MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: November 1, 2016
Subject: Grant Request #2855, #2856

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. The Administration has requested expedited review for JFO #2856. I will reach out to individuals by Thursday, November 10 for a decision unless I have heard from you prior to that time.

JFO #2855 – $76,667 grant from the Northern Border Regional Commission to the Vermont Public Service Department (PSD). The funds will be primarily used to offer financial incentives for non-profit public serving institutions that choose to install wood pellet heating systems. $63k of grant funds will be paired with $30k from the Vermont Clean Energy Development Fund to offer direct incentives to institutions in the five Northern Border counties that install wood pellet boilers. The remaining $14k of grant funding would be sub-granted to the Northern Forest Center to provide administration, reporting and outreach for the program. PSD will provide an additional ~$4,000 of in-kind staff time, and incentive recipients would be required to provide a cash match for boiler purchases. The total estimated program cost would be $147,560 over one year.

[JFO received 10/31/16]

JFO #2856 – $32,000 grant from the U.S. Dept. of Agriculture to the VT Agency of Education. The Agency has requested expedited review of this grant. The grant funds will be used to pay for travel costs for school food service managers selected by VT Child Nutrition Programs to attend training in November or December, 2016. The training will be held in Concord, NH and facilitated by the Institute for Child Nutrition with support of the USDA’s Team Up for School Nutrition Success initiative. The training will pair new and/or struggling school food service managers with experienced managers to create two-year action plans for improving child nutrition.

[JFO received 10/31/16]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; 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 November 30, 2016 we will assume that you agree to consider as final the Governor’s acceptance of these requests.
**Grant Summary:** USDA will pay for the travel costs associated with School Nutrition training during the Grant Period entered below.

<table>
<thead>
<tr>
<th>Date:</th>
<th>10/24/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Agency of Education</td>
</tr>
<tr>
<td>Legal Title of Grant:</td>
<td>FY2016 - Team Up for School Nutrition Travel Assistance Funds</td>
</tr>
<tr>
<td>Federal Catalog #:</td>
<td>10.547</td>
</tr>
<tr>
<td>Grant/Donor Name and Address:</td>
<td>U.S. Dept of Agriculture (USDA), Washington, D.C.</td>
</tr>
<tr>
<td>Grant Period:</td>
<td>From: 10/20/2016 To: 12/31/2016</td>
</tr>
<tr>
<td>Grant/Donation</td>
<td>$32,000</td>
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<table>
<thead>
<tr>
<th>SFY 1</th>
<th>SFY 2</th>
<th>SFY 3</th>
<th>Total</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>$32,000</td>
<td>$</td>
<td>$</td>
<td>$32,000</td>
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</table>

**Position Information:**

<table>
<thead>
<tr>
<th># Positions</th>
<th>Explanation/Comments</th>
</tr>
</thead>
</table>

**Additional Comments:**

Has Vantage budget detail been reviewed and reconciled? [ ] Yes [ ] No (Analyst Initial)

**Department of Finance & Management** (Initial)

**Secretary of Administration** (Initial)

**Sent To Joint Fiscal Office** Date
STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

**BASIC GRANT INFORMATION**

1. **Agency:** Education  
2. **Department:**  
3. **Program:** Child Nutrition  
4. **Legal Title of Grant:** Team Up for School Nutrition Travel Assistance  
5. **Federal Catalog #:** 10.547  
6. **Grant/Donor Name and Address:** USDA, Food and Nutrition Service  
7. **Grant Period:** From: 10/20/2016 To: 12/31/2016  
8. **Purpose of Grant:** Grant is to provide Agency with travel assistance for travel expenses so that school food authorities can attend the Team Up training in their State, and subsequently provide training to local school nutrition professionals. This Team Up training is being provided jointly with Main and New Hampshire and will be held in NH in late November or early December, 2016.  
9. **Impact on existing program if grant is not Accepted:** None  

**10. BUDGET INFORMATION**

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>SFY 1 FY 2017</th>
<th>SFY 2 FY</th>
<th>SFY 3 FY</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Personal Services</td>
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<td>$</td>
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<tr>
<td>Operating Expenses</td>
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<td>$</td>
<td>$</td>
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<tr>
<td>Grants</td>
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<td>$</td>
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<tr>
<td>Total</td>
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<th>Revenues</th>
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<th>SFY 3 FY</th>
<th>Comments</th>
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<tr>
<td>Cash</td>
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<td>In-Kind</td>
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<td>Federal Funds:</td>
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<tr>
<td>(Direct Costs)</td>
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<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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<td>$</td>
<td>$</td>
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<tr>
<td>Grant (source Nellie Mae)</td>
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<td>$</td>
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<tr>
<td>Total</td>
<td>$32,000</td>
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<th>5100070000</th>
<th>Amount:</th>
<th>$32,000</th>
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STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE
(Form AA-1)

Total $32,000

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: Agreed by: (initial)

12. Limited Service Position Information: # Positions Title

<table>
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<tr>
<th>Total Positions</th>
</tr>
</thead>
</table>

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):

Title: William Talbott, Deputy Secretary/CFO

Signature: [Signature]

Date: 10/24/2016

14. SECRETARY OF ADMINISTRATION

☑ Approved: [Secretary or designee signature]

Date: 10/27/16

15. ACTION BY GOVERNOR

☑ Check One Box:

Accepted

☑ Rejected

(Governor's signature) [Signature]

Date: 10/27/16

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) |

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).
The Agency of Education (AOE) has been offered $32,000 from the USDA to pay for the travel costs associated with a current School Nutrition training program.

