



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 #3133

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

JFO #3133: \$645,207 to the Vermont Agency of Education from the U.S. Department of Agriculture Food and Nutrition Service. Funds will be allocated entirely through contracts to a variety of local non-profits, with various focus areas, working to increase Farm to School participation and local food procurement by School Food Authorities.
[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

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

Agency of Administration

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM					
Grant Summary:		The USDA Farm to School State Formula Grant is intended to support state agency efforts to increase Farm to School participation. AOE intends to use their award on contracts to increase participation in/procurement by SFAs in the Local Foods Incentive.			
Date:		11/2/2022			
Department:		Agency of Education			
Legal Title of Grant:		USDA State Formula Grant Program			
Federal Catalog #:		10.645			
Grant/Donor Name and Address:		USDA Food and Nutrition Service, Alexandria, VA 22314			
Grant Period:		From:		To:	
		9/30/2022		9/30/2026	
Grant/Donation		\$645,207			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$0	\$215,069	\$215,069	\$645,207	\$215,069 in SFY4
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		Grant has been awarded, agency intent is to RFI/RFP in FY23 and award contracts to begin at start of FY24. As the full grant amount will be spent on contracts this means no expenditures are expected until year 2.			
Department of Finance & Management				Adam Gresham <small>Digitally signed by Adam Gresham DN: cn=Adam Gresham, o=State of Vermont</small>	
Secretary of Administration				Douglas Farham <small>41948B1C0A36415</small>	
Sent To Joint Fiscal Office				Date	



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

BASIC GRANT INFORMATION				
1. Agency:	Agency of Education			
2. Department:	Federal Education and Support Programs			
3. Program:	Child Nutrition Programs			
4. Legal Title of Grant:	USDA State Formula Grant Program			
5. Federal Catalog #:	10.645			
6. Grant/Donor Name and Address: USDA Food and Nutrition Service				
7. Grant Period:	From:	9/30/2022	To:	9/30/2026
8. Purpose of Grant: The funds will support the Agency of Education's efforts to increase Farm to School participation and local procurement by SFAs participating in the Local Foods Incentive. This will be done entirely through contracts with local non-profits in the areas of (1) connecting farmers to schools and facilitating local sales, (2) increasing school nutrition professionals' capacity to engage with the Local Foods Incentive, and (3) supporting the state-wide network of educators and professionals engaged in Farm to School work. The AOE will send out a Request for Information prior to developing a Request for Proposals. Exact program measurements will be identified during that process and tracked throughout the duration of the contracts.				
9. Impact on existing program if grant is not Accepted: There will not be any direct negative impacts, but the capacity building and support to FTS programs throughout the state will not occur and it is likely that, long term, the Local Foods Incentive will be less successful. Because of the relatively high dollar amount and 4-year period of performance, it's recommended the State of Vermont accept these funds.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2023	FY 2024	FY 2025	
Personal Services	\$	\$215,069	\$215,069	SY26- \$215,069 All expenses will be contracts.
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$	\$215,069	\$215,069	SY26- \$215,069
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$215,069	\$215,069	SY26- \$215,069
(Direct Costs)	\$	\$201,269	\$201,269	SY26- \$201,269
(Statewide Indirect)	\$	\$13,800	\$13,800	SY26- \$13,800 Assumed to have

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

				<p>three separate contracts, with each contract spanning ~three years. IDR charged to the first \$25,000 of each contract per year.</p> <p>calculation = 3 contracts X \$25,000 X 3 years X 18.4% Assumed to have three separate contracts, with each contract spanning ~three years. IDR charged to the first \$25,000 of each contract per year.</p> <p>calculation = 3 contracts X \$25,000 X 3 years X 18.4%</p>
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$0	\$0	\$0	
Appropriation No:	5100070000	Amount:	\$0	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

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

	Total \$

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 ^{DS} allow current competitive bidding process/policy.
 Appointing Authority Name: Secretary French Agreed by: DF (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
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):

DocuSigned by: Signature: <u>Sean Cousins</u> Title: Deputy CFO, Vermont Agency of Education	Date: 10/31/2022
DocuSigned by: Signature: <u>Daniel French</u> Title: Vermont Secretary of Education	Date: 10/31/2022

14. SECRETARY OF ADMINISTRATION

Approved: (Secretary or designee signature) Douglas Farnham Date: 11/3/2022

15. ACTION BY GOVERNOR

Check One Box: Accepted
 Rejected
 (Governor's signature) [Signature] Date: 11/10/22

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 type="checkbox"/> Grant Budget | <input 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).

