



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: August 10, 2006

Subject: Status of Grant Requests

No Joint Fiscal Committee member has requested that the following items be held for review:

JFO #2260 – \$19,835 grant from the U.S. Department of Agriculture through the University of Delaware to the Agency of Agriculture, Food and Markets. These grant funds will be used by dairy producers and workers for management and training for the Vermont Hispanic workforce to increase safety and productivity through workshops and one-on-one follow-up.

[JFO received 07/11/06]

JFO #2261 – \$30,000 grant from the U.S. Department of Agriculture through the University of Vermont to the Agency of Agriculture, Food and Markets. These grant funds will support a portion of the “Dairy Ombudsman” position who will work with the Governor’s Dairy Task Force. The ombudsman will conduct education activities through use of a web site, farm visits and phone contacts as well as provide one-on-one and small group assistance to dairy farmers on production, marketing, financial and legal risk management.

[JFO received 07/11/06]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since these items were submitted to the Joint Fiscal Committee, the Governor’s approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of these actions.

cc: Linda Morse
Stephen Kerr

From: "Morrison, Mary" <Mary.Morrison@state.vt.us>
To: "Michael Obuchowski" <OBIE@leg.state.vt.us>
Date: 7/20/2006 9:03:54 AM
Subject: JFO #2260

Here are the responses I received from Louise Waterman, the program manager for this grant:

Questions with regard to JFO #2260 (\$19,835 grant from USDA thru University of Delaware to Agency of Ag):

- 1) Where are the Hispanic workers concentrated? Is there a specific area of the state? The dairy strength in Vermont is in Addison, Franklin, Grand Isle, Orleans, and Essex counties, and that is where the Hispanic workers are concentrated.
- 2) Workshops will be offered in 3 regions of the state (Addison, Franklin/Grand Isle, and Orleans/Essex). Why aren't any of the workshops being offered in the southern counties? How will southern counties get services from this grant? Due to limited resources, the workshops are being held in the regions with the strongest concentration of Hispanic workers. There are fewer dairy farms in the southern part of Vermont and less potential participation, although they will be invited to attend.
- 3) On page 10 of the grant proposal submission there is an "Original pre-proposal request". The final budget question on this page is regarding other funding for this project. The explanation provided by the Ag Agency references a \$3,200 grant request made to the New York Center for Agricultural Medicine and Health/Northeast Center for Agricultural Health. When did you make that request? What is the status of that grant request? The grant request was made 6-8 months ago. The New York Center for Agricultural Medicine and Health/Northeast Center for Agricultural Health will find out some time in August whether or not they will receive the funds to grant to other organizations.

Mary Morrison
Business Manager
Mary.Morrison@state.vt.us
Vt. Agency of Agriculture
828-3567

CC: <rbuck@leg.state.vt.us>, "Hartrich, Toni" <Toni.Hartrich@state.vt.us>

From: "Hartrich, Toni" <Toni.Hartrich@state.vt.us>
To: <OBIE.LCPO2.VTLC@leg.state.vt.us>
Date: 7/19/2006 10:27:07 AM
Subject: Response to Representative Obuchowski's inquiry on JFO #2260i

Representative Obuchowski, In response to your inquiry,

The reasons behind the longer than normal timeframe on transmitting this grant request included:

Follow up on some inconsistencies and need for further information in the submittal combined with personal time taken related to death in family.

Toni Hartrich

CC: "Maria Belliveau" <mbelliveau@leg.state.vt.us>, <r buck@leg.state.vt.us>, "Mary Morrison" <mary.morrison@state.vt.us>

From: Rebecca Buck
To: toni.hartrich@state.vt.us
Subject: Rep. Obuchowski question re: JFO #2260

Good afternoon Toni: With regard to JFO #2260 (\$19,835 grant from USDA thru University of Delaware to Agency of Ag re: Hispanic workforce safety and productivity), Representative Obuchowski has the following question:

The AA-1 was signed/certified by the Agency of Ag on 05/16/06 and received by Finance and Management on 05/22/06 (date stamp) and the Governor and Administration Secretary signed off on this item on 06/30/06 and 06/29/06 respectively. Is there a reason/explanation for the delay in forwarding this item on to the Joint Fiscal Office?

Please cc me on your response to Representative Obuchowski. Thank you.

CC: Belliveau, Maria; Obuchowski, Michael



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STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: July 13, 2006

Subject: Grant Requests

Enclosed please find three (3) requests which the Joint Fiscal Office recently received from the Administration:

JFO #2260 – \$19,835 grant from the U.S. Department of Agriculture through the University of Delaware to the Agency of Agriculture, Food and Markets. These grant funds will be used by dairy producers and workers for management and training for the Vermont Hispanic workforce to increase safety and productivity through workshops and one-on-one follow-up.

