



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

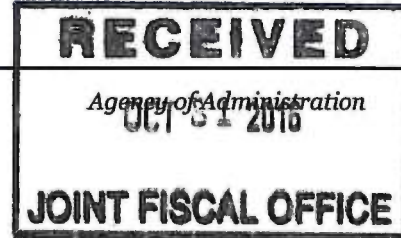
To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst  
Date: November 1, 2016  
Subject: Grant Request #2855, #2856

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. **The Administration has requested expedited review for JFO #2856. I will reach out to individuals by Thursday, November 10 for a decision unless I have heard from you prior to that time.**

**JFO #2855** – \$76,667 grant from the Northern Border Regional Commission to the Vermont Public Service Department (PSD). The funds will be primarily used to offer financial incentives for non-profit public serving institutions that choose to install wood pellet heating systems. \$63k of grant funds will be paired with \$30k from the Vermont Clean Energy Development Fund to offer direct incentives to institutions in the five Northern Border counties that install wood pellet boilers. The remaining \$14k of grant funding would be sub-granted to the Northern Forest Center to provide administration, reporting and outreach for the program. PSD will provide an additional ~\$4,000 of in-kind staff time, and incentive recipients would be required to provide a cash match for boiler purchases. The total estimated program cost would be \$147,560 over one year.  
*[JFO received 10/31/16]*

**JFO #2856** – \$32,000 grant from the U.S. Dept. of Agriculture to the VT Agency of Education. **The Agency has requested expedited review of this grant.** The grant funds will be used to pay for travel costs for school food service managers selected by VT Child Nutrition Programs to attend training in November or December, 2016. The training will be held in Concord, NH and facilitated by the Institute for Child Nutrition with support of the USDA's Team Up for School Nutrition Success initiative. The training will pair new and/or struggling school food service managers with experienced managers to create two-year action plans for improving child nutrition.  
*[JFO received 10/31/16]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@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 November 30, 2016 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

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

<b>Grant Summary:</b>		USDA will pay for the travel costs associated with School Nutrition training during the Grant Period entered below.			
<b>Date:</b>		10/24//2016			
<b>Department:</b>		Agency of Education			
<b>Legal Title of Grant:</b>		FY2016 -Team Up for School Nutrition Travel Assistance Funds			
<b>Federal Catalog #:</b>		10.547			
<b>Grant/Donor Name and Address:</b>		U.S. Dept of Agriculture (USDA), Washington, D.C.			
<b>Grant Period:</b>		From: 10/20/2016		To: 12/31/2016	
<b>Grant/Donation</b>		\$32,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$32,000	\$	\$	\$32,000	.
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
<b>Additional Comments:</b>					
<b>Has Vantage budget detail been reviewed and reconciled?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	DB 10-24-16 (Analyst Initial)	
<b>Department of Finance &amp; Management</b>		BPH		(Initial)	
<b>Secretary of Administration</b>		[Signature]		(Initial)	
<b>Sent To Joint Fiscal Office</b>				<b>Date</b>	



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

<b>BASIC GRANT INFORMATION</b>				
<b>1. Agency:</b>	Education			
<b>2. Department:</b>				
<b>3. Program:</b>	Child Nutrition			
<b>4. Legal Title of Grant:</b>	Team Up for School Nutrition Travel Assistance			
<b>5. Federal Catalog #:</b>	10.547			
<b>6. Grant/Donor Name and Address:</b> USDA, Food and Nutrition Service				
<b>7. Grant Period:</b>	<b>From:</b>	10/20/2016	<b>To:</b>	12/31/2016
<b>8. Purpose of Grant:</b> Grant is to provide Agency with travel assistance for travel expenses so that school food authorities can attend the Team Up training in their State, and subsequently provide training to local school nutrition professionals. This Team Up training is being provided jointly with Main and New Hampshire and will be held in NH in late November or early December, 2016.				
<b>9. Impact on existing program if grant is not Accepted:</b> None				
<b>10. BUDGET INFORMATION</b>				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2017	FY	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$32,000	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	\$32,000	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$32,000	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source Nellie Mae)	\$	\$	\$	
<b>Total</b>	\$32,000	\$	\$	
<b>Appropriation No:</b>	5100070000		<b>Amount:</b>	\$32,000
				\$
				\$
				\$
				\$
				\$
				\$

