



**STATE OF VERMONT**  
LEGISLATIVE JOINT FISCAL OFFICE

MEMORANDUM

TO: Joint Fiscal Committee Members

FROM: Maria Belliveau, Associate Fiscal Officer

*MB*

DATE: August 26, 2015

SUBJECT: JFO #2780 - \$21,000 Grant from the Vermont Community Foundation to the Agency of Agriculture, Food and Markets

The Joint Fiscal Office has received a request for Joint Fiscal Committee approval of a \$21,000 grant from the Vermont Community Foundation to the Agency of Agriculture, Food and Markets. The funds will be used to support a research project that will measure the economic value of the Farm to School program. The work will be done by a consultant over the course of FY 2016 and into 2017.

Please review the enclosed materials and notify the Joint Fiscal Office (Maria Belliveau at (802) 828-5971; [mbelliveau@leg.state.vt.us](mailto:mbelliveau@leg.state.vt.us)) if you have questions or would like this item held for legislative review. Unless you respond to the contrary by September 8, 2015 it will be assumed that you agree to consider as final the Governor's acceptance of this request.

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

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

**RECEIVED**  
 AUG 24 2015  
**JOINT FISCAL OFFICE**

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

<b>Grant Summary:</b>		The purpose of this grant is to support a research project that will measure the economic value of the Farm to School program. Following the research phase of the project, marketing and promotional materials will be created to publicly share the impacts of Farm to School in Vermont.			
<b>Date:</b>		8/7/2015			
<b>Department:</b>		Agency of Agriculture, Food & Markets			
<b>Legal Title of Grant:</b>		Measure the Economic Value of Farm to School			
<b>Federal Catalog #:</b>		N/A			
<b>Grant/Donor Name and Address:</b>		The Vermont Community Foundation, 3 Court Street, Middlebury, VT 05733			
<b>Grant Period:</b>		<b>From:</b> 6/1/2015		<b>To:</b> 12/31/2016	
<b>Grant/Donation</b>		\$21,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$15,000	\$6,000	\$	\$21,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>					
<b>Has Vantage budget detail been reviewed and reconciled?</b>		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
				HC (Analyst Initial)	
<b>Department of Finance &amp; Management</b>		8/22/15		(Initial)	
<b>Secretary of Administration</b>		8/17/15		(Initial)	
<b>Sent To Joint Fiscal Office</b>		8/19/15		Date	



# Memorandum

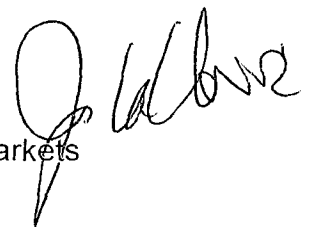
To: Justin Johnson, Secretary, Agency of Administration

From: Chuck Ross, Secretary, Agency of Agriculture, Food & Markets

Via: Jolinda LaClair, Deputy Secretary, Agency of Agriculture, Food & Markets

Date: July 29, 2015

Re: Vermont Community Foundation grant to "Measure the Economic Value of Farm to School"



The Agency of Agriculture, Food, and Markets has been awarded **\$21,000** in grant funding to support a research project to measure the economic value of farm to school, following a 12-month project that worked 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 who will conduct the research to measure the economic value of farm to school.

Vermont Community Foundation funding will support the following initiative:

1. **Economic Impact Assessment of farm to school in Vermont: \$18,000.00.** The agency will work with a group of key farm to school stakeholders to choose a consultant, based on the criteria outlined in a request for proposals.
  - a. **Timeline:** VAAFM release request for proposals for the planning consultant: August 2015.  
  
Execution of research project: October 2015 – October 2016.
2. **Marketing and Promotional Material: \$3,000.** VAAFM will hire a design consultant to produce marketing and promotional material to educate the public about the economic impact of farm to school.
  - a. **Timeline:** VAAFM will release a request for proposals for the graphic design consultant: September 2016.

