



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: November 23, 2022
Subject: Grant Request – JFO #3131

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

JFO #3131: \$333,763.00 to the Vermont Agency of Agriculture, Food and Markets, from the U.S. Department of Agriculture. The grant, Local Food for Schools Cooperative, will be used to support school food authorities in purchasing local food from Vermont's network of nonprofit food hubs.

[Received November 14, 2022]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by December 9, 2022, we will assume 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

Agency of Administration

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

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

Grant Summary:		AAFM will use the Local Food for Schools Cooperative Agreement award to support school food authorities (SFAs) in purchasing local food from Vermont's network of nonprofit food hubs. Each SFA will be paired with a food hub in their region, and the value of their LFS allotment will be provided to them in the form of credit at their local food hub.			
Date:		11/1/2022			
Department:		AAFM			
Legal Title of Grant:		Local Food for Schools (LFS) Cooperative			
Federal Catalog #:		10.185			
Grant/Donor Name and Address:		U.S. Department of Agriculture, 1400 Independence Ave., S.W., Washington, DC 20250			
Grant Period:	From:	9/1/2022	To:	1/31/2024	
Grant/Donation		\$333,763			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$166,882	\$166,881	\$	\$333,763	No state match
Position Information:		# Positions	Explanation/Comments		
Additional Comments:					
Department of Finance & Management			Adam Greshin Digitally signed by Adam Greshin DN: cn=Adam Greshin, o=State of Vermont, ou=Department of Finance & Management, email=agreshin@state.vt.us	(Initial)	
Secretary of Administration			Douglas Farham Digitally signed by Douglas Farham DN: cn=Douglas Farham, o=State of Vermont, ou=Department of Administration, email=dfarham@state.vt.us	(Initial)	
Sent To Joint Fiscal Office			Date		



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

BASIC GRANT INFORMATION				
1. Agency:		Agency of Agriculture, Food and Markets		
2. Department:		Agriculture Development Division		
3. Program:		Farm to School and Early Childhood Program		
4. Legal Title of Grant:		Local Food for Schools (LFS) Cooperative		
5. Federal Catalog #:		10.185		
6. Grant/Donor Name and Address: U.S. Department of Agriculture, 1400 Independence Ave., S.W., Washington, DC 20250				
7. Grant Period:		From:	9/1/2022	To: 1/31/2024
8. Purpose of Grant: The Vermont Agency of Agriculture, Food & Markets will use the Local Food for Schools Cooperative Agreement award to support school food authorities (SFAs) in purchasing local food from Vermont's network of nonprofit food hubs. Each SFA will be paired with a food hub in their region, and the value of their LFS allotment will be provided to them in the form of credit at their local food hub. This opportunity will help the food hubs both strengthen existing relationships and foster new ones with Vermont schools who have yet to utilize food hubs. Helping schools connect with food hub services is the most effective investment we can make in increasing access to institutional markets for small businesses and socially disadvantaged producers.				
9. Impact on existing program if grant is not Accepted: If this grant is not accepted, VAAFPM will not be able provide SFAs with credit to purchase local food at their local food hub. VAAFPM would miss an opportunity to help food hubs strengthen existing relationships and foster new ones with Vermont schools.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 23	FY 24	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$166,882	\$166,881	\$	
Total	\$166,882	\$166,881	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$166,882	\$166,881	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$166,882	\$166,881	\$	
Appropriation No:		2200030000		Amount: \$166,882
				\$

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

Table with 4 columns and 6 rows. The last row contains 'Total' and '\$166,882'.

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? [] Yes [X] No

Appointing Authority Name: Agreed by: _____ (initial)

Table for 12. Limited Service Position Information with columns for # Positions and Title. Includes a Total Positions row.

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

13. AUTHORIZATION AGENCY/DEPARTMENT

Form section for 13. AUTHORIZATION AGENCY/DEPARTMENT with signature and date fields.

14. SECRETARY OF ADMINISTRATION

Form section for 14. SECRETARY OF ADMINISTRATION with signature and date fields.

15. ACTION BY GOVERNOR

Form section for 15. ACTION BY GOVERNOR with checkboxes for Accepted and Rejected, and signature/date fields.