OCT 21 2016

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

	<b>Total</b> \$32,000
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Has current fiscal year budget detail been entered into Vantage?  Yes  No

**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: \_\_\_\_\_ (initial)

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

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

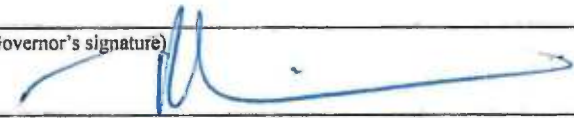
**13. AUTHORIZATION AGENCY/DEPARTMENT**

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: 	Date: 10/24/2016
	Title: William Talbott, Deputy Secretary/CFO	
	Signature: _____	Date: _____
	Title: _____	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/>	Approved:	(Secretary or designee signature) 	Date: 10/24/16
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) 	Date: 10/27/16
<input type="checkbox"/>	Rejected		

**16. DOCUMENTATION REQUIRED**

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

**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).

*Vermont Department of Finance & Management  
Office of Budget and Management*

To: Andy Pallito, Commissioner  
From: David Beatty  
Date: October 24, 2016  
Subject: Agency of Education request to accept travel funding from the USDA

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The Agency of Education (AOE) has been offered \$32,000 from the USDA to pay for the travel costs associated with a current School Nutrition training program.

Vermont, New Hampshire and Maine are partnering on the training which is to be accomplished during November and December 2016.

The Agency of Education is requesting expedited review by the JFC due to the compressed time between the 10/20/2016 start date and the 12/31/2016 end date of this award. The attached email shows that the date of the award was unknown by AOE until late in the day on September 29, 2016.

I recommend your approval of this position request.

*grant*  
*David*

  
\_\_\_\_\_  
Andrew Pallito, Commissioner of F&M

*10/24/16*  
\_\_\_\_\_  
Date



219 North Main Street | Suite 402 | Barre, VT 05641  
(p) 802-479-1187 | (f) 802-479-1822 | [education.vermont.gov](http://education.vermont.gov)

## MEMORANDUM

TO: Legislative Joint Fiscal Committee

FROM: Laurie M Colgan,  
Director, Child Nutrition Programs

CC: Deb Quackenbush  
Director, General Supervision and Monitoring

DATE: October 20, 2016


SUBJECT: USDA Team Up got School Nutrition Success Travel Funds

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Vermont Agency of Education's Child Nutrition Programs has received \$32,000 from USDA to pay for travel costs associated with USDA's Team Up for School Nutrition Success training to take place during November/December 2016. This training pairs new and struggling school food service managers with experienced managers to create action plans and continue to provide support over a two year period. The travel funds are to be used to pay for mileage, hotels, per diems and substitute staff coverage for approximately 18 Vermont school food service managers selected by Vermont Child Nutrition Programs (12-15 trainees, and 4 mentors), as well as travel costs for several Child Nutrition Programs staff members who will attend the training in a support role.

New USDA regulations (effective July 1, 2015) require that states provide 18 hours of professional development for school food authorities (SFAs) each year. In addition, the regulations set specific requirements for the number of hours of professional development that SFA staff must individually receive each year. The new professional standards are one piece of the many new requirements for school food service programs implemented by the Healthy Hunger Free Kids Act of 2010 (HHFKA). Some programs have adapted well to all the new requirements, while others continue to struggle. To respond to both these needs, USDA has partnered with the Institute for Child Nutrition to offer the "Team Up for School Nutrition Success" training to food service staff around the country. The training uses a mentor/mentee model of pairing experienced program staff with struggling staff to promote best practices, create action plans for improvement, and provide follow up support for two years following the training.