Consultant will deliver a set of material to educate the public: December 2016



**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			
<b>4. Legal Title of Grant:</b>	Measure the Economic Value of Farm to School			
<b>5. Federal Catalog #:</b>				
<b>6. Grant/Donor Name and Address:</b>				
Vermont Community Foundation				
3 Court Street				
Middlebury, VT 05753				
<b>7. Grant Period:</b>	<b>From:</b>	6/1/2015	<b>To:</b>	12/31/2016
<b>8. Purpose of Grant:</b>				
To support a research project that will measure the economic value of farm to school, following a 12-month project that worked to improve the understanding and competence of Vermont's food system to create more sustainable Farm-to-School (FTS) programs. Following the research phase, marketing and promotional materials will be created to publicly share the economic impact of FTS in Vermont. This project will support working with a consultant who will conduct the research to measure the economic value of farm to school.				
<b>9. Impact on existing program if grant is not Accepted:</b>				
This research and funding will allow for Vermont's farm to school network to address one of the key system levers identified in the VT FTS strategic plan and begin to quantify the impact that FTS programs have on our local economy. Without these resources Vermont will not be able to collect the economic impact data or develop promotional materials to educate our communities about the project's results.				
<b>10. BUDGET INFORMATION</b>				
	SFY 1	SFY 2	SFY 3	Comments
	FY 16	FY 17	FY	
<b>Expenditures:</b>				
Personal Services	\$15,000	\$6,000	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	\$15,000	\$6,000	\$	
<b>Revenues:</b>				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:				
Grant (source VCF)	\$15,000	\$6,000	\$	
<b>Total</b>	\$15,000	\$6,000	\$	

JUL 31 2015

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

<b>Appropriation No:</b>	2200030000	<b>Amount:</b>	\$15,000
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$15,000

**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: Jolinda LaClair Agreed by: JHL (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>Jolinda LaClair</u>	Date: <u>7/29/15</u>
	Title: Deputy Secretary	
	Signature:	Date:
	Title:	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u>[Signature]</u>	Date: <u>08/07/15</u>
---	--	-----------------------

**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted		
<input type="checkbox"/> Rejected	(Governor's signature) <u>[Signature]</u>	Date: <u>8/19/15</u>

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input checked="" 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 checked="" type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input type="checkbox"/> Grant Budget	



## Terms of Award

A grant is awarded for the purpose(s) described in the Resolution below and subject to any conditions included therein. **Deposit of the grant check will indicate acceptance of, and agreement with, these Terms of Award.**

### RESOLUTION

Award Date: June 2015

- |                   |  |
|-------------------|--|
| 1. Grantee:       | Vermont Agency of Food, Agriculture, and Markets |
| 2. Amount:        | \$21,000.00                                      |
| 3. Award #:       | 20151280   |
| 4. Grant Purpose: | Documenting the Economic Value of Farm to School |
| 5. Payment Plan:  | One payment                                      |

### PROVISIONS

1. **PAYMENT OF AWARD** - Payment has been issued with this 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 18 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.

(continued other side)

(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. **ACTIVITIES & OUTCOMES** – Per the Grantee’s proposal to the Vermont Community Foundation submitted in March 2015, the Vermont Community Foundation is supporting a project in which the Grantee expects the following activities and outcomes by December 31, 2016:

**How much did we do?**

- # of written reports on the economic value of farm to school versus non-farm to school (target =1)
- # of data graphic reports on the economic value of farm to school versus non-farm to school (target =1)
- # of statewide and national organizations, lawmakers, and decision makers that receive electronic data graphic reports (target=20)
- # of presentations about report and project to stakeholders and legislators, in conferences and other statewide and local outlets (target = 4)
- # of reviewers who review report before publication (target=8)

**How well did we do it?**

- % of reviewers that find the report complete, high quality, and useful (target=100%)
- % of key sample stakeholders who find the report timely, reasonable and actionable (target=100%)
- % of key sample stakeholders who find the report relevant and credible (target=100%)