[JFO received 07/11/06]

JFO #2261 – \$30,000 grant from the U.S. Department of Agriculture through the University of Vermont to the Agency of Agriculture, Food and Markets. These grant funds will support a portion of the "Dairy Ombudsman" position who will work with the Governor's Dairy Task Force. The ombudsman will conduct education activities through use of a web site, farm visits and phone contacts as well as provide one-on-one and small group assistance to dairy farmers on production, marketing, financial and legal risk management.

[JFO received 07/11/06]

JFO #2262 – \$50,000 grant from the U.S. Department of Education to the Education Department. Utilizing a formula calculation, the Department will use these funds to reimburse Local Education Agencies for a portion of the actual costs of providing educational services to students displaced by Hurricanes Katrina and Rita. [JFO received 07/12/06]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Maria Belliveau at 802/828-5971; mbelliveau@leg.state.vt.us) if you would like any item(s) held for Committee review. Unless we hear from you to the contrary by July 27 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: Michael Smith, Secretary
James Reardon, Commissioner
Linda Morse, Administrative Assistant
Stephen Kerr, Secretary
Richard Cate, Commissioner

JFO #2260

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant for Vermont Dairy Producer Labor Management and Training for a Hispanic Workforce program is from the University of Delaware.

FEDERAL CATALOG No.:

GRANTOR / DONOR: The University of Delaware
Office of the Vice Provost for Research
210 Hullihen
Newark New Jersey

DATE: 6/27/06

DEPARTMENT: Agriculture, Food and Markets

GRANT / DONATION: This is a subgrant from The University of Delaware from a grant it got from USDA. This grant will be used to help farmers in Vermont in their training of their Hispanic workers who may not have good English language skills.


AMOUNT / VALUE: \$19,835.00

POSITIONS REQUESTED: None

GRANT PERIOD: 7/1/06 to 6/30/07

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) Sy 6/27/06
(INITIAL) _____
DATE: MS 6-29-06 
7/5/06



STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

FORM AA-1
 (Rev. 9-90)

1. Agency:
2. Department: **Vermont Agency of Agriculture, Food & Markets**
3. Program: Vermont Dairy Producer Labor Management and Training for a Hispanic Workforce
4. Legal Title of Grant: Sub grant No. 605
5. Federal Catalog No.:
6. Grantor and Office Address: University of Delaware
 Office of the Vice Provost for Research
 210 Hullihen
 Newark, Delaware

7. Grant Period: From: 07/01/06 To: 6/30/07

8. Purpose of Grant: (Attach additional Sheets if needed) The language barrier makes working with a Hispanic workforce challenging. This project will support dairy producers as they train their Hispanic workers to gain the necessary skills to perform their jobs effectively, efficiently and safely. (Details in attachments) Note that this is a pass through grant to us and was originally federal money.

9. Impact on Existing Programs if Grant is not Accepted: This service will not be available to dairy producers in Vermont.

| 10. Budget Information: | (1st State FY) <u>FY 2007</u> | (2nd State FY) <u>FY 2008</u> | (3rd State FY) <u>FY 2009</u> |
|----------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| EXPENDITURES: | | | |
| Personal Services | \$9,315.00 | \$ | \$ |
| Operating Expenses | \$10,520.00 | \$ | \$ |
| Grants | \$ | \$ | \$ |
| TOTAL | \$19,835.00 | \$ | \$ |
| REVENUES: | | | |
| State Funds: | | | |
| Cash | \$ | \$ | \$ |
| In-Kind | \$ | \$ | \$ |
| Federal Funds: | | | |
| (Direct Costs) | \$ | \$ | \$ |
| (Statewide Indirect) | \$ | \$ | \$ |
| (Department Indirect) | \$ | \$ | \$ |
| Other Funds: | | | |
| (source) <u>University of Delaware</u> | \$19,835.00 | \$ | \$ |
| TOTAL | \$19,835.00 | \$ | \$ |

| | | |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------|
| Grants will be allocated to these appropriation expenditure accounts | <u>Appropriation Nos.</u> DEPTID 2200030000 FUND 21889 PROGRAM to be established | <u>Amounts</u> \$19,835.00 |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------|

REC'D MAY 22 2006

11. Will grant monies be spent by one or more personal service contracts?

YES

NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X David Lee for Steve Kerr (Date)

12a. Please list any requested Limited Service Positions:

| Titles | Number of Positions |
|--------|---------------------|
| | |
| TOTAL | |

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

David Lee for Steve Kerr
(Signature)
Secretary: Agriculture, Food & Markets
(Title)

5/16/06
(Date)

14. Action by Governor:

- Approved
- Rejected

[Signature]
(Signature)

6/30/06
(Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

[Signature]
(Signature)

