



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: August 26, 2009
Subject: JFO #2387

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

JFO #2387 — \$19,425 grant from the University of Delaware Research Office to the Agency of Agriculture, Food and Markets. These grant funds will be used to work directly with Vermont dairy producers on the development and implementation of farm transfer plans.

[JFO received 7/27/09]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was 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 this action.

cc: Roger Allbee, Secretary



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: July 29, 2009
Subject: Grant request

Enclosed please find one (1) request that the Joint Fiscal Office has received from the administration.

JFO #2387 — \$19,425 grant from the University of Delaware Research Office to the Agency of Agriculture, Food and Markets. These grant funds will be used to work directly with Vermont dairy producers on the development and implementation of farm transfer plans.
[JFO received 7/27/09]

The Joint Fiscal Office has reviewed this submission 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 (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by August 12 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Roger Allbee, Secretary



STATE OF VERMONT
JOINT FISCAL OFFICE

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cc: James Reardon, Commissioner
Roger Allbee, Secretary

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant provides funding to allow the Agency of Agriculture to work one on one with dairy producers on issues related to farm transfer planning. The program will be conducted over two state fiscal years, FY10 and FY11.			
Date:		7/16/2009			
Department:		Agriculture, Food and Markets			
Legal Title of Grant:		Risk Management Education: Farm Business Transfer Planning			
Federal Catalog #:		NA			
Grant/Donor Name and Address:		University of Delaware, Research Office, 210 Hullihen Hall, Newark DE 19716			
Grant Period:		From:	To:		
		7/1/2009	12/31/2010		
Grant/Donation		\$19,425			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$12,950	\$6,475	\$	\$19,425	There is no requirement for a state match to this grant
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		The University of Delaware got a grant from the USDA and is subgranting a portion of that grant to VT Agency of Agriculture, Food and Markets to do this project.			

Department of Finance & Management <i>JH</i>	<i>TJ/KA</i>	(Initial)
Secretary of Administration	<i>TP</i> 7/20/09	(Initial)
Sent To Joint Fiscal Office	7/22/09	Date

RECEIVED
 JUL 27 2009
JOINT FISCAL OFFICE

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		

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 Business Transfer Planning for Vermont Dairy Producers		
4. Legal Title of Grant:	Risk Management Education: Farm Business Transfer Planning		
5. Federal Catalog #:	N/A		
6. Grant/Donor Name and Address:	University of Delaware Research Office 210 Hullihen Hall Newark, DE 19716		
7. Grant Period:	From:	7/1/2009	To: 12/31/2010
8. Purpose of Grant:	The Agency of Agriculture will work with Vermont dairy producers on issues related to farm transfer planning.		
9. Impact on existing program if grant is not Accepted:	None.		

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY	
Personal Services	\$10,950	\$5,475	\$	
Operating Expenses	\$2,000	\$1,000	\$	
Grants	\$	\$	\$	
Total	\$12,950	\$6,475	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source University of Delaware)	\$12,950	\$6,475	\$	
Total	\$12,950	\$6,475	\$	
Appropriation No:	2200030000/prog.#21889	Amount:	\$19,425	
			\$	
			\$	
			\$	
			\$	

REC'D JUL 07 2009

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 to follow current competitive bidding process/policy.

Appointing Authority Name: Roger Allbee Agreed by: *RA* (initial)

12. Limited Service Position Information:	# Positions	Title
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: *Dave Han for Roger Allbee* Date: *6/24/09*
 Title: _____
 Signature: _____ Date: _____
 Title: _____

14. ACTION BY GOVERNOR

Check One Box: Accepted Rejected
 (Governor's signature) *[Signature]* Date: *7/22/09*

15. SECRETARY OF ADMINISTRATION

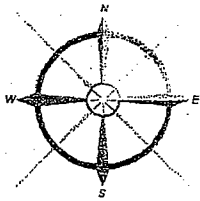
Check One Box: Request to JFO Information to JFO
 (Secretary's signature or designee) *Tom Bell* Date: *7/20/09*

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

- | | |
|---|---|
| <input type="checkbox"/> Request Memo | <input type="checkbox"/> Notice of Donation (if any) |
| <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input type="checkbox"/> Notice of Award | <input type="checkbox"/> Request for Extension (if applicable) |
| <input type="checkbox"/> Grant Agreement | <input type="checkbox"/> Form AA-1PN attached (if applicable) |
| <input type="checkbox"/> Grant Budget | |

End Form AA-1



The Northeast Center for Risk Management Education

Dr. H. Don Tilmon, Director
Laurie Wolinski, Associate Director
Susan Olson, Program Coordinator

112 Townsend Hall
College of Agriculture and
Natural Resources
University of Delaware
Newark, Delaware 19716-2130
Phone: 302-831-6540
FAX: 302-831-0857
www.necrme.org

Grantee Letter of Commitment

Project: Farm Business Transfer Planning for Vermont Dairy Producers

Organization: Vermont Agency of Agriculture, Food & Markets

Project Director: Louise Waterman

In accepting the funds awarded for this project, I commit to:

- Attend the annual Orientation Workshop for NECRME Project Directors, scheduled for October 1, 2009. The meeting will be held at a hotel near the Philadelphia International Airport. If more than one Project Director is involved with the project, only one need attend. (Travel expenses will be reimbursed for one person per project.) Attendance is optional for Project Directors who attended the Orientation last year, but all are welcome.
- Submit online Progress Reports by the following dates:
October 15, 2009 (this date is for projects from the Northeast Center only – due to the timing of our Orientation, it is two weeks later than the date noted in the RFA) ; **February 1, 2010** ; **May 1, 2010** ; and **October 1, 2010**.
Requirements and a link for reporting are available on the NECRME website – necrme.org (under "Grants" select "Project Reporting").
- Submit a Final Report online upon completion of the project (please note that final payment or up to 15% of allocated funds may be withheld until all reporting requirements are met). The Final Report for each project is a public document, and will ultimately be available for viewing online in the Ag Risk Education Library (agrisk.umn.edu).
- Send NECRME copies of educational curriculum, promotional brochures and other workshop materials developed through the project. In conjunction with your reporting activities, you will also be required to upload or provide links to promotional materials, educational materials, and evaluations.
- Include a statement on all materials produced for the project which acknowledges the funding received from NECRME and utilizes both the Center's logo and the CSREES logo (details and the logos may be accessed at necrme.org (under "Grants", then "Funding Acknowledgement").

I agree to meet these requirements, as stated by the Northeast Center for Risk Management Education.

Signature of Project Director: *Louise Waterman*

Date: 5/4/09

(Please sign and return one copy in the enclosed envelope. Thank you.)



Cooperative State
Research, Education, and Extension Service





MAY 22 2009

Ms. Katherine M. Lyons
Contract & Grant Administrator
University of Delaware
Research Office
210 HULLIHEN HALL RESEARCH
NEWARK, DE 19716

SUBJECT: CSREES Award No: 2007-49200-03888

Dear Ms. Lyons:

The request contained in your letter dated May 01, 2009 has been reviewed by this office and the CSREES cognizant program official. CSREES approves the request as indicated below:

- (X) A no-cost extension to February 28, 2011 (*Please refer to the Uniform Federal Assistance Regulation (7 CFR Part 3015, Subpart N) at expiration of this grant for closeout procedures.*)
- (X) Other: Your new expiration date will be on February 28, 2011.

If you have any questions concerning this action, please contact José Berna at 202-401-6509, or by e-mail at jberna@csrees.usda.gov.