Vermont, New Hampshire and Maine are partnering on the training which is to be accomplished during November and December 2016.

The Agency of Education is requesting expedited review by the JFC due to the compressed time between the 10/20/2016 start date and the 12/31/2016 end date of this award. The attached email shows that the date of the award was unknown by AOE until late in the day on September 29, 2016.

I recommend your approval of this position request.
MEMORANDUM

TO: Legislative Joint Fiscal Committee
FROM: Laurie M Colgan,
    Director, Child Nutrition Programs
CC: Deb Quackenbush
    Director, General Supervision and Monitoring
DATE: October 20, 2016
SUBJECT: USDA Team Up got School Nutrition Success Travel Funds

Vermont Agency of Education’s Child Nutrition Programs has received $32,000 from USDA to pay for travel costs associated with USDA’s Team Up for School Nutrition Success training to take place during November/December 2016. This training pairs new and struggling school food service managers with experienced managers to create action plans and continue to provide support over a two year period. The travel funds are to be used to pay for mileage, hotels, per diems and substitute staff coverage for approximately 18 Vermont school food service managers selected by Vermont Child Nutrition Programs (12-15 trainees, and 4 mentors), as well as travel costs for several Child Nutrition Programs staff members who will attend the training in a support role.

New USDA regulations (effective July 1, 2015) require that states provide 18 hours of professional development for school food authorities (SFAs) each year. In addition, the regulations set specific requirements for the number of hours of professional development that SFA staff must individually receive each year. The new professional standards are one piece of the many new requirements for school food service programs implemented by the Healthy Hunger Free Kids Act of 2010 (HHFKA). Some programs have adapted well to all the new requirements, while others continue to struggle. To respond to both these needs, USDA has partnered with the Institute for Child Nutrition to offer the “Team Up for School Nutrition Success” training to food service staff around the country. The training uses a mentor/mentee model of pairing experienced program staff with struggling staff to promote best practices, create action plans for improvement, and provide follow up support for two years following the training.

USDA has suggested that Vermont, New Hampshire and Maine work together to provide this training to food service managers from all three states in November/December 2016. The Institute for Child Nutrition will facilitate the training at no cost to the states and the participants. These USDA travel grant funds are meant to cover all travel costs for school program staff and state agency staff to travel to the training, which will take place in Concord, New Hampshire. Without these funds, travel costs will be prohibitively expensive for the school food service programs who are in most dire need to the training. Acceptance of these funds will not create additional obligations for State funds.
### GRANT/COOPERATIVE AGREEMENT

**1. GRANT/AGREEMENT NO.**
USDA-FNS-TEAMUP-16-XX

**2. FEDERAL AWARD DATE**

**3. CFDA NUMBER**
10.547

**4. UNIVERSAL IDENTIFIER NUMBER (DUNS)**
884902701

**5. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)**

**6. FEDERAL AWARDING AGENCY**
USDA/FNS/

**7. GRANT/AGREEMENT FOR**
FY 2016 - Team Up for School Nutrition Travel Assistance Funds

**8. RECIPIENT NAME**
Child Nutrition Programs
Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641

**9. ACCOUNTING AND APPROPRIATION DATA**

**10. AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION**
32,000.00

**11. TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED**
32,000.00

**12. TOTAL AMOUNT OF THE FEDERAL AWARD**
32,000.00

**13. PLACE OF PERFORMANCE**
Vermont

**14. BUDGET APPROVED BY AWARDING AGENCY**
Child Nutrition Programs

**15. TOTAL APPROVED COST SHARING/MATCHING (WHERE APPLICABLE)**
0.00

**16. INDIRECT COST RATE FOR THE FEDERAL AWARD**
(please include if the de minimis rate is charged)
0.00

**17. MAIL REQUESTS FOR REIMBURSEMENT TO**
Child Nutrition Programs

**18. SPONSOR (SPONSORING FNS PROGRAM)**
Child Nutrition Programs

**19. START DATE**
10/20/2016

**20. END DATE**
12/31/2016

**21. IS THIS AN R&D AWARD?**

- YES  [ ] NO

**22. REMARKS**
The Grantee/Cooperator hereby assures and certifies that they will comply with the regulations, policies, guidelines and requirements as they relate to the applications, acceptance, and use of Federal funds for this Federally-assisted project including: 2 CFR Chapter I (Office of Management and Budget Government-wide Guidance for Grants and Agreements) and Chapter II (Office of Management and Budget Guidance) as well as 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards); and any USDA implementing regulations, such as 2 CFR Part 400 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 2 CFR Part 415 (General Program Administrative Regulations), 2 CFR Part 416 (General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments), and 2 CFR Part 418 (New Restrictions on Lobbying).

**23. FEDERAL AWARD PROJECT DESCRIPTION**
This grant is to provide Team Up travel assistance funds for travel expenses so that school food authorities (SFAs) may attend the Team Up training in their State. After the training, the SFAs will then act on the State's behalf to provide training to local school nutrition professionals in their respective district or other SFAs. Funds must be obligated by December 31, 2016, and liquidated by no later than March 31, 2017.

Update as of October 2016: This agreement is amended by extending the expiration date from September 30, 2016 until December 31, 2016. This is a no-cost extension. All terms and conditions remain in full force and effect.

### SIGNATURE OF GRANTEE/COOPERATOR

**NAME (Type)**
William Talbott

**TITLE**
Deputy Secretary/CFO

**TELEPHONE NUMBER**
(802) 479-7459

### UNITED STATES OF AMERICA

**SIGNATURE (Grant Official)**

**DATE**

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SBU

Electronic Form Version Designed in Adobe 10.0 version