6.29.06
(Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

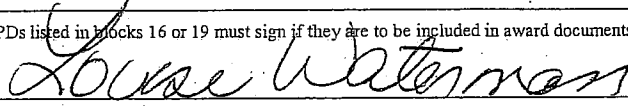
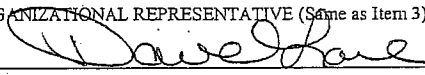
(Signature)

(Date)

REC'D MAY 22 2006

UNITED STATES DEPARTMENT OF AGRICULTURE
 COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
PROPOSAL COVER PAGE

OMB Approved 0524-0039

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 1. LEGAL NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE Vermont Agency of Agriculture, Food & Markets | | 3. NAME AND TITLE OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (AOR) David Lane - Deputy Secretary | | |
| 2. ADDRESS (Give complete mailing address and Zip Code) 116 State Street, Drawer 20 Montpelier, Vermont 05620-2901 | | 4. a. Telephone No.: (802) 828-3830 | b. Fax Number: (802) 828-3831 | c. E-mail Address: dave1@agr.state.vt.us |
| 5. ADDRESS OF AOR (If different from Item 2.) | | | | |
| 6a. TYPE OF PERFORMING ORGANIZATION (Choose 1 only) 01 <input type="checkbox"/> USDA Agency 02 <input type="checkbox"/> Other Federal Agency/Department 03 <input type="checkbox"/> 1862 Land-Grant University 04 <input type="checkbox"/> 1890 Land-Grant University (including Tuskegee Univ.) 05 <input type="checkbox"/> 1994 Land-Grant University 06 <input type="checkbox"/> Private University of College 07 <input type="checkbox"/> Non-Land-Grant Public University or College | | | 6b. In addition, PLEASE CHECK ANY OF THE FOLLOWING THAT APPLY: <input type="checkbox"/> Alaska Native-Serving Institution <input type="checkbox"/> Cooperative Extension Service <input type="checkbox"/> Native Hawaiian-Serving Institution <input type="checkbox"/> Hispanic-Serving Institution <input type="checkbox"/> Historically Black College or University (other than 1890) <input type="checkbox"/> School of Forestry <input type="checkbox"/> State Agricultural Experiment Station <input type="checkbox"/> Tribal College (other than 1994) <input type="checkbox"/> Veterinary School or College | |
| 7. TITLE OF PROPOSED PROJECT (140-character maximum, including spaces) Vermont Dairy Producer Labor Management & Training for a Hispanic Workforce | | | | |
| 8. PROGRAM TO WHICH YOU ARE APPLYING (Include Program Area and Number: Refer to Federal Register announcement or program solicitation where applicable) The Northeast Center for Risk Management Education Extension Risk Management Education Competitive Grants Program | | 9. TAX IDENTIFICATION NO. (TIN) 03 - 6000264 | | 9. CONGRESSIONAL DISTRICT NO. Vermont |
| 11. DUNS NO. (Data Universal Numbering System) | | 12. PROPOSED START DATE July 1, 2006 | | 13. DURATION REQUESTED (No. of months) 12 months |
| 14. TYPE OF REQUEST (Check only one) X <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Supplement <input type="checkbox"/> Resubmission <input type="checkbox"/> Resubmitted Renewal <input type="checkbox"/> Continuing Increment <input type="checkbox"/> PD Transfer [PRIOR USDA Award No. _____] | | | | 15. FEDERAL FUNDS REQUESTED (From Form CSREES-2004) \$19,835.00 |
| 16. PROJECT DIRECTOR (PD) Louise Waterman Education Coordinator | | 17. PD BUSINESS ADDRESS (INCLUDE DEPARTMENT/ZIP CODE) 116 State Street, Drawer 20 Montpelier, Vermont 05620-2901 | | |
| 18. a. PD Phone No.: (802) 828-6900 | b. PD Fax No.: (802) 828-3831 | c. PD E-mail Address: waterman@agr.state.vt.us | | |
| 19. CO-PD(S) NAME | | TELEPHONE NUMBER | E-MAIL ADDRESS | |
| 20. IF THIS IS A RESEARCH PROJECT, WILL IT INVOLVE RECOMBINANT DNA, HUMAN SUBJECTS, OR LIVING VERTEBRATE ANIMALS? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, complete Form CSREES-2008) | | 21. WILL THIS PROJECT BE SENT OR HAS IT BEEN SENT TO OTHER FUNDING AGENCIES, INCLUDING OTHER USDA AGENCIES? <input type="checkbox"/> No X Yes (If yes, list Agency acronym(s) & program(s) Vermont NYCAMH/NEC | | |
| By signing and submitting this proposal, the applicant is providing the required certifications set forth in 7 CFR Part 3017, as amended, regarding Debarment and Suspension and Drug-Free Workplace; and 7 CFR Part 3018 regarding Lobbying. Submission of the individual forms is not required. (Please read the Certifications included in this booklet before signing this form.) In addition, the applicant certifies that the information contained herein is true and complete to the best of its knowledge and accepts as to any award the obligation to comply with the terms and conditions of the Cooperative State Research, Education and Extension Service in effect at the time of the award. | | | | |
| SIGNATURE OF PROJECT DIRECTOR(S) (All PDs listed in blocks 16 or 19 must sign if they are to be included in award documents.) Louise Waterman - Education Coordinator  | | | | DATE 2/21/2006 |
| SIGNATURE OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (Same as Item 3) David Lane - Deputy Secretary  | | | | DATE 2/21/2006 |
| SIGNATURE (OPTIONAL USE) | | | | DATE |