Sincerely,

A handwritten signature in cursive script that reads "Charles Hungenford".

for EUGENIA SPOHRER
Authorized Departmental Officer
Awards Management Branch
Office of Extramural Programs

4 2 2009 10:11 AM
MAIL ROOM



Project Name: Farm Business Transfer Planning for Vermont Dairy Producers

Project Number: RME-JDN02960

Contract Number:

Submitted: 2/26/2009 10:15:33 AM

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

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

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

Project Summary:

This project addresses the financial and human risk factors associated with dairy farm business transfers. We will work with 50 Vermont dairy producers, one-on-one and in small groups, on issues related to farm transfer planning. Producers with dairy management teams and the two young dairy producer discussion group members will be key focus areas. This project will also follow up with producers who have attended introductory transferring the farm workshops and do a direct mail to the ~ 1100 VT dairy producers in VT. This project will provide VT dairy producers with guidance material for developing a farm transfer plan and implementing positive change as well as a catalyst for action - cost share for professional fees. For producers to have successful farm transfers they need a plan and help along the way. We will work with producers who are interested in moving forward with a farm transfer.

Risk Management Improvements:

Our project's targeted results fall within the financial, legal and human/personal Risk Management Areas. By establishing and or improving transfer goals and farm communications our project participants will improve their human/personal risk management. Improved communications and setting goals are keys to managing this risk area. Participants will have a better understanding of tax issues, business entities and transfer strategies for their individual farm and develop a written transfer plan outline – this will address the farms financial and legal risk management areas.

Although this project doesn't directly reduce risk such as purchasing crop insurance would, it is an indicator that participants are taking proactive steps to manage these risk areas.

A risk facing the Vermont dairy industry is the aging dairy farmer population and the number of producers who have not developed a transfer plan for their business. There are approximately 1100 dairy producers in Vermont. The dairy industry in Vermont generates 80-85% of our agricultural revenue. Successful farm transfer planning is an essential part of Vermont's dairy industry and it's important to the industries future in Vermont.

The key to the success of this project is working one-on-one with dairy producers who are ready to move forward with transfer planning and giving them specific guidance and follow-up in the implementation of changed practices. Our project will provide one-on-one guidance and follow-up to keep the process moving forward.

Dairy producers across Vermont are interested in moving forward with a transfer plan to make financial, legal and human/personal risk management easier.

Proposed Results - What Participants Will Learn, Achieve, Apply

	<u>Proposed Result(s) that will happen by end of project</u>	<u>Topic</u>	<u>Producer Action</u>	<u>When Measured</u>	<u>Est. #</u>	<u>How Will You Verify</u>
1	Producers will have a farm transfer resource list and guidance information and from these an increased awareness of the importance of planning for a farm transfer and a better understanding of how to start and or move forward with the process.	Business and strategic planning	Understand	April, 2010	200	Audience Response System
2	Producers who have not yet started working on a farm business transfer plan as well as those producers who have begun the process but are having difficulty moving forward will have at least 2 meetings with professionals to begin or move forward the process	Business and strategic planning	Evaluate	April, 2010	50	Written Evaluation
3	Participants will develop a written transfer plan.	Business and strategic planning	Develop	April, 2010	30	Written Action Plan

	<u>Proposed Result(s) that will happen after project</u>	<u>Topic</u>	<u>Producer Action</u>	<u>When Measured</u>	<u>Est. #</u>	<u>How Will You Verify</u>
1	Improved intergenerational communication and conflict management	Interpersonal, family and business relationships		June, 2010	50	Phone Interview
2	Better able to work through farm transfer concerns	Business and strategic planning	Evaluate	June, 2010	50	Phone Interview
3	Implement a transfer plan	Business and strategic planning	Implement	June, 2010	20	Phone Interview

Producer Demand:

There are approximately 1100 dairy producers in Vermont. Based on a study done by Bob Parsons, University of Vermont Extension, Vermont dairy operators' average 49 years of age and are most likely to have farmed for more than 20 years. We would expect the age to be higher if the survey asked the age of the owner of the farmland rather than the age of the operator. Results of the survey showed more than half of Vermont's dairy farmers have been making key management decisions for more than 20 years and over 70% are sole proprietorships with one or two family members working on the farm full-time.

At the 2009 Vermont Farm Show we surveyed producers and found that 86.8 % - mostly dairy producers- would like individual and or small group support with their individual farm transfer plan.

In a survey done by the University of Arkansas, dairy producers in the East are most interested in learning from each other and from professionals and in receiving new information from farm visits, printed fact sheets and small group meetings.

By tailoring our approach around these interests we will have success in drawing in participants.

The State of Vermont established Dairy Management Teams in 2007. There are now multiple teams up and running and transfer planning is one of the goals for many of these teams.

We will draw from these teams for project participants as well as two very active young dairy producer discussion groups. These are the producer 'groups' that will choose to participate in and will benefit most from this project.

Project participants will also include producers who have attended an introductory farm transfer planning workshop and are ready to move forward with managing farm transfer risks.

By including a direct mail to all VT dairy producers which will include a transfer planning resource list and information on the cost share for professional services, we will also be able to draw in participants who are not presently involved in one of these groups or haven't attended a farm transfer workshop.

Our challenge is to work with producers to determine what the problems and concerns are that have held up the farm transfer process. Lack of communication about expectations and assumptions are typical challenges that affect the success of farm transfer planning and positive change.

Audience Emphasis

Beginning producers

Retiring/transitioning producers

Project Steps

	<u>What Project Team Does</u>	<u>What Participants Do</u>	<u>When Measured</u>	<u>Est. Number</u>
1	Procure the list of attendees from past introductory farm transfer planning workshops held in Vermont. Send them project information.	Not Applicable	August, 2009	50
2	Do a direct mail to all dairy producers in Vermont promoting the project and discussing the value of each producer having a farm transfer plan in place.	Contact the project coordinator if they are interested in working on their farm transfer plan	November, 2009	1100
3	Discuss transfer planning with dairy producers when making general risk management farm visits	Share information about where they are at with a farm transfer plan. Commit to attending a small group meeting on farm transfer planning or more one-on-one meetings at their farm	January, 2010	50
4	Set up a small group meeting with each of the two young farmer groups to discuss farm transfer planning and the project. An attorney would be the guest speaker.	Share information about their farm business and where they are at in the transfer planning process. Agree on what the concerns are and agree to work on solutions.	November, 2009	30
5	Promote the project with two articles in Agriview. One in September, 2009 and one in January, 2010	Contact the project coordinator if they are interested in working on their farm transfer plan	January, 2010	1000
6	Hand out project information at the annual Vermont Dairy Producer Banquet.	Contact the project coordinator if they are interested in working on their farm transfer plan	January, 2010	50
7	Promote the cost share for professional fees to continue to work on a farm transfer plan at the farm transfer planning workshops being held in Vermont by UVM during 2009 and 2010.	Sign up for the professional fee cost share part of the project	March, 2010	30
8	Schedule appointments for 2 meetings with a consultant of their choice to work on the specifics of their transfer plan. We will pay 70% of the cost of these meetings - with a cap in place.	Develop a timeline for their individual transfer plan	August, 2010	30
9	Follow-up with project participants to see where each is at with their transfer planning process	Attend a small group meeting and or meet twice with a consultant to work on their transfer plan	June, 2010	50

Project Description

We will make farm visits to work one-on-one with dairy producers to determine what the problems and concerns are that have held up the farm transfer process.

We will send a direct mail piece to all Vermont dairy producers. The direct mail piece will talk about the value of transfer planning and transfer planning tips. It will also include a post card to return if the producer is interested in financial support for visits with a consultant of their choice to work on the specifics of their transfer plan.

