



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 26, 2013
Subject: Grant/Position Requests

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

JFO #2651 – Request to establish **one (1) limited service position** in the Department of Fish and Wildlife. This position will be responsible for updating and maintaining the Department's database of information relating to rare, threatened, and endangered species. This information is used for conservation planning, land acquisitions, environmental regulatory review, and other research. Funding for this position is available through an existing federal grant.

[JFO received 11/20/13]

JFO #2652 – Request to establish **one (1) limited service position** in the Department of Fish and Wildlife. This position will provide perform various duties in service to the Bat Maternity Colony Technical Assistance Program. The program is a response to the impact of White Nose Syndrome on certain bat populations. The position will provide technical assistance, including educating homeowners about the risks and benefits of bat colonies, as well as working with homeowners to exclude bats from their homes. Funding for this position is available through an existing federal grant.

[JFO received 11/20/13]

JFO #2653 – \$710,941 grant from the U.S. Dept. of Commerce to the Vermont Department of Public Safety. These funds will be used to support Vermont's participation in the development of a national public safety broadband communications network. In Vermont, this work will consist of planning, developing, and implementing an interoperable wireless network to support the communication needs of first responders and other public safety operations. **One (1) limited service position** is associated with this request.

[JFO received 10/25/13]

JFO #2654 – \$130,000 grant from Salvation Farms, Inc. to the Vermont Department of Corrections. These funds will be used to convert a building at Southeast State Correctional Facility into a food processing facility that will process large volumes donated surplus crops. Inmate labor will process the crops and make the food available to Vermont food banks. **Expedited review has been requested. Joint Fiscal Committee members will be contacted by December 10th with a request to waive the balance of the review period and accept this grant.**

[JFO received 10/25/13]

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 December 10 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

Agency of Administration

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

SFO 2654

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

Grant Summary:		This grant is to provide funding for the Southeast State Correctional Facility to convert space into a food processing facility for purpose of processing and shipping large volumes of donated surplus crops to Vermont food banks. Inmate labor will process and prepare foods for shipment.			
Date:		November 13, 2013			
Department:		Department of Corrections			
Legal Title of Grant:		Salvations Farms – Vermont Commodity Program			
Federal Catalog #:		N/A			
Grant/Donor Name and Address:		Salvation Farms Inc, P.O. Box 1174 Morrisville, VT 05661			
Grant Period:		From:	To:		
		11/15/2013	06/30/2014		
Grant/Donation		Grant for food processing of surplus agricultural products			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$130,000	\$0	\$	\$	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		The processing space can build the offender work program. BGS will be responsible for the design and build of the processing improvements. DOC to provide oversight of inmates when processing foods.			
Department of Finance & Management		11/13/13		(Initial)	
Secretary of Administration		11/13/13		(Initial)	
Sent To Joint Fiscal Office		11/21/13		Date	

RECEIVED
 NOV 25 2013
JOINT FISCAL OFFICE



PETER SHUMLIN
Governor



State of Vermont
OFFICE OF THE GOVERNOR

Stephen Klein
Chief Fiscal Officer
Joint Fiscal Office
1 Baldwin St.
Montpelier, VT 05633

Dear Mr. Klein;

Here is the requested letter asking for review by the Joint Fiscal Committee of the pending request to accept private funds so that Salvation Farms can move ahead with planning for construction of the Vermont Commodity Program's primary aggregation and processing space at the Southeast State Correctional Facility in time to process produce from the 2014 growing season.

Roughly \$15,000 will be provided to pay for architectural costs and other planning needs for this project, which when completed "will turn an available and underutilized space into a safe and efficient facility ready to receive, wash, pack, store and ship large volumes of diverse surplus Vermont grown crops by the fall of 2014. Surplus crops garnered and processed through the Vermont Commodity Program are made available to feed some of Vermont's most vulnerable populations while providing a positive, vocational work opportunity to those held in our state's custody," according to Salvation Farms.

The timeline for this valuable project, supported by the Department of Corrections and the Administration of Gov. Peter Shumlin, has been delayed pending approvals in the Executive Branch, and I would greatly appreciate anything the committee can do to help amend the timeline.

Thank you,

A handwritten signature in black ink, appearing to read "Louis Porter", written over a horizontal line.

Louis Porter
Secretary of Civil and Military Affairs

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

BASIC GRANT INFORMATION				
1. Agency:		Human Services		
2. Department:		Corrections		
3. Program:		Salvation Farms		
4. Legal Title of Grant:		Salvation Farms - Vermont Commodity Program		
5. Federal Catalog #:		N/A		
6. Grant/Donor Name and Address: Salvation Farms, Inc., PO Box 1174, Morrisville, VT 05661				
7. Grant Period:		From: 11/15/2013	To: 06/30/2014	
8. Purpose of Grant: The funds will be used to convert a building at Southeast State Correctional Facility (SESCF) into a food processing facility. This facility will receive, wash, pack, store and ship large volumes of donated surplus crops. Inmate labor will process the crops and the food will be made available to Vermont food banks. BGS will coordinate the contracted work for the Department of Corrections.				
9. Impact on existing program if grant is not Accepted: The Vermont Commodities program will not be able to be expanded at SESCOF.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 14	FY	FY	
Personal Services	\$130,000	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$130,000	\$	\$	
Grant (source Salvation Farms)	\$130,000	\$	\$	
Total	\$130,000	\$	\$	
Appropriation No:	34800040000	Amount:	\$130,000	
			\$	
			\$	
			\$	
			\$	
			\$	