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 0524-0039. The time required to complete this information collection is estimated to average 3.00 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

OMB Approved 0524-0039

BUDGET

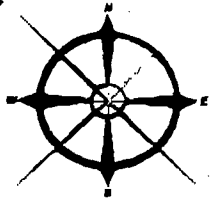
| | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------|----------|----------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------|
| ORGANIZATION AND ADDRESS Vermont Agency of Agriculture, Food & Markets 116 State Street, Drawer 20 Montpelier, Vermont 05620-2901 | | | | USDA AWARD NO. | | | |
| PROJECT DIRECTOR(S) Louise Waterman | | | | DURATION PROPOSED MONTHS: 12 Funds Requested by Proposer | DURATION PROPOSED MONTHS: _____ Funds Approved by CSREES (if different) | Non-Federal Proposed Cost-Sharing/Matching Funds (If required) | Non-federal Cost-Sharing/Matching Funds Approved by CSREES (If Different) |
| A. Salaries and Wages..... | | CSREES-FUNDED WORK MONTHS | | \$5,550.00 | | | |
| 1. No. Of Senior Personnel | | Calendar | Academic | | | | |
| a. <u>1</u> (Co)-PD(s)..... | | 12 | | | | | |
| b. _____ Senior Associates | | | | | | | |
| 2. No. of Other Personnel (Non-Faculty) | | | | | | | |
| a. _____ Research Associates/Postdoctorates..... | | | | | | | |
| b. _____ Other Professionals..... | | | | | | | |
| c. _____ Paraprofessionals..... | | | | | | | |
| d. _____ Graduate Students..... | | | | | | | |
| e. _____ Prebaccalaureate Students | | | | | | | |
| f. _____ Secretarial-Clerical..... | | | | | | | |
| g. _____ Technical, Shop and Other | | | | | | | |
| Total Salaries and Wages..... | | | | \$5,550.00 | | | |
| B. Fringe Benefits (If charged as Direct Costs) | | | | \$2,109.00 | | | |
| C. Total Salaries, Wages, and Fringe Benefits (A plus B) → | | | | \$7,659 | | | |
| D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.) | | | | | | | |
| E. Materials and Supplies | | | | \$2,170.00 | | | |
| F. Travel | | | | \$600.00 | | | |
| G. Publication Costs/Page Charges | | | | | | | |
| H. Computer (ADPE) Costs | | | | | | | |
| I. Student Assistance/Support (Scholarships/fellowships, stipends/tuition, cost of education, etc. Attach list of items and dollar amounts for each item.) | | | | | | | |
| J. All Other Direct Costs (In budget narrative, list items and dollar amounts, and provide supporting data for each item.) | | | | \$9,406.00 | | | |
| K. Total Direct Costs (C through J)..... → | | | | \$19,835.00 | | | |
| L. F&A/Indirect Costs (If applicable, specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases.) | | | | | | | |
| M. Total Direct and F&A/Indirect Costs (K plus L) → | | | | \$19,835.00 | | | |
| N. Other | | | | | | | |
| O. Total Amount of This Request..... → | | | | \$19,835.00 | | | |
| P. Carryover - (If Applicable) Federal Funds: \$ | | Non-Federal funds: \$ | | Total \$ | | | |
| Q. Cost-Sharing/Matching (Breakdown of total amounts shown on line O) | | | | | | | |
| Cash (both Applicant and Third Party) → | | | | | | | |
| - Non Cash Contributions (both Applicant and Third Party) | | | | | | | |
| AME AND TITLE (Type or print) | | | | SIGNATURE (required for revised budget only) | | DATE | |
| Project Director Louise Waterman | | | | <i>Louise Waterman</i> | | 2/24/2006 6/27/06 | |
| Authorized Organizational Representative David Lane | | | | | | 2/21/2006 | |
| Signature (for optional use) | | | | | | | |