We will join each of the two young farmer discussion groups to address the value and role of conflicts that can arise and prevent the transfer process from moving forward. Everyone involved will have an opportunity to voice their perception of any problems and voice their goals and needs. Successful transfer planning requires compromise and change for both generations. We will also discuss the legal and economic process but the legal plan can not happen without addressing farm succession issues.

During all individual and group discussions as well as the mailing, we will promote the financial support available for individual visits with a consultant of their choice to work on the specifics of their transfer plan. The financial support will also be promoted during transferring the farm workshops being held by UVM in 2009-2010. The University Of Vermont School Of Business has a program called Vermont Family Business Initiative. Dairy producers could use this financial support to pay for part of a one-year membership in this organization.

We will follow-up with project participants one month after the meetings with consultations to see where each producer is at in their planning process.

We believe we will be successful in getting a minimum of 50 dairy farms to participate in this project because we will draw from attendance at introductory farm transfer workshops and introduce a new marketing piece with the direct mail to Vermont dairy producers. We will also work with the two very active young farmer discussion groups in Vermont.

The key to the success of this project is working one-on-one with dairy producers who are ready to move forward with transfer planning and giving them specific guidance and follow-up in the implementation of changed practices. Most transfer planning education does not include one-on-one guidance and follow-up to keep the process moving forward. Ours does.

Tools and Curriculum:

Presenter for the young farmer discussion groups will be Annette Higby, Attorney at Law. She was chosen for her experience and expertise in working with producers on generational farm transfer, farm business formation and farm leasing.

The direct mail piece and other hand out material will include the use of existing materials such as:
Business Transfer Guide by NY Farm Link. There is a Senior and Junior Generation Guide;
Doing Business Together: A Joint Business Agreement Guide also by NY Land Link;
Business Entity Planning a Texas Cooperative Extension bulletin; Succession Planning bulletin from Dairy Alliance out of Penn State.

The project team will also research and assemble additional resource materials related to farm transfer planning.

Project Team

Team leader and members:

Louise Waterman, Education Coordinator
Vermont Agency of Agriculture
Louise.Waterman@state.vt.us
Project Coordinator

Project collaborators:

- * Vermont Dairy Producers, project participants
- * Tim Buskey, Vermont Farm Bureau Administrator, TBuskey@gmavt.net, assist with promoting and getting producers into the project
- * Tony Kitsos, UVM Extension Dairy Management Team Coordinator, Tony.Kitsos@uvm.edu, assist with promoting and getting producers into the project
- * Ruchel St Hilaire, Yankee Farm Credit Administrative Assistant ruchel.sthilaire@yankeeaca.com, assist with the direct mail piece as well as with promoting and getting producers into the project by recommending it to their clients
- * Steve Paddock, VT Small Business Development Center, spaddock@vtsbdc.org, assist with promoting the project and getting producers into the project by recommending it to his client base. He will also help with developing curriculum
- * Roger Albee, Secretary, Grafton Conference on Dairy, roger.albee@state.vt.us, assist with promoting and getting producers into the project
- * Bob Parsons, Associate Professor at UVM, bob.parsons@uvm.edu Bob will promote the one-on-one professional assistance available with our project to producers that attend the workshops on transfer planning he will be conducting in 2009-2010.
- * Annette M. Higby, Attorney At Law, ahigby@adelphia.net Annette will provide direct legal assistance and general producer legal education.

Describe your team's capacity to deliver this project:

Vermont Agency of Agriculture, Food and Markets (VAAFAM) has a long history of delivering programs and services to Vermont producers. They have earned the respect of the farmers they serve. This goodwill among farmers in the state will be a critical factor in ensuring that producers will respond to invitations to participate in this project. VDAFM has a successful track record working with RME on other risk management partnerships.

Knowledge of Vermont Agriculture. The range of activities operated by VAAFAM puts them in a unique position of knowing the farm characteristics, crops, and trends in agriculture within the state.

Access to Producer Information. VAAFAM already has access to extensive data on the production characteristics of farms in the state. They can draw on much of this information to design an effective risk management education project.

Louise Waterman (team leader and AAFM employee) has been working with farmers for many years. She is the project coordinator for one RME on-going farm labor management project and several past RME

projects, works with producers on farm transfer planning, facilitates a dairy management team, as well as supporting the coordination of the existing Farm Viability Enhancement Program and working with a young farmer discussion group. She is also currently working with NYCAMH as a project coordinator for a safety grant. As such, she is experienced in building business relationships with farmers and other agricultural professionals, coordinating with other service providers, assigning tasks, delegating and follow-through.

Other team member capacity information included in 'requested documents'.

Original pre-proposal request: \$19,500

Budget

Section A. Senior/Key Person	\$3,300
Section B. Other Personnel	\$0
Total Salary, Wages and Fringe Benefits (A + B):	\$3,300
Section C. Equipment:	\$0
Section D. Travel:	\$0
Section E. Participant/Trainee Support Costs	\$0
Section F. Other Direct Costs:	\$16,125
1. Materials and Supplies:	\$2,000
2. Publication Costs:	Not Allowable
3. Consultant Services:	\$13,125
4. ADP/Computer Services:	Not Allowable
5. Subawards/Consortium/Contractual Costs:	\$0
6. Equipment or Facility Rental/User Fees:	\$500
7. Alterations and Renovations:	Not Allowable
8. Additional Direct Costs:	\$500
Section G. Direct Costs (A thru F):	\$19,425
Section H. Indirect Costs	\$0
Section I. Direct and Indirect Costs (G + H):	\$19,425

Do you have institutional approval? Yes

Are you applying for funding for this project elsewhere or have you received funding for this project previously? No

Explain (if yes)

Sponsored Program or Fiscal Officer Mailing Address

Vermont Agency of Agriculture
Administration
116 State Street
Montpelier
, VT 05620-2901
802-828-3567

Budget Narrative

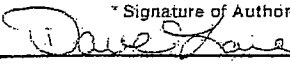
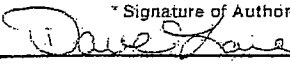
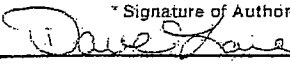
Budget Narrative

Project Number: RME-JDN02960

- A. Salaries and Wages – includes salary for 0.05 FTE Project Leader @\$2,500
 - B. Fringe Benefits - Includes fringe at 32% of \$2,500 salary for Project Leader for a total of \$800.00
 - C. Total Salaries and Fringe Benefits - \$3300.00
 - D. Nonexpendable Equipment – None Requested
 - E. Materials for direct mail piece/postage for direct mail piece – \$2,000
 - F. Travel – None Requested
 - G. Publications Costs – None Requested
 - H. Computer Costs – None Requested
 - I. Student Assistance – None Requested
 - J. All Other Direct Costs – Consultant Fees 150 hours @ \$125/hour = \$18,750. The grant will pay 70% of these fees for a total of \$13,125.00. Producers will ‘cost share’ the remaining consultant fees.
Room Rentals for 2 small group meetings = \$500
Small Group Meeting Speaker Honorariums = \$500
Total Other Direct Costs = \$14,125.00
 - K. Total Direct Costs - \$3,300.00 + \$2,000 + \$14,125.00
- *Participating Producers will contribute \$5,625.00 towards the project costs.
- L. Total Amount Requested = \$19,425.00
-

