



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DD*  
Date: March 2, 2018  
Subject: Grant Requests #2911

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the administration.

**JFO #2911** – \$30,000 from the High Meadow Fund to the VT Agency of Agriculture, Food and Markets. The funding will be used as a private match to supplement State funds dedicated to the Local Food Market Development Grant program. This program exists to help eligible VT farmers, businesses and value-chain facilitators reach new markets. The FY18 grants will be targeted towards infrastructure development, technology and market access/development within eligible entities. \$30k in State funding is dedicated to this initiative in FY18.

*[JFO received 2/22/18]*

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 March 16, 2018 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

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JOINT FISCAL OFFICE

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

**Grant Summary:** Local non-profit grant requiring 100% State match to assist eligible Vermont farmers, businesses and value-chain facilitators to reach new markets in Vermont.

**Date:** 2/12/2018

**Department:** Agency of Agriculture, Food & Markets

**Legal Title of Grant:** Local Food Market Development

**Federal Catalog #:** N/A

**Grant/Donor Name and Address:** The High Meadow Fund, Inc., Burlington, Vt.

**Grant Period:** From: 3/31/2018 To: 3/31/2019

**Grant/Donation** \$30,000.00

	SFY 1	SFY 2	SFY 3	Total	Comments
<b>Grant Amount:</b>	\$30,000.00	\$	\$	\$30,000.00	

	# Positions	Explanation/Comments
<b>Position Information:</b>	0	

**Additional Comments:**

**Has Vantage budget detail been reviewed and reconciled?**  Yes  No DB 2/12/18 (Analyst Initial)

<b>Department of Finance &amp; Management</b>	AUG	(Initial)
<b>Secretary of Administration</b>	BAH	(Initial)
<b>Sent To Joint Fiscal Office</b>	2/21/18	Date



**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>	Local Food Market Development			
<b>4. Legal Title of Grant:</b>	Local Food Market Development Grant			
<b>5. Federal Catalog #:</b>				
<b>6. Grant/Donor Name and Address:</b>				
High Meadows Fund 3 Court Street Middlebury, VT 05753				
<b>7. Grant Period:</b>	<b>From:</b>	3/31/2018	<b>To:</b>	3/31/2019
<b>8. Purpose of Grant:</b>				
<p>High Meadows Fund has pledged \$30,000 in funding to supplement the State FY18 allocation of \$30,000 to the VT Agency of Agriculture, Food, and Markets (VAAFMM) for the Local Food Market Development Grant Program to assist eligible Vermont farmers, businesses, and value-chain facilitators to reach new markets in Vermont.</p> <p>These pledged funds will have the specific objectives of funding eligible 501c3 organizations that have applied and been competitively reviewed for projects that are addressing market access for Vermont producers in Vermont institutions, defined as colleges and universities, early childcare and pre-k-12 schools, hospitals, nursing homes, and correctional facilities, and other in-state wholesale markets, including grocery stores, independent retail, and food co-ops.</p> <p>Funding focus for SFY18 includes infrastructure development such as on-farm capital improvements or equipment purchases; website and app development, or other technology to improve sales transactions, accounting, and tracking; and market access initiatives that help to find innovative solutions to logistics and distribution challenges.</p>				
<b>9. Impact on existing program if grant is not Accepted:</b>				
<p>This public/private partnership will allow us to collectively address more successfully the challenges we continually see related to distribution and transparency in the supply chain, and help to achieve the greatest economic impact of our collective funding objectives. These additional funds are greatly needed to improve quality, efficiency, and food safety in our local food system and to help mitigate the financial risks associated with scaling up to meet new market demands.</p> <p>Without these supplemental funds we will be unable to provide financial assistance to as many local producers and value-chain facilitators within the Local Food Market Development grant program. Limiting the available funds will hinder the program's ability to foster a vibrant and sustainable agricultural economy within Vermont's diversified agricultural sector.</p>				
<b>10. BUDGET INFORMATION</b>				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 18</b>	<b>FY</b>	<b>FY</b>	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	

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

Grants	\$30,000	\$	\$	
<b>Total</b>	<b>\$30,000</b>	<b>\$</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source The High Meadows Fund)	\$30,000	\$	\$	
<b>Total</b>	<b>\$30,000</b>	<b>\$</b>	<b>\$</b>	

<b>Appropriation No:</b>	2200030000	<b>Amount:</b>	\$30,000
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	<b>\$30,000</b>

**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)

<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: _____	Date: _____
	e-Signed by Diane Bothfeld on 2018-02-08 16:51:01 GMT	
	Title: Director of Administrative Services IV & Dairy Policy	
	Signature: _____	Date: _____
	Title: _____	

**14. SECRETARY OF ADMINISTRATION**

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

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 2-13-18
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) 	Date: 2/20/18
<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 checked="" 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)
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**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).



**HIGH MEADOWS  
FUND**

*Located at*  
77 College Street #38  
Burlington, VT 05401

*Bill to*  
3 Court Street  
Middlebury, VT 05753

T 802 388 3355  
F 802 385 3398  
highmeadowsfund.org

**Gaye Symington**  
President

December 21, 2017

Anson Tebbetts, Secretary  
Agency of Agriculture, Food and Markets  
116 State Street, Montpelier, VT 05602

Dear Secretary Tebbetts,

I am writing to convey a commitment to provide up to \$30,000 in 2018 grants to the Vermont Agency of Agriculture, Food and Markets to be allocated to Market Development Grants Program. High Meadows makes this commitment with the assurance the Agency has committed \$30,000 to this grant program, and also subject to the availability of qualified projects that meet the criteria of the program.

These funds will have the specific objectives of funding eligible 501c3 organizations for projects that are addressing market access for Vermont producers in Vermont institutions, defined as colleges and universities, early childcare and pre-k-12 schools, hospitals, nursing homes, and correctional facilities, and other in-state wholesale markets, including grocery stores, independent retail, and food co-ops.

It is also our understanding these grants will be distributed through a competitive application review process, for projects that have goals to improve quality, efficiency, or food safety; address distribution challenges; and/or mitigate the financial risks associated with scaling up to meet new market demands. At the invitation of Abbey Willard, I plan to take part in the review process and participate in discussions that lead to recommendations regarding which projects would receive funding.

Our hope is that by collaborating in this way, the Agency and High Meadows can achieve greater impact than if we administer separate grant programs. The public/private partnership increases the funds available to qualifying applicants and streamlines the grant process for applicants and reporting process for those who receive grants. The collaboration also enables us to learn from each other during the discussion of the grant proposals and the later assessment of outcomes.

It is our understanding the goal is for the grants to be awarded by March 31, 2018.

I would be happy to provide more information if needed.

Gaye Symington, President  
The High Meadows Fund

CC: Alissa Matthews, Agriculture Development Coordinator, VAAFM