16. DOCUMENTATION REQUIRED

Form section for 16. DOCUMENTATION REQUIRED with checkboxes for Request Memo, Notice of Donation, etc.

End Form AA-1

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (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).



Agency of Agriculture, Food & Markets
116 State Street
Montpelier, VT 05620-2901
(Phone) 802.828.5667

Office of the Secretary

MEMORANDUM

TO: Nick Kramer, Budget Analyst
Department of Finance and Management

Dan Dickerson, Fiscal Analyst
Joint Fiscal Office

FROM: Anson Tebbetts, Secretary
Agency of Agriculture, Food & Markets

A handwritten signature in black ink, appearing to read "A. Tebbetts".

DATE: October 31, 2022

SUBJECT: RECEIPT OF USDA LOCAL FOOD FOR SCHOOLS COOPERATIVE
AGREEMENT

This memo is to inform the Agency of Administration that the Vermont Agency of Agriculture, Food & Markets (VAAFMM) was awarded \$333,763.00 from the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) as part of the Local Food for Schools (LFS) Cooperative Agreement Program.

Enclosed is USDA's notice of award for this grant agreement. This cooperative agreement will be covered by the most recent AMS Grants Division General Terms and Conditions. The grant has a sixteen-month project period beginning September 1, 2022.

This funding allows VAAFMM to support school food authorities (SFAs) in purchasing local food from Vermont's network of nonprofit food hubs. Combined, these food hubs source from over 150 Vermont farms and food businesses and currently sell to 130 of Vermont's 391 schools. This opportunity will help the food hubs both strengthen existing relationships and foster new ones with Vermont schools who have yet to utilize food hubs. The food hubs source from 100 small businesses and forty-nine socially disadvantaged farmers. This project will help Vermont schools source more local food from small businesses and socially disadvantaged farmers.

LFS funds will be divided among Vermont SFAs using a formula based on student enrollment. Each SFA will be paired with a food hub in their region, and the value of their LFS allotment will be provided to them in the form of credit at their local food hub. LFS funds will flow through VAAFMM to food hubs on a reimbursement basis. The Vermont Agency of Agriculture, Food & Markets



worked with the Vermont Agency of Education (VAE) and food hub partners to map the location of each SFA in the state and overlay that map with the food hubs' delivery routes. Through this effort, we have identified which food hubs will work with each SFA.

The following outlines the scope of work for the grant.

- VAAFM staff will execute subaward grant agreements with food hubs to provide lines of credit to their assigned SFAs.
- VAAFM will work with Vermont Agency of Education's (VAE) Child Nutrition team and food hubs to conduct outreach about the availability of LFS funds for each School Food Authority (SFA). Targeted outreach material will include each SFA's assigned food hub, food hub point of contact and total allocation.
- SFAs will place orders and receive LFS deliveries from their assigned local food hub using their LFS-allocated line of credit.
- Food hubs will track all orders and related producer impact data. Food hubs report sales and producer impact data to VAAFM quarterly.
- Food hubs will submit detailed invoices to VAAFM on a quarterly basis. VAAFM will review all invoices and reimburse food hubs for any purchases made by SFAs up to their respective LFS allocation limit.

Thank you for your review and consideration of this important opportunity to help Vermont schools purchase local food from small businesses and socially disadvantaged farmers. Please reach out to Farm to Institution Program Manager Gina Clithero at gina.clithero@vermont.gov or 802-585-6225 with any questions.





NOTICE OF AWARD

United States
Department of
Agriculture

September 15, 2022

Agricultural
Marketing
Services

ATTN: KRISTINA SWEET, Agriculture Development Supervisor
MONTPELIER, VT

Local Food for
Schools

SUBJECT: Agricultural Marketing Service (AMS) Notice of Award (NOA) for
Agreement No. AM22CPLFS000C010

1400
Independence
Ave, SW
Room 4543-S
Stop 0264
Washington, DC
20250-0264

CFDA#: 10.185

Project Director: KRISTINA SWEET

Project Title: Local Food for Schools (LFS) Cooperative

Period of Performance: September 1, 2022-January 31, 2024

AMS Award Amount: \$333,763.00

Matching Funds Amount: \$0.00

Dear KRISTINA SWEET:

The Agricultural Marketing Service (AMS) hereby awards a grant to STATE OF VERMONT DEPT FINANCE & MAN in support of the above referenced program. This Award is pursuant to (CFDA# 10.185, Local Food for Schools) and is subject to:

1. Your organization's application package, including the SF-424, SF-424B, Application/Project Narrative, Budget Summary/Narrative, other supporting letters and documents, as applicable, match verification, as applicable, AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants, as applicable, and AD-3031, Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants, as applicable.
2. Agricultural Marketing Service Grants Division General Award Terms and Conditions (https://www.ams.usda.gov/sites/default/files/media/FY2021_GD_TermsandConditions.pdf)

Acceptance of this award requires an authorized STATE OF VERMONT DEPT FINANCE & MAN representative to sign and date the Grant Award and submit to Elizabeth LOBER at elizabeth.lober@usda.gov.

If you have any questions about this NOA, please contact the Federal Agency Project Manager listed in Box 13 of the attached Grant Agreement.

Sincerely,

Erin Morris

USDA, Agricultural Marketing Service

Grant Agreement Face Sheet		
1. Accounting Code: 9000025235	2. Vendor I.D. (EIN):	3. UEI Number / DUNS Number: ZL9VH4Z7GAR2 / 809376718
4. Agreement Number: AM22CPLFS000C010	5. Type of Instrument: Grant Agreement	6. CFDA Number: 10.185
7. Title of Agreement: Local Food for Schools (LFS) Cooperative		
8. Objective: To increase purchasing of local and regional foods for distribution to schools.		
9. Statement of Work: This agreement shall be carried out by the organizational units or officials of the Federal Agency and the Recipient in the manner and subject to the conditions provided in the Agricultural Marketing Service Grants Division General Award Terms and Conditions attached hereto and made a part of this agreement.		
10. Legal Authority: The Local Food for Schools Program (LFS) is authorized by section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c (c)).		
11. Federal Agency (Name and Address): Local Food for Schools	12. Recipient: STATE OF VERMONT DEPT FINANCE & MAN 116 STATE STREET MONTPELIER, VT 05620-2901	
13. Federal Agency Project Manager: ANA MICIJEVIC, Program Manager Telephone: Email: Ana.Micijevic@usda.gov	14. Recipient Project Coordinator: KRISTINA SWEET, Agriculture Development Supervisor Telephone: (802) 522-7811 Email: kristina.sweet@vermont.gov	
15. Period of Performance: September 01, 2022 through January 31, 2024	16. Federal Agency Funding Amount: \$333,763.00	Non-Federal Matching Amount: \$0.00
PROVISIONS		
This Agreement incorporates the following: 1. Approved application and budget including any mutually agreed upon budget revisions and other changes and amendments thereto. 2. Agricultural Marketing Service Grants Division General Award Terms and Conditions (October 2021) available at https://www.ams.usda.gov/sites/default/files/media/FY2021_GD_TermsandConditions.pdf . 3. 2 CFR Part 200, 2 CFR Part 400		
17. Federal Agency Representative Approval: Erin Morris Deputy Administrator Agricultural Marketing Service	18. Recipient Representative Approval: Name: Diane Bothfeld Title: Director of Administrative Services IV	
19. Federal Agency Representative Approval Signature: Date: Erin Morris 09/14/2022	20. Recipient Representative Approval Signature: Date: Diane Bothfeld 09/15/2022	

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is . Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project , Washington, DC 20503.

In accordance with Federal civil rights law and U.S. Department of Agriculture(USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;*
- 2) fax: (202) 690-7442; or 3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.*

Budget Details Table

	Funds Requested	Matching Funds	Gross Total By Line
Personnel	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00
Contractual	0.00	0.00	0.00
Other	333,763.00	0.00	333,763.00
Total Direct Cost	333,763.00	0.00	333,763.00
Cooperator Indirect Cost	0.00	0.00	0.00
Gross Total	333,763.00	0.00	333,763.00