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

2. DATE SUBMITTED 02/26/2009		Applicant Identifier RME-JDN02960	
3. DATE RECEIVED BY STATE		State Application Identifier	
1. TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		4. Federal	
5. APPLICANT INFORMATION Organizational DUNS: 809376718			
* Legal Name: Vermont Agency of Agriculture, Food & Markets			
Department: Administration		Division: Administration	
* Street1: 116 State Street		Street2:	
* City: Montpelier		County: Washington	* State: VT * ZIP Code: 05620-2904
* Country: USA			
Person to be contacted on matters involving this application			
Prefix:	* First Name: Louise	Middle Name:	* Last Name: Waterman Suffix:
* Phone Number: 802-828-6900	Fax Number: 802-828-3831	Email: Louise.Waterman@state.vt.us	
6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): 03-6000264		7. * TYPE OF APPLICANT: A	
8. * TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Resubmission <input type="checkbox"/> Renewal <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		Other (Specify): Small Business Organization Type <input type="checkbox"/> Women Owned <input type="checkbox"/> Socially and Economically Disadvantaged	
If Revision, mark appropriate box(es). <input type="checkbox"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration <input type="checkbox"/> E. Other (specify)		9. * NAME OF FEDERAL AGENCY: USDA CSREES	
* Is this application being submitted to other agencies? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> What other Agencies? :		10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 10-500 TITLE: USDA CSREES	
11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Farm Business Transfer Planning for Vermont Dairy Producers			
12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.) Vermont - State Wide			
13. PROPOSED PROJECT: * Start Date: July 1, 2009 * Ending Date: December 31, 2010		14. CONGRESSIONAL DISTRICTS OF: a. * Applicant: Vermont b. * Project: Vermont	
15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION			
Prefix:	* First Name: Louise	Middle Name:	* Last Name: Waterman Suffix:
Position/Title: Education Coordinator	* Organization Name: Vermont Agency of Agriculture, Food & Markets		
Department:	Division: Administration		
* Street1: 116 State Street	Street2:		
* City: Montpelier	County: Washington	* State: VT	* ZIP Code: 05620-2904
* Country: USA			
* Phone Number: 802-828-6900	Fax Number: 802-828-3831	* Email: Louise.Waterman@state.vt.us	

<p>16. ESTIMATED PROJECT FUNDING</p> <p>a. Total Estimated Project Funding: <u>\$19,425.00</u></p> <p>b. Total Federal & Non-Federal Funds: _____</p> <p>c. Estimated Program Income: _____</p>	<p>17. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</p> <p>a. YES <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:</p> <p>DATE: _____</p> <p>b. NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372; OR</p> <p><input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW</p>																																													
<p>18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1004)</p> <p><input checked="" type="checkbox"/> * I agree</p> <p><small>*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small></p>																																														
<p>19. Authorized Representative</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Prefix:</td> <td style="width:25%;">* First Name:</td> <td style="width:25%;">Middle Name:</td> <td style="width:25%;">* Last Name:</td> <td style="width:10%;">Suffix:</td> </tr> <tr> <td></td> <td><u>Dave</u></td> <td></td> <td><u>Lane</u></td> <td></td> </tr> <tr> <td colspan="2">* Position/Title: <u>Deputy Secretary</u></td> <td colspan="3">* Organization: <u>Vermont Agency of Agriculture, Food & Markets</u></td> </tr> <tr> <td colspan="2">Department: _____</td> <td colspan="3">Division: <u>Administration</u></td> </tr> <tr> <td colspan="2">* Street1: <u>116 State Street</u></td> <td colspan="3">Street2: _____</td> </tr> <tr> <td>* City: <u>Montpelier</u></td> <td>County: <u>Washington</u></td> <td>* State: <u>VT</u></td> <td colspan="2">* ZIP Code: <u>05620-2904</u></td> </tr> <tr> <td colspan="2">* Country: <u>USA</u></td> <td colspan="3"></td> </tr> <tr> <td>* Phone Number: <u>802-828-1619</u></td> <td>Fax Number: <u>802-828-2361</u></td> <td colspan="3">* Email: <u>David.Lane@state.vt.us</u></td> </tr> <tr> <td colspan="2">* Signature of Authorized Representative: </td> <td colspan="3">* Date Signed: <u>2/25/09</u></td> </tr> </table>		Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		<u>Dave</u>		<u>Lane</u>		* Position/Title: <u>Deputy Secretary</u>		* Organization: <u>Vermont Agency of Agriculture, Food & Markets</u>			Department: _____		Division: <u>Administration</u>			* Street1: <u>116 State Street</u>		Street2: _____			* City: <u>Montpelier</u>	County: <u>Washington</u>	* State: <u>VT</u>	* ZIP Code: <u>05620-2904</u>		* Country: <u>USA</u>					* Phone Number: <u>802-828-1619</u>	Fax Number: <u>802-828-2361</u>	* Email: <u>David.Lane@state.vt.us</u>			* Signature of Authorized Representative: 		* Date Signed: <u>2/25/09</u>		
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* Signature of Authorized Representative: 		* Date Signed: <u>2/25/09</u>																																												
<p>20. Pre-application Add Attachment</p>																																														



ANNETTE M. HIGBY ATTORNEY AT LAW

31 VT ROUTE 66 P.O. BOX 352 RANDOLPH, VT 05060

VOICE & FAX: (802) 728-7061
ahigby@adelphia.net

February 17, 2009

Dr. Don Tillman, Director
Northeast Center for Risk Management Education
112 Townsend Hall
University of Delaware
Newark, DE 19716-2130

RE: Farm Business Transfer Planning for Vermont Dairy Producers (RME-JDN02960)

Dear Mr. Tillman,

I am a private attorney in Randolph, Vermont. My practice is focused on generational farm transfer, farm business formation and farm leasing. I am writing this letter to express my commitment to collaborating with Louise Waterman and the Vermont Agency of Food and Markets in their Farm Business Transfer Planning for Vermont Dairy Producers project. For most of my clients, cost share assistance for legal and accounting fees is an essential element to the implementation of their farm transfer plans and I urge you to support this effort. I am happy to provide direct legal assistance or general farmer legal education to this project.

Sincerely,

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

Annette Higby

Vermont Farm Bureau, Inc.

February 16, 2009

Northeast Center for Risk Management Education
University of Delaware

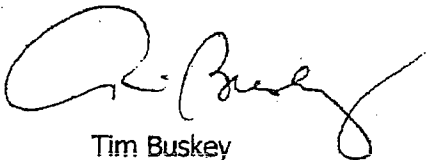
Re: Farm Business Transfer Planning for Vermont Dairy Producers
Project Number: RME-JDN02960

Vermont Farm Bureau supports the Farm Business Transfer Planning for Vermont Dairy Producers Project as a way to sustain efforts to address dairy farm business transfers. There is a clear and demonstrated need for knowledge about business transfers among dairy farmers because of the complicated rules, documentation and interaction required in today's business climate.

The project will provide our producers with another tool to utilize when considering their retirement. Guidance material for the possibility of a farm transfer, as well as a plan and the implementation of positive change will have a positive impact on dairy farming in Vermont.

Vermont Farm Bureau would participate in the publicity of the training programs to our 4000 members through all of our publications. In addition we offer to sponsor one or more of the training sessions. We expect that participants would gather enough information and skill to put their own transfer plan in to effect.

Thank you for considering this project for funding.



Tim Buskey
Administrator

117 West Main Street, Richmond, Vermont 05477

802-434-5646



THE UNIVERSITY
OF VERMONT

Robert L. Parsons, Associate Professor

*Department of Community Development and Applied Economics
204 Morrill Hall
Burlington, VT 05405-0106*

*Ph: 802-656-2109
Fax: 802-656-1423
bob.parsons@uvm.edu*

February 23, 2009

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

Dear Louise:

I would be glad to collaborate with you with your program to provide one-on-one assistance on farm transfer and business transition issues with Vermont farmers.

I plan to conduct several workshops on these issues in the 2009-2010 program year and one-on-one assistance would be a great 2nd step in the process for many farm families. Therefore I will work with you to see that it reaches as many farmers as possible.