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Budget Narrative

Project Number: RME-DDB01992

- A. Salaries and Wages – includes salary for 0.15 FTE Project Leader @\$5,550
- B. Fringe Benefits - Includes fringe at 38% of \$5,550 salary for Project Leader for a total of \$2,109
- C. Total Salaries and Fringe Benefits - \$7,659
- D. Nonexpendable Equipment – None Requested
- E. Materials and Supplies – Includes the cost of development for individual (Spanish and English), laminated farm SOP's (Standard Operating Procedures) for milking, calf management and safety (working with chemicals) @ \$120/farm for 16 farms = \$1,920. Includes a CD of the training presentation for each farm for \$100. Also includes workshop hand-outs such as pens/pads/folders for \$150. Total materials and supplies = \$2,170
- F. Travel – Includes 30 days of travel for project leader making individual farm visits as well as travel to the workshops. Flat rental fee of \$600
- G. Publications Costs – None Requested
- H. Computer Costs – None Requested
- I. Student Assistance – None Requested
- J. All Other Direct Costs – Postage for Advertising = \$500. Flyer printing costs = \$500. Room Costs for workshops = @1200. Consultant/Trainer Fees for three workshops (20 hours) and follow-up at 16 farms (40 hours) = \$7,206
Total Other Costs = \$9,406
- K. Total Direct Costs - \$7,659 + \$2,170 + \$600 + \$9,406 = \$19,835.00
- L. Total Amount Requested = \$19835.00**



The Northeast Center for Risk Management Education

*Dr. H. Don Tilmon, Director
Susan Olson, Program Coordinator*

112 Townsend Hall
College of Agriculture and
Natural Resources
University of Delaware
Newark, Delaware 19718-2130
Phone: 302-831-8540
FAX: 302-831-0857
www.necrme.org

April 20, 2006

Louise Waterman
Vermont Agency of Agriculture, Food and Markets
116 State Street, Drawer 20
Montpelier, VT 05620-2901

Dear Ms. Waterman:

I am pleased to provide formal notification that your Risk Management Education proposal entitled, "Vermont Dairy Producer Labor Management and Training for a Hispanic Workforce" has been approved for funding in the amount of \$19,835. The grant will begin July 1, 2006, pending release of funds by USDA, and will end June 30, 2007. Our Contract and Grant Administrator at the University of Delaware will be in contact with you regarding the subcontracting details.

Enclosed please find two copies of a letter of commitment outlining your responsibilities, which we ask each Project Director to sign. Please review the letter, sign it, and return one copy to us in the envelope provided.

All reporting will be conducted online, and is entered through the Risk Management Education Results Verification System – the same system utilized for pre-proposals and applications. Instructions for reporting and a link to the Verification System are available on our website (www.necrme.org), under "Grants". We encourage you to keep your reporting activity current. The information you provide will be used to generate reports to Congress, in an effort to ensure the continued flow of educational funds for the Risk Management Education Program.

Again, congratulations on your award. We look forward to working with you over the period of this project, and encourage you to contact us with any questions or concerns.

Sincerely yours,

H. Don Tilmon, Director

STATE OF DELAWARE
DEPT OF AGRICULTURE
2006 APR 26 A 9:03



Cooperative State
Research, Education, and Extension Service





Project Name: Vermont Dairy Producer Labor Management and Training for a Hispanic Workforce.

Project Number: RME-DDB01992

Submitted: 2/21/2006 8:19:09 AM Central Time

Project Director: Louise Waterman
Vermont Agency of Agriculture, Food and Markets
Phone: 802-828-6900
E-mail: waterman@agr.state.vt.us

Contact Person: Louise Waterman
Vermont Agency of Agriculture, Food and Markets
Phone: 802-828-6900
E-mail: waterman@agr.state.vt.us

Mailing Address: 116 State Street, Drawer 20
Montpelier, VT 05620-2901
FAX: 802-828-3831

Brief Description of Project:

Human resource risk for Vermont dairy businesses can be managed through improved employee management practices. One labor management issue of paramount importance to Vermont dairy producers is working with a Hispanic workforce. Managing a Hispanic worker force is relatively new for Vermont dairy producers. Producers have indicated cross-cultural understanding and training non-English speaking employees are two challenges they face with this work force. Cultural and communication issues hamper safety and productivity - impacting farm profitability.

The objectives of this project: increase producer understanding of a culturally diverse workforce; to raise labor efficiency on farms through producer and employee skill and safety training using three regional workshops and one-on-one on farm follow-up to support implementation of new skill development with bilingual consultants. We anticipate 60 producers and Hispanic employees will attend the workshops with 14 producers adopting one or more new employee management practices as a result of this project.

