MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: February 4, 2014
Subject: Grant/Position Requests

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration. Eight (8) limited service positions are associated with these items.

**JFO #2664** – $7,521,488 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to develop a new unemployment insurance IT system and enhance efforts to prevent and detect improper unemployment insurance payments. This project is a collaboration with Maryland and West Virginia. The grant amount represents Vermont’s share of the total $82.8 million grant for the project. **Eight (8) limited service positions** are associated with this request.  
*[JFO received 01/27/14]*

**JFO #2665** – $26,360 grant from the Vermont Community Foundation to the Vermont Agency of Agriculture, Food and Markets. These funds will support work on a five-year Farm-to-School strategic and action plan. Funds will also be used to conduct a survey intended to enhance the understanding of producer needs and capabilities related to participation in Farm-to-School and Farm-to Institution programs.  
*[JFO received 02/03/14]*

**JFO #2666** – $180,530 donation from the estate of George Cunavelis to the Vermont Veterans Memorial Cemetery. These funds will be used to support programs and infrastructure enhancements at the cemetery in Randolph, Vermont.  
*[JFO received 02/03/14]*

**JFO #2667** – Acquire 36 acres from Dale Merrett in exchange for 28 acres owned by the Department of Fish & Wildlife (DFW). This item is a property exchange between the state and Mr. Merrett. It has been submitted for JFO approval under the assumption that receiving the 36 acres from Mr. Merrett constitutes acceptance of a “thing of value” under 32 V.S.A. § 5, despite the fact that the State’s net gain (excluding ecological value) from the exchange is expected to be minimal.  
*[JFO received 02/03/14]*

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 **February 18** we will assume that you agree to consider as final the Governor’s acceptance of these requests.
STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: This grant from the Vermont Community Foundation will be used by VAAFM to improve the understanding of Vermont's food system in order to create more sustainable Farm-to-School programs. The funds will support work on a five-year FTS-network strategic and action plan as well as the creation of a producer and food hub survey that will foster greater understanding of needs and capabilities.

Date: 1/17/2014

Department: Agency of Agriculture, Food & Markets

Legal Title of Grant: Supporting Farm-to-School Programs thru Strategic Planning and Informed Value-Chain Facilitation

Federal Catalog #: 

Grant/Donor Name and Address: The Vermont Community Foundation, 3 Court Street, Middlebury, VT 05733

Grant Period: From: 2/1/2014 To: 2/15/2015

Grant/Donation $26,360.00

<table>
<thead>
<tr>
<th></th>
<th>SFY 1</th>
<th>SFY 2</th>
<th>SFY 3</th>
<th>Total</th>
<th>Comments</th>
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<td>$18,110</td>
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Position Information: 

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<tr>
<th># Positions</th>
<th>Explanation/Comments</th>
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Additional Comments: 

Has Vantage budget detail been reviewed and reconciled? ☒ Yes ☐ No

Department of Finance & Management
Secretary of Administration

RECEIVED
FEB 03 2014

JOINT FISCAL OFFICE
<table>
<thead>
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<th>STATE OF VERMONT</th>
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<tr>
<td>FINANCE &amp; MANAGEMENT GRANT REVIEW FORM</td>
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STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION

1. Agency: Agency of Agriculture, Food & Markets
2. Department:
3. Program: Farm to School
4. Legal Title of Grant: Supporting Farm-to-School Programs thru Strategic Planning and Informed Value-Chain Facilitation
5. Federal Catalog #: 

6. Grant/Donor Name and Address:
The Vermont Community Foundation
3 Court Street
Middlebury, VT 05733

7. Grant Period: From: 2/1/2014 To: 2/15/2015

8. Purpose of Grant:
Vermont Agency of Agriculture, Food, and Markets (VAAFM) will initiate a project 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 on a five-year FTS network strategic and action plan as well as support VAAFM staff to conduct a producer and Vermont food hub survey for any FTS or Farm-to-Institution program to use with area producers to better understand producer needs and capabilities.