Sincerely,

Bob Parsons

February 23, 2009

Louise Waterman
Education Coordinator
Vermont Agency of Agriculture
116 State Street
Montpelier VT 05620-2901

Dear Louise,

I am writing this letter to confirm collaboration between the University of Vermont's Dairy Management Team Program and your efforts through the Agency of Agriculture centered on educating Vermont's 1100 dairy farmers about farm transfer.

As you know, the average age of Vermont's dairy owners is over 45 years of age, and transferring the farm to the next generation is on the minds of many farmers. I have already enrolled a couple of dairies in my Dairy Management Team program who are looking for us to facilitate a sensible farm transfer, and have heard from others about the use of a management team to get this job done.

I understand that you are writing a grant proposal to seek funding for farm transfer education. I am happy to collaborate with you, dairy management teams make a perfect format for delivering the message and bringing together trusted advisors to help farmers with this important issue.

Sincerely,
Tony Kitsos
Program Coordinator, Dairy Management Teams
University of Vermont Extension
278 So, Main Street
St Albans, VT 05478

"An Award Winning Partnership of Government, Education, and Business"



Addison County Economic Development Corporation
1590 Route 7 South, Suite 2
Middlebury, VT 05753
Tel: (802) 388-7953
Fax: (802) 388-0119

February 18, 2009

Louise Waterman
Vermont Agency of Agriculture, Food and Markets
116 State St.
Montpelier, VT 05620-2901

RE: Farm Business Transfer Planning for Vermont Dairy Producers

Dear Louise,

I am writing to express my support of your project to provide assistance for Farm Business Transfer Planning for Vermont Dairy Producers.

I believe that the program you have outlined is precisely what is needed to help Vermont farm families find their way through the farm transfer process. In my work with Vermont dairy farms, I find that meeting with them on a one-on-one and small-group basis seems to be the most effective way to provide information and create support networks to enhance their ability to bring about the change they seek.

I wish you good luck with your program and offer the support of the VtSBDC in your efforts.

Sincerely,

Steve Paddock

Burlington ♦ Montpelier ♦ Randolph ♦ Center ♦ Rutland ♦ Springfield ♦ St. Johnsbury ♦ White River Junction
Middlebury ♦ Bennington ♦ St. Albans ♦ North Hero ♦ Morrisville ♦ Wilder ♦ Brattleboro

A partnership with the U.S. Small Business Administration

Agency of Agriculture, Food & Markets
116 State Street
Montpelier, VT 05620-2901
www.VermontAgriculture.com

MEMORANDUM

TO: Dave Lane

ok *Dave Lane*

FROM: Louise Waterman

DATE: June 29, 2009

RE: Farm Business Transfer Planning for VT Dairy Producers
Grant from University of Delaware

The Vermont Agency of Agriculture, Food & Markets is not required to match funds in order to receive this grant from the University of Delaware. Participating producers will pay their share of the consulting fees directly.

Thank You





State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:	This grant provides funding to allow the Agency of Agriculture to work one on one with dairy producers on issues related to farm transfer planning. The program will be conducted over two state fiscal years, FY10 and FY11.				
Date:	7/16/2009				
Department:	Agriculture, Food and Markets				
Legal Title of Grant:	Risk Management Education: Farm Business Transfer Planning				
Federal Catalog #:	NA				
Grant/Donor Name and Address:	University of Delaware, Research Office, 210 Hullahen Hall, Newark DE 19716				
Grant Period:	From:	7/1/2009	To:	12/31/2010	
Grant/Donation	\$19,425				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$12,950	\$6,475	\$	\$19,425	There is no requirement for a state match to this grant

Position Information:	# Positions	Explanation/Comments
	0	
Additional Comments:	The University of Delaware got a grant from the USDA and is subgranting a portion of that grant to VT Agency of Agriculture, Food and Markets to do this project.	

Department of Finance & Management <i>JH</i>	<i>JH</i>	(Initial)
Secretary of Administration	<i>TP</i>	(Initial)
Sent To Joint Fiscal Office	<i>7/22/09</i>	Date

RECEIVED
 JUL 27 2009
JOINT FISCAL OFFICE

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		



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 to follow current competitive bidding process/policy.

Appointing Authority Name: Roger Allbee Agreed by: *RA* (initial)

12. Limited Service Position Information:	# Positions	Title
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: <u><i>Dave Han for Roger Allbee</i></u>	Date: <u>6/24/09</u>
	Title: _____	
	Signature: _____	Date: _____
	Title: _____	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	<u><i>[Signature]</i></u> (Governor's signature)	Date: <u>7/22/09</u>
<input type="checkbox"/>	Rejected		Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/>	Check One Box: Request to JFO		
<input type="checkbox"/>	Information to JFO	(Secretary's signature or designee) <u><i>Tom Bell</i></u>	Date: <u>7/20/09</u>

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

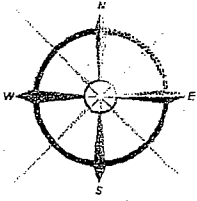
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (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

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 Business Transfer Planning for Vermont Dairy Producers			
4. Legal Title of Grant:	Risk Management Education: Farm Business Transfer Planning			
5. Federal Catalog #:	N/A			
6. Grant/Donor Name and Address:				
University of Delaware Research Office 210 Hullihen Hall Newark, DE 19716				
7. Grant Period:	From:	7/1/2009	To:	12/31/2010
8. Purpose of Grant:				
The Agency of Agriculture will work with Vermont dairy producers on issues related to farm transfer planning.				
9. Impact on existing program if grant is not Accepted:				
None.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY	
Personal Services	\$10,950	\$5,475	\$	
Operating Expenses	\$2,000	\$1,000	\$	
Grants	\$	\$	\$	
Total	\$12,950	\$6,475	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source University of Delaware)	\$12,950	\$6,475	\$	
Total	\$12,950	\$6,475	\$	
Appropriation No:	2200030000/prog.#21889	Amount:	\$19,425	
			\$	
			\$	
			\$	
			\$	

REC'D JUL 07 2009



The Northeast Center for Risk Management Education

Dr. H. Don Tilmon, Director
Laurie Wolinski, Associate Director
Susan Olson, Program Coordinator

112 Townsend Hall
College of Agriculture and
Natural Resources
University of Delaware
Newark, Delaware 19716-2130
Phone: 302-831-6540
FAX: 302-831-0857
www.necrme.org

Grantee Letter of Commitment

Project: Farm Business Transfer Planning for Vermont Dairy Producers

Organization: Vermont Agency of Agriculture, Food & Markets

Project Director: Louise Waterman

In accepting the funds awarded for this project, I commit to:

- Attend the annual Orientation Workshop for NECRME Project Directors, scheduled for October 1, 2009. The meeting will be held at a hotel near the Philadelphia International Airport. If more than one Project Director is involved with the project, only one need attend. (Travel expenses will be reimbursed for one person per project.) Attendance is optional for Project Directors who attended the Orientation last year, but all are welcome.
- Submit online Progress Reports by the following dates:
October 15, 2009 (this date is for projects from the Northeast Center only – due to the timing of our Orientation, it is two weeks later than the date noted in the RFA) ; **February 1, 2010** ; **May 1, 2010** ; and **October 1, 2010**.
Requirements and a link for reporting are available on the NECRME website – necrme.org (under "Grants" select "Project Reporting").
- Submit a Final Report online upon completion of the project (please note that final payment or up to 15% of allocated funds may be withheld until all reporting requirements are met). The Final Report for each project is a public document, and will ultimately be available for viewing online in the Ag Risk Education Library (agrisk.umn.edu).
- Send NECRME copies of educational curriculum, promotional brochures and other workshop materials developed through the project. In conjunction with your reporting activities, you will also be required to upload or provide links to promotional materials, educational materials, and evaluations.
- Include a statement on all materials produced for the project which acknowledges the funding received from NECRME and utilizes both the Center's logo and the CSREES logo (details and the logos may be accessed at necrme.org (under "Grants", then "Funding Acknowledgement").