**Is anyone better off?**

- # of Farm to School Network members who report being able to communicate the economic value of Farm to School confidently and effectively (target=25)
- # of decision makers who change the way resources are allocated, due to the report (target=4)
- # of policies that are changed or created, as a result of the report (target=3)

6. **REPORTING** - Written grant reports shall be submitted to the Vermont Community Foundation per the schedule below. The progress reports and final report shall summarize programmatic progress against anticipated activities and outcomes as well as lessons learned; the final report shall summarize expenditure of all grant funds on the supported project. The Vermont Community Foundation will take reporting history into account when considering future discretionary grant funding.

- January 15, 2016: First progress report due.
- July 18, 2016: Second progress report due.

- February 15, 2017: A final report is due 45 days after the end of the grant period. The final report shall also summarize expenditure of all grant funds on the supported project.

All reports are online forms that will be assigned in the Online Grants Manager system ([www.vermontcf.org/OGM](http://www.vermontcf.org/OGM)) as a follow-up to your original application. The reports follow the Results-Based Accountability framework:

- 1) How much did you do? Please include both a quantitative report of metrics against plans and goals and a qualitative description of your activities.
- 2) How well did you do it? Please include both a quantitative report of metrics against plans and goals and qualitative evidence for the quality of your efforts.
- 3) Is anyone better off? Please include a quantitative report of metrics against plans and goals, incorporating figures that put your work into context in your community and in the state if possible. Please include a “case study” of the impact of your work on a specific “customer.” (Please note that VCF would like permission to use these stories; anonymity is acceptable if necessary. Each report should include a different case study, though you may want to update your previous “case study” in later reports.)
- 4) What were the challenges or surprises that you faced? What did you learn or accomplish that you did not expect or foresee at the start of your project?
- 5) Besides your ability to reach the stated objectives in your proposal, did being a Food and Farm Initiative grantee have any other impact? If so, please describe. This could be a result of convenings, trainings, communications, or any other aspect of the Food and Farm Initiative as a whole.
- 6) Please provide brief, factual statements that offer specific evidence of how being a Food and Farm Initiative grantee contributed to one or more of the following results; feel free to paraphrase or repeat results included in earlier questions.
  - o Increased programming and stronger partnerships that extend that the benefits of the local food system to Vermont families of all incomes
  - o On-the-ground success in getting local foods to Vermonters at all income levels:
    - More Vermont kids getting healthy, local food at school
    - More Vermont produce available through wholesale markets
    - More Vermonters see Vermont’s food as their own
- 7) Any other thoughts or ideas for the Vermont Community Foundation in general and the Food and Farm Initiative. (Optional)

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.

7: GRANTEE ENGAGEMENT PLAN – The Vermont Community Foundation views its grantees as collaborators in the Food and Farm Initiative’s overall effort and asks grantees to engage with them directly throughout the year. As explained in greater detail in the Request for Proposals, activities for the period of the grant are likely to include:

- Two in-person half-day convenings of grantees to share project updates and learnings. Every effort will be made to schedule this meeting at mutually convenient times, potentially in



coordination with other statewide gatherings. The first such convening will be in August or September 2015; the second in Spring 2016.

- One or two Food and Farm Initiative donor education events to share the results of currently-funded FFI projects with funders, influencers, and other community stakeholders. Grantee participation is optional.
- Ongoing: Communication with and consultation of the Vermont Community Foundation staff is welcome at any time. We plan to have dedicated check-in conversations with each grantee at least twice during the 18 month grant cycle.
- Ongoing: Engagement with the Community Foundation Communications Team in media outreach and social media.
- Ongoing: Possible site visits to grantee organizations by VCF staff and donors to the Local Food and Farms Fund.
- Optional: The Community Foundation reserves the option to require additional coaching or training for grantees, including further coaching on Results-based Accountability, financial management, project administration, or any other needs identified in the grant application or throughout the grantmaking process.