2012

Deanne Buttrick
For Secretary Ross

The Agency of Agriculture Food and Markets has been offered potential funding from the Vermont Community Foundation and the Water Wheel Foundation, Phish Inc. to support a Agriculture Case manager to assist farmers adversely affected by Tropical Storm Irene as well as preparation for any future disasters that could affect farmers in Vermont. The two foundations have each offered \$50,000 to the Agency of Agriculture to support a limited service position for 18 months.

In state government, the position would be Agriculture Case Manager II. This employee would create a one-stop shop for resource and referral to all our farm organizations partners, federal, state, NGO, non-profit, to ensure that financial and technical assistance reached all farms in need.

- The Agriculture Case Manager II would be the liaison to each statewide Irene Recovery effort, maximizing access to resources available to farmers through FEMA, the VT Department of Labor, Volunteer and Donations assistance, as well as loans and grants through USDA, VEDA, agricultural organizations such NOFA, or the Farm Disaster Relief Fund through the Vermont Community Foundation.
- Agriculture Case Manager II person would manage incoming farm inquiries, addressing the farm's needs within the Agency's newly created 'case management' system, and/or provide referral to other Vermont agricultural, financial or technical assistance organizations if better suited to address the farm's needs.
- In addition to case management in response to farm inquiries, Agriculture Case manager II would perform outreach in coordination with ag organization partners to not only better respond to immediate farm needs, but to support agency program development by informing staff and policy-makers with the 'view from the farm gate'. Agriculture Case Manager II would ensure appropriate follow up until 'case closed'.

While many of the farms affected by Tropical Storm Irene have managed to resolve their challenges with support from resources routed through a maze of Vermont organizations, an Agency of Agriculture Case Manager II would help the farmer navigate their way through paperwork and processes to support a timely response as well as the farm's long-term viability.

- Agriculture Case Manager II would also work with staff within the Agency of Agriculture trained in the state Emergency Management systems to
- Develop and coordinate the efforts and actions of an Agency "emergency response team";
- Develop an Emergency Response organization chart for the Agency, and its partners, to ensure efficient and effective disaster planning, operations, logistics and response;

- Coordinate formulation of an Agriculture Recovery Team when requested by Vermont Emergency Management as a result of floods or other disasters;
- Keep internal management team apprised of peace-time and emergency response activities of the agency;
- Update the Agency's Continuation of Operations Plan – COOP

Budget – 18 months Beginning July 1, 2012 and ending December 31, 2013

	FY 13	FY 14
Salary and Benefits	\$59,375	\$29,685
Operating		
Mileage	\$4,000	\$2,465
Phone	\$1,080	\$545
Printing and Mailing	\$600	\$250
Computer and software	\$2,000	\$0
Total	\$67,055	\$32,945

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agriculture, Food and Markets Date: 6/11/12

Name and Phone (of the person completing this request): Diane Bothfeld

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Donation from Vermont Community Foundation and Water Wheel Foundation

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Agriculture Case Manager II	1	Development	18 months July 2012 through Dec. 2013

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

Agriculture case management post Irene and disaster preparedness for Agency of Agriculture will assist farmers in Vermont to continue to recover from Tropical Storm Irene and will allow the agency to build internal system to manage more efficiently in the wake of any new disasters.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec 5(b)).

Diane Bothfeld 6/12/12
 Signature of Agency or Department Head Date

Molly Paul 6/27/12
 Approved/Denied by Department of Human Resources Date

[Signature] 7/12/12
 Approved/Denied by Finance and Management Date

[Signature] 07/12/12
 Approved/Denied by Secretary of Administration Date

Comments:

JUN 18 2012

Organizational Chart for Position Request

Agriculture Case Manager II – JFO request

Agricultural Development Division