I agree to meet these requirements, as stated by the Northeast Center for Risk Management Education.

Signature of Project Director: Louise Waterman

Date: 5/4/09

(Please sign and return one copy in the enclosed envelope. Thank you.)



Cooperative State
Research, Education,
and Extension Service

Washington, DC
20250-2200

MAY 22 2009

Ms. Katherine M. Lyons
Contract & Grant Administrator
University of Delaware
Research Office
210 Hullihen Hall Research
Newark, DE 19716

SUBJECT: CSREES Award No: 2007-49200-03888

Dear Ms. Lyons:

The request contained in your letter dated May 01, 2009 has been reviewed by this office and the CSREES cognizant program official. CSREES approves the request as indicated below:

- (X) A no-cost extension to February 28, 2011 (*Please refer to the Uniform Federal Assistance Regulation (7 CFR Part 3015, Subpart N) at expiration of this grant for closeout procedures.*)
- (X) Other: Your new expiration date will be on February 28, 2011.

If you have any questions concerning this action, please contact José Berna at 202-401-6509, or by e-mail at jberna@csrees.usda.gov.

Sincerely,

Jos EUGENIA SPOHRER
Authorized Departmental Officer
Awards Management Branch
Office of Extramural Programs

44-3888-1000
MAY 22 2009
MAY 22 2009



Project Name: Farm Business Transfer Planning for Vermont Dairy Producers

Project Number: RME-JDN02960

Contract Number:

Submitted: 2/26/2009 10:15:33 AM

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

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

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

Project Summary:

This project addresses the financial and human risk factors associated with dairy farm business transfers. We will work with 50 Vermont dairy producers, one-on-one and in small groups, on issues related to farm transfer planning. Producers with dairy management teams and the two young dairy producer discussion group members will be key focus areas. This project will also follow up with producers who have attended introductory transferring the farm workshops and do a direct mail to the ~ 1100 VT dairy producers in VT. This project will provide VT dairy producers with guidance material for developing a farm transfer plan and implementing positive change as well as a catalyst for action - cost share for professional fees. For producers to have successful farm transfers they need a plan and help along the way. We will work with producers who are interested in moving forward with a farm transfer.

Risk Management Improvements:

Our project's targeted results fall within the financial, legal and human/personal Risk Management Areas. By establishing and or improving transfer goals and farm communications our project participants will improve their human/personal risk management. Improved communications and setting goals are keys to managing this risk area. Participants will have a better understanding of tax issues, business entities and transfer strategies for their individual farm and develop a written transfer plan outline – this will address the farms financial and legal risk management areas.

Although this project doesn't directly reduce risk such as purchasing crop insurance would, it is an indicator that participants are taking proactive steps to manage these risk areas.

A risk facing the Vermont dairy industry is the aging dairy farmer population and the number of producers who have not developed a transfer plan for their business. There are approximately 1100 dairy producers in Vermont. The dairy industry in Vermont generates 80-85% of our agricultural revenue. Successful farm transfer planning is an essential part of Vermont's dairy industry and it's important to the industries future in Vermont.

The key to the success of this project is working one-on-one with dairy producers who are ready to move forward with transfer planning and giving them specific guidance and follow-up in the implementation of changed practices. Our project will provide one-on-one guidance and follow-up to keep the process moving forward.

Dairy producers across Vermont are interested in moving forward with a transfer plan to make financial, legal and human/personal risk management easier.

Proposed Results - What Participants Will Learn, Achieve, Apply

	<u>Proposed Result(s) that will happen by end of project</u>	<u>Topic</u>	<u>Producer Action</u>	<u>When Measured</u>	<u>Est. #</u>	<u>How Will You Verify</u>
1	Producers will have a farm transfer resource list and guidance information and from these an increased awareness of the importance of planning for a farm transfer and a better understanding of how to start and or move forward with the process.	Business and strategic planning	Understand	April, 2010	200	Audience Response System
2	Producers who have not yet started working on a farm business transfer plan as well as those producers who have begun the process but are having difficulty moving forward will have at least 2 meetings with professionals to begin or move forward the process	Business and strategic planning	Evaluate	April, 2010	50	Written Evaluation
3	Participants will develop a written transfer plan.	Business and strategic planning	Develop	April, 2010	30	Written Action Plan

	<u>Proposed Result(s) that will happen after project</u>	<u>Topic</u>	<u>Producer Action</u>	<u>When Measured</u>	<u>Est. #</u>	<u>How Will You Verify</u>
1	Improved intergenerational communication and conflict management	Interpersonal, family and business relationships		June, 2010	50	Phone Interview
2	Better able to work through farm transfer concerns	Business and strategic planning	Evaluate	June, 2010	50	Phone Interview
3	Implement a transfer plan	Business and strategic planning	Implement	June, 2010	20	Phone Interview

Producer Demand:

There are approximately 1100 dairy producers in Vermont. Based on a study done by Bob Parsons, University of Vermont Extension, Vermont dairy operators' average 49 years of age and are most likely to have farmed for more than 20 years. We would expect the age to be higher if the survey asked the age of the owner of the farmland rather than the age of the operator. Results of the survey showed more than half of Vermont's dairy farmers have been making key management decisions for more than 20 years and over 70% are sole proprietorships with one or two family members working on the farm full-time.

At the 2009 Vermont Farm Show we surveyed producers and found that 86.8 % - mostly dairy producers- would like individual and or small group support with their individual farm transfer plan.

In a survey done by the University of Arkansas, dairy producers in the East are most interested in learning from each other and from professionals and in receiving new information from farm visits, printed fact sheets and small group meetings.

By tailoring our approach around these interests we will have success in drawing in participants.

The State of Vermont established Dairy Management Teams in 2007. There are now multiple teams up and running and transfer planning is one of the goals for many of these teams.

We will draw from these teams for project participants as well as two very active young dairy producer discussion groups. These are the producer 'groups' that will choose to participate in and will benefit most from this project.

Project participants will also include producers who have attended an introductory farm transfer planning workshop and are ready to move forward with managing farm transfer risks.

By including a direct mail to all VT dairy producers which will include a transfer planning resource list and information on the cost share for professional services, we will also be able to draw in participants who are not presently involved in one of these groups or haven't attended a farm transfer workshop.

Our challenge is to work with producers to determine what the problems and concerns are that have held up the farm transfer process. Lack of communication about expectations and assumptions are typical challenges that affect the success of farm transfer planning and positive change.