Targets - Describe Participant's Behavior Change

| | <u>Target(s) that will happen by end of project</u> | <u>When Measured</u> | <u>Est. Number</u> | <u>How Will You Verify</u> |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------|--------------------------------------------------|
| 1 | Producers who attend a workshop will show improved understanding of a diverse workforce | February, 2007 | 20 | Evaluations |
| 2 | Hispanic workers who attend the workshop will more fully understand the reasons (the "why") behind production practices such as milking management and udder health; calf and heifer management. | February, 2007 | 30 | Evaluations |
| 3 | Producers who attend the workshops will commit to an on-farm follow-up visit with the bilingual consultant. | March, 2007 | 16 | Consultant will confirm number of on-farm visits |
| 4 | Producers that adopt one or more new employee management skills. | April, 2007 | 14 | one-on-one survey with producers |
| 5 | Farms that show a decrease in workplace injuries and or employee conflict. | April, 2007 | 12 | one-on-one survey with producers |
| 6 | Increase in Hispanic employee job satisfaction | April, 2007 | 18 | survey Hispanic workers |
| 7 | Farms that have less poor quality work that raises per unit costs and or lowers product value because Hispanic employees learned one or more new practical skills (the "how") that they took home from the workshop and put to work on the farm. | April, 2007 | 12 | one-on-one producer survey |

| | <u>Target(s) that will happen after project</u> | <u>When Measured</u> | <u>Est. Number</u> | <u>How Will You Verify</u> |
|---|-----------------------------------------------------------------------------------------------------------|----------------------|--------------------|----------------------------------|
| 1 | Producers who continue to apply these employee management skills when working with new Hispanic employees | November, 2007 | 12 | one-on-one survey with producers |

Describe Participant(s):

There are approximately 1250 dairy producers in Vermont. The dairy industry in Vermont generates 80-85% of our agricultural revenue. Hispanic workers have become an essential part of Vermont's dairy industry and are important to the industry's future in Vermont. A recent survey of Vermont's dairy producers indicates that one-third of all full-time employees on these farms are Hispanic. This number continues to grow. It's not just large farms that have Hispanic workforces; many small farms are starting to utilize this workforce. Producers are utilizing this workforce resource in an attempt to alleviate the labor shortage crisis in the Vermont dairy industry.

We believe we will be successful in getting 20 producers and 40 Hispanic workers to participate in this project because we have worked and will continue to work with many of these producers and workers on other projects such as working with the Mexican Consulate to increase Mexican national's documentation and have built business relationships and identified needs. These producers have indicated cross-cultural understanding and training non-English speaking employees are two challenges they face with this work force. Cultural and communication issues hamper safety and productivity - impacting farm profitability. By tailoring our approach around these producers we will have success in meeting the challenge of drawing in participants while keeping in mind the project is open to all Vermont dairy producers interested in working more effectively with a Hispanic workforce.

We did a pilot project last summer in Addison County Vermont where we invited producers and their Hispanic workers to a training workshop and on-farm follow-up.

We had 30 people attend the workshop and three-fourths of the producers participated in on-farm follow-up. The producers at that workshop were the driving force behind developing this project proposal. They are asking for increased assistance in understanding the Hispanic culture and Hispanic worker training to make human resource management easier.

A key to the success of this project is working with Vermont dairy producers who are committed to the success of their businesses. Project participants will be producers who are motivated to move forward with improving employee management practices and giving them specific guidance and follow-up to implement changed practices.

Project Steps

| | <u>What Project Team Does</u> | <u>What Participants Do</u> | <u>When Measured</u> | <u>Est. Number</u> | <u>How Will You Verify</u> |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------|---------------------------------------|
| 1 | Set up workshop dates and follow-up farm visit dates with trainer and begin curricula development with trainer. | Not applicable | August, 2006 | | trainer presentations |
| 2 | Project leader will make farm visits to potential project participants. | Discuss workshop production training topics relevant to their farm. List hazardous chemicals used in the milk house. Commit to attending a workshop in their area. | November, 2006 | 25 | one-on-one survey |
| 3 | Finalize curricula for the workshops that is specific to the needs of the producers. | Not Applicable | December, 2006 | | trainer presentations |
| 4 | Work with farm chemical suppliers to supply us with English and Spanish material safety data sheets (MSDS) for project participants. | Not Applicable | December, 2006 | | number of MSDS in English and Spanish |
| 5 | Set up and advertise workshops through direct mail to dairy producers, workshop flyers in producer newsletters and a press release in the Agriview which is mailed to all Vermont dairy producers. | Dairy producers and their Hispanic employees will sign-up for the workshops by returning the registration form. | February, 2007 | 60 | registration list |
| 6 | Inform collaborators and other agricultural industry leaders about the program and ask them to promote it to their producer client base. | Not Applicable | February, 2007 | 20 | |
| 7 | Prepare and conduct three workshops. | Participants will attend and actively participate in the workshops. | February, 2007 | 60 | Attendance List |
| 8 | Assess workshop participant's understanding | Complete workshop evaluation at the end of the workshop. | February, 2007 | 60 | Evaluations |