FY 2022

Non-Competitive Farm to School State Formula Grant Budget Template

**IMPORTANT - FY 2022 CHILD NUTRITION
NON-COMPETITIVE FARM TO SCHOOL STATE FORMULA GRANT
BUDGET TEMPLATE**

- ✓ **The proposed budget for use of the State’s allocated formula grant funds must be submitted to FNS Regional Offices.**
- ✓ **All questions regarding the template and submission process should be referred to a State Agency’s respective FNS Regional Offices via the contacts listed below.**

FNS Regional Office	Point of Contact (email)
Mid-Atlantic Regional Office	Howard.Lockstein@usda.gov
Midwest Regional Office	Mike.Chambers@usda.gov
Mountain Plains Regional Office	Cynthia.Archuleta@usda.gov
Northeast Regional Office	Li.Liu@usda.gov
Southeast Regional Office	Izra.Brown@usda.gov
Southwest Regional Office	Jeff.Wingate@usda.gov
Western Regional Office	Rebecca.Hobbs@usda.gov

How to Use the Proposal Template

State agencies may copy and use the template as it appears, or set up their own format *as long as responses to all items are numbered and addressed in the order listed in the template*. The template contains tips with scenarios and suggestions for the kind of content to include in the proposal when describing the requested elements. If using the template, first read and delete the tips/notes and then input your response. You may use (and expand as needed) the sample tables throughout. It is permissible to use the template for some items and your own format for others, as long as all items are numbered and addressed in the order listed.

Responses should be clear and concise with a suggested length not exceeding three-pages for the responses to the content of the narrative project proposal (responses to questions 1-3) and any attached explanations. The requested length **does not** include the two-page maximum budget narrative, required supporting documents (such as the SF-424, SF-424A, SF-424B), indirect cost agreement, other required Federal forms, and assurance statements.

FNS understands that your agency may not be able to fully address every element detailed in the template prior to submission of the budget. If an element is not addressed in your response, your narrative should explain why. **State agencies are encouraged to have an entry for every item.** For each element of the template, please do one of the

Attachment 2

OMB Control No: 0584-0512

Expiration Date: 7/31/2025

following:

- Respond to the element;
- State that this element is not applicable and why; or
- If there is duplication with a previous answer(s), explain that the answer is included in the response to a previous item and give the referenced item and response number. However, be sure that you have provided sufficient information to fully respond to both items.

Attachment 2

OMB Control No: 0584-0512

Expiration Date: 7/31/2025

FY 2022 CHILD NUTRITION BUDGET TEMPLATE FARM TO SCHOOL STATE FORMULA GRANT	
Enter State Agency Contact Information	
State Agency Name and Mailing Address: Vermont Agency of Education 1 National Life Drive, Davis 5 Montpelier, VT 05620-2501	Agency Administrator : Rosie Krueger, State Director of Child Nutrition Programs, 802-828-1589, mary.krueger@vermont.gov Project Contact: Conor Floyd, Grant Programs Manager, 802-828-0310, conor.floyd@vermont.gov
GRANT PURPOSE	
<p>The purpose of this grant is to support state agency efforts to implement and expand farm to school activity among institutions participating in Child Nutrition Programs. Allowable activities must support one or both of the funding objectives:</p> <ol style="list-style-type: none"> 1) To build and increase the capacity of participating institutions to procure and use local food in program meals; and/or 2) To provide agricultural education opportunities for participating children. <p>Only costs that are necessary, reasonable, and allowable under Child Nutrition Program rules and meet specific farm to school objectives will be allowed.</p>	
<p>1. <u>PROPOSED ACTIVITIES:</u> From the list below, mark <u>all</u> activities that apply to your State agency's proposal, which may include planning and/or implementation activities:</p> <p>Planning activities, such as:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Capacity building and coordination of local food procurement in child nutrition programs (such as value chain coordination, grower/buyer matching tools, etc.); <input checked="" type="checkbox"/> Training and technical assistance for local producers and program operators conducting farm to school activities; <input checked="" type="checkbox"/> Local food promotional and educational activities for participating institutions and children (such as Harvest of the Month promotions or "crunches"); <input checked="" type="checkbox"/> Outreach to local producers or participating institutions not engaged in farm to school; <input type="checkbox"/> Directly fund State agency staff conducting farm to school activities; <input checked="" type="checkbox"/> Provide funds to partner organizations to conduct allowable activities, or to Child Nutrition Program participating institutions, through contracts, subgrants, or incentive payments; <input type="checkbox"/> Other. Please describe: _____ 	