NOV 07 2013

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

			\$
		Total	\$130,000

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: Andrew Pallito Agreed by: AP (initial) *(See Memo)*

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: AP Date: 11/1/13
 Title: Commissioner, Department of Corrections

Signature: Douglas A. Ramo Date: 11/1/13
 Title: Secretary, Agency of Human Services

AP

14. SECRETARY OF ADMINISTRATION

Approved: [Signature] (Secretary or designee signature) Date: 11/13/13

15. ACTION BY GOVERNOR

Accepted Rejected
[Signature] (Governor's signature) Date: 11/20/13

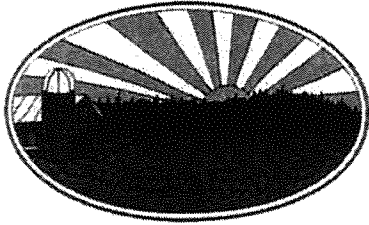
16. DOCUMENTATION REQUIRED

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 checked="" 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) |
|--|---|

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).



Salvation Farms, Inc.
PO Box 1174
Morrisville, VT 05661
www.salvationfarms.org

October 2nd, 2013

Vermont Department of Corrections
Attn: Andy Pallito
103 South Main Street
Waterbury, VT 05671-1001

Dear Mr. Pallito,

Salvation Farms is building the Vermont Commodity Program's primary aggregation and processing space at the Southeast State Correctional Facility (SESCF) in an available building and through engaging the Vermont Offender Work Program. This will create a stable place and workforce for the efficient and cost effective management of large volumes of Vermont's surplus farm foods. In order to increase this program's operational capacity at SESCFC we *must* renovate a building at the facility.

An estimated \$15,000 will be provided to the State of Vermont as early as October 15th 2013, to cover architectural costs related to creating build designs and construction bid documents.

An additional \$100,000 will be provided to the State of Vermont by April 1st 2014 to begin construction.

These funds will turn an available and underutilized space into a safe and efficient facility ready to receive, wash, pack, store and ship large volumes of diverse surplus Vermont grown crops by the fall of 2014. Surplus crops garnered and processed through the Vermont Commodity Program are made available to feed some of Vermont's most vulnerable populations while providing a positive, vocational work opportunity to those held in our state's custody.

Thank you for your time. Please do not hesitate to contact me if you have any questions or need additional information.

Respectfully –

A handwritten signature in cursive script that reads "Theresa Snow".

Theresa Snow
Founding Director

Vermont Commodity Program at Vermont's Southeast State Correctional Facility

802-522-3148
info@salvationfarms.org

Renovation Budget 2013-2014

Expense	Value
Architect, Build Designs & Bid Documents	\$ 15,000
General Contractor	\$ 20,000
Sub-Contractors	\$ 13,450
Demolition	\$ 4,325
Site Work	\$ 21,940
Concrete	\$ 9,150
Building Materials & Moisture Protection	\$ 43,400
Total	\$ 127,265

Renovation Timeline

October 2013 (\$10,000-\$15,000 needed to begin)

BGS hires architect to create construction designs

November – December 2013

BGS & Salvation Farms work together to draft bid documents

January – February 2014

Project "goes out to bid", General Contractors bid on the project

March-April 2014 (\$100,000 needed to move forward)