Audience Emphasis

Beginning producers

Retiring/transitioning producers

Project Steps

	<u>What Project Team Does</u>	<u>What Participants Do</u>	<u>When Measured</u>	<u>Est. Number</u>
1	Procure the list of attendees from past introductory farm transfer planning workshops held in Vermont. Send them project information.	Not Applicable	August, 2009	50
2	Do a direct mail to all dairy producers in Vermont promoting the project and discussing the value of each producer having a farm transfer plan in place.	Contact the project coordinator if they are interested in working on their farm transfer plan	November, 2009	1100
3	Discuss transfer planning with dairy producers when making general risk management farm visits	Share information about where they are at with a farm transfer plan. Commit to attending a small group meeting on farm transfer planning or more one-on-one meetings at their farm	January, 2010	50
4	Set up a small group meeting with each of the two young farmer groups to discuss farm transfer planning and the project. An attorney would be the guest speaker.	Share information about their farm business and where they are at in the transfer planning process. Agree on what the concerns are and agree to work on solutions.	November, 2009	30
5	Promote the project with two articles in Agriview. One in September, 2009 and one in January, 2010	Contact the project coordinator if they are interested in working on their farm transfer plan	January, 2010	1000
6	Hand out project information at the annual Vermont Dairy Producer Banquet.	Contact the project coordinator if they are interested in working on their farm transfer plan	January, 2010	50
7	Promote the cost share for professional fees to continue to work on a farm transfer plan at the farm transfer planning workshops being held in Vermont by UVM during 2009 and 2010.	Sign up for the professional fee cost share part of the project	March, 2010	30
8	Schedule appointments for 2 meetings with a consultant of their choice to work on the specifics of their transfer plan. We will pay 70% of the cost of these meetings - with a cap in place.	Develop a timeline for their individual transfer plan	August, 2010	30
9	Follow-up with project participants to see where each is at with their transfer planning process	Attend a small group meeting and or meet twice with a consultant to work on their transfer plan	June, 2010	50

Project Description

We will make farm visits to work one-on-one with dairy producers to determine what the problems and concerns are that have held up the farm transfer process.

We will send a direct mail piece to all Vermont dairy producers. The direct mail piece will talk about the value of transfer planning and transfer planning tips. It will also include a post card to return if the producer is interested in financial support for visits with a consultant of their choice to work on the specifics of their transfer plan.

We will join each of the two young farmer discussion groups to address the value and role of conflicts that can arise and prevent the transfer process from moving forward. Everyone involved will have an opportunity to voice their perception of any problems and voice their goals and needs. Successful transfer planning requires compromise and change for both generations. We will also discuss the legal and economic process but the legal plan can not happen without addressing farm succession issues.

During all individual and group discussions as well as the mailing, we will promote the financial support available for individual visits with a consultant of their choice to work on the specifics of their transfer plan. The financial support will also be promoted during transferring the farm workshops being held by UVM in 2009-2010. The University Of Vermont School Of Business has a program called Vermont Family Business Initiative. Dairy producers could use this financial support to pay for part of a one-year membership in this organization.

We will follow-up with project participants one month after the meetings with consultations to see where each producer is at in their planning process.

We believe we will be successful in getting a minimum of 50 dairy farms to participate in this project because we will draw from attendance at introductory farm transfer workshops and introduce a new marketing piece with the direct mail to Vermont dairy producers. We will also work with the two very active young farmer discussion groups in Vermont.

The key to the success of this project is working one-on-one with dairy producers who are ready to move forward with transfer planning and giving them specific guidance and follow-up in the implementation of changed practices. Most transfer planning education does not include one-on-one guidance and follow-up to keep the process moving forward. Ours does.

Tools and Curriculum:

Presenter for the young farmer discussion groups will be Annette Higby, Attorney at Law. She was chosen for her experience and expertise in working with producers on generational farm transfer, farm business formation and farm leasing.

The direct mail piece and other hand out material will include the use of existing materials such as:

Business Transfer Guide by NY Farm Link. There is a Senior and Junior Generation Guide;

Doing Business Together: A Joint Business Agreement Guide also by NY Land Link;

Business Entity Planning a Texas Cooperative Extension bulletin; Succession Planning bulletin from Dairy Alliance out of Penn State.

The project team will also research and assemble additional resource materials related to farm transfer planning

Project Team

Team leader and members:

Louise Waterman, Education Coordinator
Vermont Agency of Agriculture
Louise.Waterman@state.vt.us
Project Coordinator

Project collaborators:

- * Vermont Dairy Producers, project participants
- * Tim Buskey, Vermont Farm Bureau Administrator, TBuskey@gmavt.net, assist with promoting and getting producers into the project
- * Tony Kitsos, UVM Extension Dairy Management Team Coordinator, Tony.Kitsos@uvm.edu, assist with promoting and getting producers into the project
- * Ruchel St Hilaire, Yankee Farm Credit Administrative Assistant ruchel.sthilaire@yankeeaca.com, assist with the direct mail piece as well as with promoting and getting producers into the project by recommending it to their clients
- * Steve Paddock, VT Small Business Development Center, spaddock@vtsbdc.org, assist with promoting the project and getting producers into the project by recommending it to his client base. He will also help with developing curriculum
- * Roger Albee, Secretary, Grafton Conference on Dairy, roger.albee@state.vt.us, assist with promoting and getting producers into the project
- * Bob Parsons, Associate Professor at UVM, bob.parsons@uvm.edu Bob will promote the one-on-one professional assistance available with our project to producers that attend the workshops on transfer planning he will be conducting in 2009-2010.
- * Annette M. Higby, Attorney At Law, ahigby@adelphia.net Annette will provide direct legal assistance and general producer legal education.

Describe your team's capacity to deliver this project:

Vermont Agency of Agriculture, Food and Markets (VAAFAM) has a long history of delivering programs and services to Vermont producers. They have earned the respect of the farmers they serve. This goodwill among farmers in the state will be a critical factor in ensuring that producers will respond to invitations to participate in this project. VDAFM has a successful track record working with RME on other risk management partnerships.

Knowledge of Vermont Agriculture. The range of activities operated by VAAFAM puts them in a unique position of knowing the farm characteristics, crops, and trends in agriculture within the state.

Access to Producer Information. VAAFAM already has access to extensive data on the production characteristics of farms in the state. They can draw on much of this information to design an effective risk management education project.

Louise Waterman (team leader and AAFM employee) has been working with farmers for many years. She is the project coordinator for one RME on-going farm labor management project and several past RME

projects, works with producers on farm transfer planning, facilitates a dairy management team, as well as supporting the coordination of the existing Farm Viability Enhancement Program and working with a young farmer discussion group. She is also currently working with NYCAMH as a project coordinator for a safety grant. As such, she is experienced in building business relationships with farmers and other agricultural professionals, coordinating with other service providers, assigning tasks, delegating and follow-through.

Other team member capacity information included in 'requested documents'.

Original pre-proposal request: \$19,500

Budget

Section A. Senior/Key Person	\$3,300
Section B. Other Personnel	\$0
Total Salary, Wages and Fringe Benefits (A + B):	\$3,300
Section C. Equipment:	\$0
Section D. Travel:	\$0
Section E. Participant/Trainee Support Costs	\$0
Section F. Other Direct Costs:	\$16,125
1. Materials and Supplies:	\$2,000
2. Publication Costs:	Not Allowable
3. Consultant Services:	\$13,125
4. ADP/Computer Services:	Not Allowable
5. Subawards/Consortium/Contractual Costs:	\$0
6. Equipment or Facility Rental/User Fees:	\$500
7. Alterations and Renovations:	Not Allowable
8. Additional Direct Costs:	\$500
Section G. Direct Costs (A thru F):	\$19,425
Section H. Indirect Costs	\$0
Section I. Direct and Indirect Costs (G + H):	\$19,425

Do you have institutional approval? Yes

Are you applying for funding for this project elsewhere or have you received funding for this project previously? No

Explain (if yes)

Sponsored Program or Fiscal Officer Mailing Address

Vermont Agency of Agriculture
Administration
116 State Street
Montpelier
, VT 05620-2901
802-828-3567

Budget Narrative

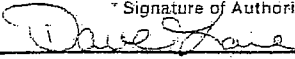
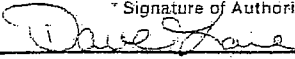
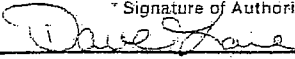
Budget Narrative