FY 2022 CHILD NUTRITION BUDGET TEMPLATE FARM TO SCHOOL STATE FORMULA GRANT																																						
<p>2. <u>PROJECT SCOPE:</u> Enter a brief description of how the State agency will use the funds to address the objectives mentioned above and the metrics the State will use to evaluate progress.</p> <p>The VT AOE plans to use these funds to primarily support efforts around the Local Foods Incentive, Vermont’s local purchasing incentive for schools. This will be done entirely through contracts with local non-profits in the areas of (1) connecting farmers to schools and facilitating local sales, (2) increasing school nutrition professionals’ capacity to engage with the Local Foods Incentive, and (3) supporting the state-wide network of educators and professionals engaged in Farm to School work.</p> <p>The AOE will send out a Request for Information prior to developing a Request for Proposals. Exact program measurements will be identified during that process and tracked throughout the duration of the contracts.</p>																																						
<p>PROJECT BUDGET PLAN <i>NOTE: Requested funding must not exceed the allocated amount described in the allocation chart.</i></p>																																						
<p>3. <u>BUDGET:</u></p> <p>Of the funds offered, does the State agency’s proposed budget include the use of:</p> <p><input checked="" type="checkbox"/> ALL of the offered funds</p> <p><input type="checkbox"/> PART of the offered funds (meaning the remainder will revert back to FNS)</p> <p>Include a narrative description of the Federal funds requested in SF-424A, including calculation stating how the funds requested were derived. Describe costs such as:</p> <ul style="list-style-type: none"> a. State personnel and fringe benefits; b. Travel; c. Supplies d. Equipment; e. Contractual; f. Other (e.g., printing, software licenses); and g. Indirect. (If included, applicant must provide a copy of the approved IDC Agreement) 																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">1. PERSONNEL</th> <th style="text-align: center; padding: 2px;">TOTAL</th> <th style="text-align: left; padding: 2px;">NARRATIVE EXPLANATION</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1a. Title</td> <td style="text-align: center; padding: 2px;">0</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">1b. Title</td> <td style="text-align: center; padding: 2px;">0</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">1c. Title</td> <td style="text-align: center; padding: 2px;">0</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Personnel Total</td> <td style="text-align: center; padding: 2px;">0</td> <td style="padding: 2px;">Personnel not applicable because all grant activities will be conducted by contractors.</td> </tr> </tbody> </table>	1. PERSONNEL	TOTAL	NARRATIVE EXPLANATION	1a. Title	0		1b. Title	0		1c. Title	0		Personnel Total	0	Personnel not applicable because all grant activities will be conducted by contractors.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">2. FRINGE BENEFITS</th> <th style="text-align: center; padding: 2px;">TOTAL</th> <th style="text-align: left; padding: 2px;">NARRATIVE EXPLANATION</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">2a. PERSONNEL 1a.</td> <td style="text-align: center; padding: 2px;">0</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">2b. PERSONNEL 1b.</td> <td style="text-align: center; padding: 2px;">0</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">2c. PERSONNEL 1c.</td> <td style="text-align: center; padding: 2px;">0</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Fringe Benefits Total</td> <td style="text-align: center; padding: 2px;">0</td> <td style="padding: 2px;">Fringe Benefits not applicable because all grant activities will be conducted by contractors.</td> </tr> </tbody> </table>	2. FRINGE BENEFITS	TOTAL	NARRATIVE EXPLANATION	2a. PERSONNEL 1a.	0		2b. PERSONNEL 1b.	0		2c. PERSONNEL 1c.	0		Fringe Benefits Total	0	Fringe Benefits not applicable because all grant activities will be conducted by contractors.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">3. TRAVEL</th> <th style="text-align: center; padding: 2px;">TOTAL</th> <th style="text-align: left; padding: 2px;">NARRATIVE EXPLANATION</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"></td> <td style="padding: 2px;"></td> </tr> </tbody> </table>	3. TRAVEL	TOTAL	NARRATIVE EXPLANATION			
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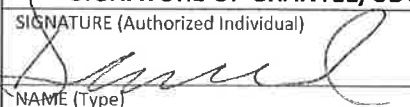
FY 2022 CHILD NUTRITION BUDGET TEMPLATE FARM TO SCHOOL STATE FORMULA GRANT		
3a. Airfare	0	
3b. Mileage, @ \$0.XXX / mi.	0	
3c. Lodging	0	
3d. Travel - Other	0	
Travel Total	0	Travel not applicable because all grant activities will be conducted by contractors.
4. SUPPLIES (Less than or equal to a unit cost of \$4,000. NOTE: Allowable costs are located at 2 CFR Part 200, Subpart E)	TOTAL	NARRATIVE EXPLANATION
4a. Office supplies	0	
4b. Computer(s)	0	
4e. Supplies - Other	0	
Supplies Total	0	Supplies not applicable because all grant activities will be conducted by contractors.
5. EQUIPMENT	TOTAL	NARRATIVE EXPLANATION
5a. XXX	0	
5b. XXX	0	
Equipment Total	0	Equipment not applicable because all grant activities will be conducted by contractors.
6. CONTRACTUAL	TOTAL	NARRATIVE EXPLANATION
6a. Supply Chain Development Contract, Contractor and terms TBD	\$181,142	This is a rough estimate based on anticipated scope of work.
6b. School Nutrition Professionals Capacity Contract, Contractor and terms TBD	\$120,761.50	This is a rough estimate based on anticipated scope of work.
6c. FTS Network building Contract, Contractor and terms TBD	\$301,903.50	This is a rough estimate based on anticipated scope of work.
Contractual Total	\$603,807	
7. OTHER	TOTAL	NARRATIVE EXPLANATION
7a. XXX	0	
Other Total	0	
8. TOTAL COSTS	TOTAL	NARRATIVE EXPLANATION
8a. Total Direct Costs	\$603,807	[You will not need to write anything in this column]
8b. Total Indirect Costs [or maximum Administrative Costs % allowed]	\$41,400	Assumed to have three separate contracts, with each contract spanning ~three years. IDR charged to the first \$25,000 of each contract per year. calculation = 3 contracts X \$25,000 X 3 years X 18.4%
Total costs (Budget categories 8a + 8b)	\$645,207	[You will not need to write anything in this column]