Project Steps

| | <u>What Project Team Does</u> | <u>What Participants Do</u> | <u>When Measured</u> | <u>Est. Number</u> | <u>How Will You Verify</u> |
|----|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------|--------------------------------|
| 9 | Get participants to commit to an on-farm follow-up visit with the bilingual trainer. Shedule these visits | Participants in the on-farm follow-up visits will fill out a questionnaire to help the trainer prepare specific individual farm topics for the follow-up visits. | February, 2007 | 16 | Sign-up sheet + questionnaires |
| 10 | On-farm follow-up visits with the trainer | Have employees available for the follow-up visit | March, 2007 | 16 | number of visits |
| 11 | Provide support to the participants as they implement changed practices as a result of the workshops and on-farm follow-up visits | Producers will adopt one or more new employee management skill and show a decrease in workplace injuries and or employee conflict. Hispanic employees will have increased job skills and greater job satisfaction | April, 2007 | | surveys |

Risk Categories: Production, Human

Investor Target Area(s):

Improved:

- Employee recruitment, management and retention
- Interpersonal, family and business relationships

Project Description

Hispanic workers have become an essential part of Vermont's dairy industry and are important to the industries future in Vermont. A recent survey of Vermont's dairy producers indicates that one-third of all full-time employees on these farms are Hispanic. This number continues to grow. It's not just large farms that have Hispanic workforces; many small farms are starting to utilize this workforce. Producers are utilizing this workforce resource in an attempt to alleviate the labor shortage crisis in the Vermont dairy industry.

This Hispanic workforce is a great asset to our dairy industry. However communication problems can limit job performance. This human resource risk for Vermont dairy businesses can be managed through improved employee management practices and workforce training. This project will offer training to increase job efficiency and increase cross-cultural understanding for producers and Hispanic workers. Cultural and communication issues hamper safety and productivity - impacting farm profitability.

The objectives of this project: increase producer understanding of a culturally diverse workforce; to raise labor efficiency on farms through producer and employee skill and safety training.

Project strategies to accomplish the objectives:

1) Workshops will be offered in 3 regions (Addison, Franklin/Grand Isle, and Orleans/Essex). Three meetings will allow us to keep the groups small and at convenient locations for producers and Hispanic workers. These workshops, with a bilingual trainer, will be very interactive to allow for increased participant involvement and understanding. We will cover basic standard operating practices and the reasons behind these practices. Workshop topic examples: Basics of Quality Milk Production, Calf and Pre-Fresh Cow Care. All workshops will include a safety component addressing safe handling of on-farm chemicals.

2) One-on-one, on-farm follow-up with a bilingual trainer for participating producers. This is a critical component for the success of the project. On the farm each participant will receive specific guidance and follow-up to support implementation of new skill development and changed practices. This one-on-one guidance will keep the process of human resource risk management moving forward.

A key to the success of this project is working with Vermont dairy producers who are committed to the success of their businesses. Producers were the driving force behind developing this project proposal. They are asking for increased assistance in understanding the Hispanic culture and Hispanic worker training to make human resource management easier.

Project participants will be producers who are motivated to move forward with improving employee management practices

Tools, curriculum, presenters:

The trainer will use power point presentations. Each participant will be provided with informational material for future reference. There will be a great deal of hands-on group participation to enhance learning.

A key focus will be employee understanding of the reasons behind the management practices in place at farms as well as working safely with on-farm milk house chemicals. Another focus will be producers and Hispanic employees gaining a better understanding of cultural differences and how to work with these differences to improve communications.

The on-farm follow-up visits will be fully customized for each farm. Each farm participating in a follow-up visit will fill out a questionnaire beforehand. This will allow the trainer to be prepared with the topics each individual farm would like addressed. This visit will be flexible in order to meet farm needs. Individual (Spanish and English), laminated farm SOP's (Standard Operating Procedures) for milking, calf management and safety (working with chemicals) will also be included and used in the training. As well as bilingual material safety data sheets (MSDS).

The consultant group we will be working with is Quality Milk Production Services from the College of Veterinary Medicine at Cornell University. They have a program called 'Language Services and Support'. The trainer will be Lisa Coffin. She is bilingual. Lisa has been with the program since it began four years ago and has an extensive dairy background.

Project Team

Team leader and members:

Project Leader: Louise Waterman, Education Coordinator - waterman@agr.state.vt.us

Lisa Coffin, Quality Milk Production Services - lmc37@cornell.edu

Project Leader Resume:

March 2002 – present Risk Management Education Coordinator Vermont Agency of Agriculture, Food and Markets.

**Designed, developed and implemented risk management education programs for agricultural producers and agribusiness leaders in Vermont.