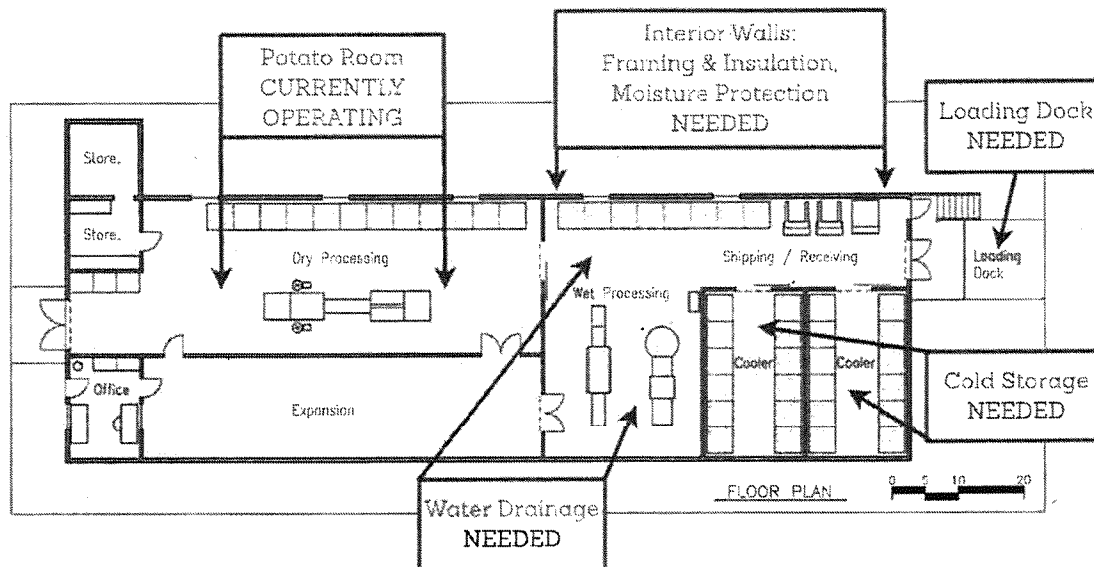
Contract is awarded

April-May 2014

Construction begins

August – September 2014

Construction nears completion, crops begin to be received, cleaned and packed



Organization Description

802-522-3148

info@salvationfarms.org

Salvation Farms' mission is to increase resilience in Vermont's food system through agricultural surplus management. Our mission is achieved by fostering collaborative, cross-sector partnerships that engage and utilize available resources, skills and knowledge to create efficient practices for managing Vermont's farm surplus.

We are driven by three primary goals:

- Reduce food waste on Vermont farms
- Decrease our dependence on food from afar
- Increase citizen appreciation for our state's agricultural heritage and future

Salvation Farms is deeply rooted in the philosophy that farms are, were and always will be our salvation; small, diversified farms are the cornerstones of healthy, wholesome and stable communities and cultures. We believe that the best way to build lasting change is to involve people in the process; this creates ownership and intrinsic value. Through using a common and essential resource, food is an extremely effective tool for social change.

Our History

After a pilot year Salvation Farms was established in 2005 under the fiscal umbrella of the Northeast Organic Farming Association of Vermont to build a replicable model for community-based gleaning. Gleaning is the act of reaping after the harvest, historically done by the poor. As a proof of concept, we were instrumental in instituting the Vermont Foodbank's gleaning program and have advised most gleaning initiatives statewide. Since developing the practice of professional community-based gleaning more than nine years ago, Salvation Farms has assisted with the capture of more than 1 million pounds of Vermont's surplus farm food.

The Opportunity & Our Strategy

We estimate that more than 85% of available farm surplus crops in Vermont go unused annually, close to 2 million pounds. When this fact is coupled with Vermont's 14% food insecurity rate or number of meals served in our schools daily (54,000) or hospitals annually (600,000), it is obvious that Salvation Farms can increase the consumption of healthy, regionally produced foods by our most vulnerable populations through creative, untapped partnerships.

Salvation Farms is committed to the efficient rescue and integration of Vermont's farm surplus into food access points that serve some of our most vulnerable citizens; the young, the sick, the elderly, and the hungry. To achieve this end, we are developing the Vermont Gleaning Collective: a network of programs that actively engage community members in the responsible management of available farm-fresh food resources. This statewide collective will consist of food focused organizations, like the Rutland Area Farm & Food Link and the Intervale Center, which are committed to increasing our states food independence.

Our vision also includes the development of the Vermont Commodity Program. We know from experience that much of the farm surplus currently captured is lost prior to being utilized. We have developed partnerships with the for-profit food sector to help us move large volumes of surplus to sites where we can easily clean and pack raw surplus or create lightly processed frozen products for distribution to institutions that serve Vermont's vulnerable.

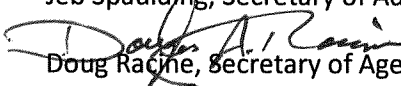



State of Vermont
Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001
www.doc.state.vt.us

[phone] 802-241-2442
[fax] 802-241-2565

Agency of Human Services

MEMORANDUM

TO: Jeb Spaulding, Secretary of Administration
THROUGH:  Doug Racine, Secretary of Agency of Human Services
FROM: Andrew Pallito, Commissioner of Corrections 
DATE: November 1, 2013
SUBJECT: AA-1 Salvation Farms

Attached is an AA-1 for a donation from Salvation Farms (SF). A few years ago, the DOC contracted with SF to provide light processing of surplus agricultural products at the SESCOF. Over the past two years, SF and the inmates at the SESCOF have donated thousands of pounds of food to the local food shelf. This is food that would otherwise have been thrown away.

SF would like to further expand this project by renovating an existing building on the grounds of the SESCOF.

These funds are to be used for the design and renovation of a building on the site of the Windsor – Southeast State Correctional Facility (SESCF). BGS estimates the design cost at \$15,000. Preliminary cost of renovation is estimated at \$130,000. Salvation Farms is committed to fund raising and donating funds dedicated to the total cost of the project. DOC will work with BGS to develop the RFP and Contract for renovations. DOC, through BGS, will not commit to a Contract without receiving the total amount of funds estimated needed for the renovation.

If this project proceeds, it will result in a long term, sole source contract with SF. We expect to request funding for this contract in the SFY15 budget.