Attachment 2

OMB Control No: 0584-0512

Expiration Date: 7/31/2025

OMB Burden Statement: The valid OMB control number for this information collection is 0584-0512. The estimated average time required to complete this information collection is 39 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. FNS plans to seek OMB approval of these reporting requirements associated with this form under control number 0584-0512 and will not request this information if these requirements are not approved at the time that the information would be due. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0512). Do not return the completed form to this address.

UNITED STATES DEPARTMENT OF AGRICULTURE- FOOD AND NUTRITION SERVICE GRANT/COOPERATIVE AGREEMENT	1. GRANT/AGREEMENT NO.		2. FEDERAL AWARD DATE	
	3. IS THIS AN R&D AWARD? NO	5. UNIVERSAL IDENTIFIER NUMBER (DUNS)	6. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	
	4. CFDA NUMBER 10.645	884902701		
7. FEDERAL AWARDDING AGENCY USDA Food and Nutrition Service	8. CFDA NAME USDA State Formula Grant Program			
9. RECIPIENT NAME Vermont Agency of Education 1 National Life Drive, Davis S Montpelier, VT 05620-2501	10. ACCOUNTING AND APPROPRIATION DATA			
	11. AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION 645,207		12. TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED 645,207	
	13. TOTAL AMOUNT OF THE FEDERAL AWARD 645,207			
14. PLACE OF PERFORMANCE Vermont	15. BUDGET APPROVED BY AWARDDING AGENCY			
	16. TOTAL APPROVED COST SHARING/MATCHING (WHERE APPLICABLE) N/A		17. INDIRECT COST RATE FOR THE FEDERAL AWARD (PLEASE INCLUDE IF THE DE MINIMIS RATE IS CHARGED)	
18. MAIL REQUESTS FOR REIMBURSEMENT TO	19. SPONSOR (SPONSORING FNS PROGRAM)			
	20. START DATE 9/30/2022		21. END DATE 09/30/2026	
22. FEDERAL AWARD PROJECT DESCRIPTION FY 2022 Farm to School State Formula Grant				
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. REMARKS This grant is to provide funding allocations to States under the Farm to School State Formula Grants.				
SIGNATURE OF GRANTEE/COOPERATOR		UNITED STATES OF AMERICA		
SIGNATURE (Authorized Individual) 	DATE 9/26/22	SIGNATURE (Grant Official)	DATE	
NAME (Type) Daniel M. French		NAME (TYPE)		
TITLE Secretary of Education, VT Agency of Education		TITLE		
TELEPHONE NUMBER 802-828-1130		TELEPHONE NUMBER		