**Collaborated with agricultural businesses, trade organizations and community groups to identify industry education needs and realized programs to meet these needs.

**Established and maintained high awareness of Vermont Agency of Agriculture, Food and Market's Risk Management Education Program with potential program participants.

**Coordinated activities with other departmental staff, agricultural industry leaders and educators throughout Vermont.

**Demonstrated success in grant writing, budgeting grant program dollars and meeting federal grant programming and reporting requirements.

MAJOR ACCOMPLISHMENTS:

**First to introduce a risk management education program through the Vermont Agency of Agriculture, Food and Markets.

**Wrote grants to fund risk management education initiatives. Directly responsible for Federal and State grants. Funds would typically be in the range of \$100,000 to \$150,000. Indirectly responsible for an additional 5 million through our Farm Transfer Planning Project. Worked with about 7 farms per year as they each transferred an individual asset base of about \$750,000 for a total of 5.25 million.

**Facilitated, and in some cases mediated, communication and the decision making process between farm family members during farm business transfer planning;

**Designed and implemented farm financial computer training to help producers with farm records and financial analysis and on-farm safety training including identifying individual farm hazards and employee safety training.

**Helped identify and assist producers in reaching their business and personal goals. Encouraged producers to assess their management skills and financial strength. Supported producers with strategic planning which is needed to meet business challenges, implement change and achieve goals.

**Helped Vermont agricultural producers adapt to changing economic realities by tailoring educational services to meet individual farm business needs.

EDUCATION AND TRAINING:

1976 B.S. Animal Science, University of Minnesota

1976 - 2003 Continued education in sales, management, and communication.

2002 PC Applications Education (Word/Excel/PowerPoint)

2003 Basic Mediation Training at Woodbury College

2004 – present New England Agricultural Leadership Program

Project collaborators:

- *Ken Leach, UVM Extension - Kenneth.Leach@UVM.edu
- *Sharon Scofield, Northeast Center for Agricultural Health (NEC) - SScofield@NYCAMH.com
- *Ken Button, Yankee Farm Credit - Kenneth.Button@Yankeeaca.com
- *Peter Conlon, APS Agri-Placement Services - PeterC@Shoreham.net
- *Tim Buskey, Vermont Farm Bureau - TBuskey@gmavt.net
- *Vermont Dairy Produce

References:

- ** David Lane, Vermont Agency of Agriculture - davel@agr.state.vt.us
- ** Sherry Paige, USDA Rural Development - Sherry.Paige@VT.USDA.gov
- ** Tim Buskey, Vermont Farm Bureau - TBuskey@gmavt.net

Original pre-proposal request: \$19,650

Budget

| | |
|-----------------------------------------------|----------|
| A. Salary and wages: | \$6,750 |
| B. Fringe benefits: | \$2,565 |
| C. Salary, wages and fringe benefits (A + B): | \$9,315 |
| D. Non-expendable equipment: | \$0 |
| E. Materials and supplies: | \$2,170 |
| F. Travel: | \$550 |
| G. Publication costs/page charges: | N/A |
| H. Computer (ADPE) costs: | N/A |
| I. Student assistance / Support: | \$0 |
| J. All other direct costs: | \$10,000 |
| K. Total direct costs (C+D+E+F+G+H+I+J): | \$22,035 |
| L. F&A/indirect costs (If applicable): | \$0 |
| M. Direct and F&A/indirect costs (K + L): | \$22,035 |

Do you have institutional approval? Yes

Are you applying for funding for this project elsewhere or have you received funding for this project previously? Yes

Explain (if yes)

We are requesting \$3,200.00 from New York Center for Agricultural Medicine and Health (NYCAMH)/Northeast Center for Agricultural Health (NEC). This will complement the Risk Management Education funding for this project.

Agency of Agriculture
116 State Street, Drawer 20
Montpelier, VT 05620-2901
www.VermontAgriculture.com

MEMORANDUM

To: Toni Hartrich
From: Mary Morrison *Mary*
Date: 5/19/2006
Re: AA-1 - University of Delaware

Here is the AA-1 for acceptance of a grant from the University of Delaware. Let me know if you need more.

Thanks.



Agency of Agriculture
116 State Street, Drawer 20
Montpelier, VT 05620-2901
www.VermontAgriculture.com

Date: 6/27/06

Deliver to: Toni H

At Fax #: 828-2428

From: LOUISE W

Telephone: 828-2416
6900

Page one of three page fax





Agency of Agriculture
116 State Street, Drawer 20
Montpelier, VT 05620-2901
www.VermontAgriculture.com

Date: 2-27-06

Deliver to: TONI H

At Fax #: 828-2428

From: Louise W

Telephone: 828-2416

page 1 of 2 pg fca