USDA has suggested that Vermont, New Hampshire and Maine work together to provide this training to food service managers from all three states in November/December 2016. The Institute for Child Nutrition will facilitate the training at no cost to the states and the participants. These USDA travel grant funds are meant to cover all travel costs for school program staff and state agency staff to travel to the training, which will take place in Concord, New Hampshire. Without these funds, travel costs will be prohibitively expensive for the school food service programs who are in most dire need to the training. Acceptance of these funds will not create additional obligations for State funds.

<b>UNITED STATES DEPARTMENT OF AGRICULTURE</b> <b>Food and Nutrition Service</b>  <b>GRANT/COOPERATIVE AGREEMENT</b>		1. GRANT/AGREEMENT NO. USDA-FNS-TEAMUP-16-XX		2. FEDERAL AWARD DATE		
		3. CFDA NUMBER 10.547	4. UNIVERSAL IDENTIFIER NUMBER (DUNS) 884902701		5. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	
		3a. CFDA NAME Professional Stan				
6. FEDERAL AWARDDING AGENCY USDA/FNS/		7. GRANT/AGREEMENT FOR FY 2016 - Team Up for School Nutrition Travel Assistance Funds				
8. RECIPIENT NAME Child Nutrition Programs Vermont Agency of Education 219 North Main Street, Suite 402 Barre, VT 05641		9. ACCOUNTING AND APPROPRIATION DATA				
		10. AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION 32,000.00		11. TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED 32,000.00		
		12. TOTAL AMOUNT OF THE FEDERAL AWARD 32,000.00				
13. PLACE OF PERFORMANCE Vermont		14. BUDGET APPROVED BY AWARDDING AGENCY				
		15. TOTAL APPROVED COST SHARING/MATCHING (WHERE APPLICABLE) 0.00		16. INDIRECT COST RATE FOR THE FEDERAL AWARD (PLEASE INCLUDE IF THE DE MINIMIS RATE IS CHARGED) 0.00		
17. MAIL REQUESTS FOR REIMBURSEMENT TO		18. SPONSOR (SPONSORING FNS PROGRAM) Child Nutrition Programs				
		19. START DATE 10/20/2016		20. END DATE 12/31/2016		
21. IS THIS AN R&D AWARD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	22. REMARKS					
<p>The Grantee/Cooperator hereby assures and certifies that they will comply with the regulations, policies, guidelines and requirements as they relate to the applications, acceptance, and use of Federal funds for this Federally-assisted project including: 2 CFR Chapter I (Office of Management and Budget Government-wide Guidance for Grants and Agreements) and Chapter II (Office of Management and Budget Guidance) as well as 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards); and any USDA implementing regulations, such as 2 CFR Part 400 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 2 CFR Part 415 (General Program Administrative Regulations), 2 CFR Part 416 (General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments), and 2 CFR Part 418 (New Restrictions on Lobbying).</p>						
23. FEDERAL AWARD PROJECT DESCRIPTION						
<p>This grant is to provide Team Up travel assistance funds for travel expenses so that school food authorities (SFAs) may attend the Team Up training in their State. After the training, the SFAs will then act on the State's behalf to provide training to local school nutrition professionals in their respective district or other SFAs. Funds must be obligated by December 31, 2016, and liquidated by no later than March 31, 2017.</p> <p>Update as of October 2016: This agreement is amended by extending the expiration date from September 30, 2016 until December 31, 2016. This is a no-cost extension. All terms and conditions remain in full force and effect.</p>						
SIGNATURE OF GRANTEE/COOPERATOR			UNITED STATES OF AMERICA			
SIGNATURE (Authorized Individual)		DATE	SIGNATURE (Grant Official)		DATE	
		10/24/2016				
NAME (Type) William Talbott			NAME (Type)			
TITLE Deputy Secretary/CFO			TITLE			
TELEPHONE NUMBER (802) 479-7459			TELEPHONE NUMBER			