9. Impact on existing program if grant is not Accepted:
The collaboration with FTS Network and survey of food hub and agricultural producers engaged in institutional sales would not be possible without access to these grant funds.

10. BUDGET INFORMATION

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<tr>
<th>Expenditures</th>
<th>SFY 1 FY 7/1/13-6/30/14</th>
<th>SFY 2 FY 7/1/14-6/30/15</th>
<th>SFY 3 FY</th>
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<td>Personal Services</td>
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<td>$17,450</td>
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<tr>
<td>Operating Expenses</td>
<td>$300</td>
<td>$660</td>
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<tr>
<td>Grants</td>
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<td>$18,110</td>
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<th>Revenues</th>
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<td>State Funds:</td>
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<tr>
<td>Cash</td>
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<tr>
<td>In-Kind</td>
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<tr>
<td>Federal Funds:</td>
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<tr>
<td>(Direct Costs)</td>
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<tr>
<td>(Statewide Indirect)</td>
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<tr>
<td>(Departmental Indirect)</td>
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<tr>
<td>Other Funds:</td>
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<tr>
<td>Grant (source Vermont Community Foundation)</td>
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<tr>
<td>Total</td>
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JAN 14 2014
STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

<table>
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<th>Appropriation No:</th>
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<th>Amount:</th>
<th>$8,250</th>
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Total $8,250

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:

<table>
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<th># Positions</th>
<th>Title</th>
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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: __________
Date: 1/7/14
Title: Deputy Secretary

Signature: __________
Date: __________
Title: __________

14. SECRETARY OF ADMINISTRATION

☐ Approved:
(Secretary or designee signature) __________
Date: 1/7/14

15. ACTION BY GOVERNOR

☐ Check One Box:
   Accepted
   Rejected

☐ Accepted
(Governor's signature) __________
Date: 1/7/14

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

☐ Request Memo
☐ Dept. project approval (if applicable)
☐ Notice of Award
☐ Grant Agreement
☐ Grant Budget
☐ Notice of Donation (if any)
☐ Grant (Project) Timeline (if applicable)
☐ Request for Extension (if applicable)
☐ Form AA-1PN attached (if applicable)
Terms of Award – Food and Farm Initiative

A grant is awarded for the purpose(s) described in the Resolution below and subject to any conditions included therein. To acknowledge this legally binding agreement and to accept the award and receive the grant funds, please return a signed copy of this Terms of Award together with adequate evidence that you have met any contingencies described in the Grant Purpose.

RESOLUTION

1. Grantee: Vermont Agency of Agriculture, Food and Markets
2. Amount: $26,360.00
3. Award #: 20132571
4. Grant Purpose: Supporting Farm-to-School Programs thru Strategic Planning and Informed Value-Chain Facilitation
5. Payment Plan: One payment

PROVISIONS

1. PAYMENT OF AWARD - Payment will be issued once the Vermont Community Foundation has received the signed 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 12 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.
(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. REPORTS - Within 45 days after the grant funds are expended, a final online grant report shall be submitted to the Vermont Community Foundation. Grant reports are expected to review and evaluate what was accomplished with the grant funds, and summarize expenditure of all funds on the supported project. 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.

Two signatures below will indicate acceptance of, and agreement with, these Terms of Award. Each of the individuals signing on behalf of the Grantee represents and warrants that he/she has all of the corporate authority necessary to execute this agreement and bind the Grantee to terms and conditions specified in these Terms of Award.

Name of Grantee Organization (print)

____________________________
Signature of Treasurer or Fiscal Officer

____________________________
Signature of Board President, Executive Director, or equivalent

____________________________
Printed Name

____________________________
Printed Name

____________________________
Financial Director

____________________________
Secretary

____________________________
Title

____________________________
Title

____________________________
Date

____________________________
Date

The Vermont Community Foundation, Inc.

By: __________________________

Date

[Signature]

Jen Peterson

Vice President for Program and Grants

December 20, 2013