Project Number: RME-JDN02960

- A. Salaries and Wages – includes salary for 0.05 FTE Project Leader @\$2,500
 - B. Fringe Benefits - Includes fringe at 32% of \$2,500 salary for Project Leader for a total of \$800.00
 - C. Total Salaries and Fringe Benefits - \$3300.00
 - D. Nonexpendable Equipment – None Requested
 - E. Materials for direct mail piece/postage for direct mail piece – \$2,000
 - F. Travel – None Requested
 - G. Publications Costs – None Requested
 - H. Computer Costs – None Requested
 - I. Student Assistance – None Requested
 - J. All Other Direct Costs – Consultant Fees 150 hours @ \$125/hour = \$18,750. The grant will pay 70% of these fees for a total of \$13,125.00. Producers will ‘cost share’ the remaining consultant fees.
Room Rentals for 2 small group meetings = \$500
Small Group Meeting Speaker Honorariums = \$500
Total Other Direct Costs = \$14,125.00
 - K. Total Direct Costs - \$3,300.00 + \$2,000 + \$14,125.00
- *Participating Producers will contribute \$5,625.00 towards the project costs.
- L. Total Amount Requested = \$19,425.00
-

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

2. DATE SUBMITTED 02/26/2009		Applicant Identifier RME-JDNO2960	
3. DATE RECEIVED BY STATE		State Application Identifier	
1. * TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		4. Federal	
5. APPLICANT INFORMATION * Organizational DUNS: 809376718			
* Legal Name: Vermont Agency of Agriculture, Food & Markets			
Department: Administration		Division: Administration	
* Street1: 116 State Street		Street2:	
* City: Montpelier		County: Washington	* State: VT
* ZIP Code: 05620-2904			
* Country: USA			
Person to be contacted on matters involving this application			
Prefix:	* First Name:	Middle Name:	* Last Name:
	Louise		Waterman
* Phone Number: 802-828-6900	Fax Number: 802-828-3831	Email: Louise.Waterman@state.vt.us	
6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): 03-6000264		7. * TYPE OF APPLICANT: A	
8. * TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Resubmission <input type="checkbox"/> Renewal <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		Other (Specify): Small Business Organization Type <input type="checkbox"/> Women Owned <input type="checkbox"/> Socially and Economically Disadvantaged	
If Revision, mark appropriate box(es): <input type="checkbox"/> A. Increase Award <input type="checkbox"/> B. Decrease Award <input type="checkbox"/> C. Increase Duration <input type="checkbox"/> D. Decrease Duration <input type="checkbox"/> E. Other (specify)		9. * NAME OF FEDERAL AGENCY: USDA CSREES	
* Is this application being submitted to other agencies? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 10:500	
What other Agencies?:		TITLE: USDA CSREES	
11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Farm Business Transfer Planning for Vermont Dairy Producers			
12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.) Vermont - State Wide			
13. PROPOSED PROJECT: * Start Date: July 1, 2009 * Ending Date: December 31, 2010		14. CONGRESSIONAL DISTRICTS OF: a. * Applicant: Vermont b. * Project: Vermont	
15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION			
Prefix:	* First Name:	Middle Name:	* Last Name:
	Louise		Waterman
Position/Title: Education Coordinator		* Organization Name: Vermont Agency of Agriculture, Food & Markets	
Department:		Division: Administration	
* Street1: 116 State Street		Street2:	
* City: Montpelier		County: Washington	* State: VT
* ZIP Code: 05620-2904			
* Country: USA			
* Phone Number: 802-828-6900	Fax Number: 802-828-3831	Email: Louise.Waterman@state.vt.us	

<p>16. ESTIMATED PROJECT FUNDING</p> <p>a. Total Estimated Project Funding: <u>\$19,425.00</u></p> <p>b. Total Federal & Non-Federal Funds: _____</p> <p>c. Estimated Program Income: _____</p>	<p>17. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</p> <p>a. YES <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON.</p> <p>DATE: _____</p> <p>b. NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372; OR</p> <p><input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW</p>																																																												
<p>18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</p> <p><input checked="" type="checkbox"/> * I agree</p> <p><small>* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small></p>																																																													
<p>19. Authorized Representative</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Prefix:</td> <td style="width:30%;">* First Name:</td> <td style="width:20%;">Middle Name:</td> <td style="width:20%;">* Last Name:</td> <td style="width:15%;">Suffix:</td> </tr> <tr> <td></td> <td>Dave</td> <td></td> <td>Lane</td> <td></td> </tr> <tr> <td>* Position/Title:</td> <td colspan="2">* Organization:</td> <td colspan="2">Vermont Agency of Agriculture, Food & Markets</td> </tr> <tr> <td>Department:</td> <td colspan="2">Division:</td> <td colspan="2">Administration</td> </tr> <tr> <td>* Street1:</td> <td colspan="2">Street2:</td> <td colspan="2">116 State Street</td> </tr> <tr> <td>* City:</td> <td>Montpelier</td> <td>County:</td> <td>Washington</td> <td>* State:</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>VT</td> </tr> <tr> <td>* Country:</td> <td colspan="2">USA</td> <td>* ZIP Code:</td> <td>05620-2904</td> </tr> <tr> <td>* Phone Number:</td> <td>802-828-1619</td> <td>Fax Number:</td> <td>802-828-2361</td> <td>* Email:</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>David.Lane@state.vt.us</td> </tr> <tr> <td colspan="3">* Signature of Authorized Representative</td> <td colspan="2">* Date Signed</td> </tr> <tr> <td colspan="3"></td> <td colspan="2">2/25/09</td> </tr> </table>		Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:		Dave		Lane		* Position/Title:	* Organization:		Vermont Agency of Agriculture, Food & Markets		Department:	Division:		Administration		* Street1:	Street2:		116 State Street		* City:	Montpelier	County:	Washington	* State:					VT	* Country:	USA		* ZIP Code:	05620-2904	* Phone Number:	802-828-1619	Fax Number:	802-828-2361	* Email:					David.Lane@state.vt.us	* Signature of Authorized Representative			* Date Signed					2/25/09	
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* Signature of Authorized Representative			* Date Signed																																																										
			2/25/09																																																										
<p>20. Pre-application <input type="button" value="Add Attachment"/></p>																																																													



ANNETTE M. HIGBY ATTORNEY AT LAW

31 VT ROUTE 66 P.O. BOX 352 RANDOLPH, VT 05060

VOICE & FAX: (802) 728-7061
ahigby@adelphia.net

February 17, 2009

Dr. Don Tilmon, Director
Northeast Center for Risk Management Education
112 Townsend Hall
University of Delaware
Newark, DE 19716-2130

RE: Farm Business Transfer Planning for Vermont Dairy Producers (RME-JDN02960)

Dear Mr. Tilmon,

I am a private attorney in Randolph, Vermont. My practice is focused on generational farm transfer, farm business formation and farm leasing. I am writing this letter to express my commitment to collaborating with Louise Waterman and the Vermont Agency of Food and Markets in their Farm Business Transfer Planning for Vermont Dairy Producers project. For most of my clients, cost share assistance for legal and accounting fees is an essential element to the implementation of their farm transfer plans and I urge you to support this effort. I am happy to provide direct legal assistance or general farmer legal education to this project.

Sincerely,

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

Annette Higby

Vermont Farm Bureau, Inc.

February 16, 2009

Northeast Center for Risk Management Education
University of Delaware

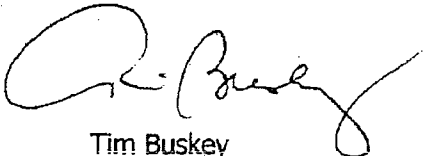
Re: Farm Business Transfer Planning for Vermont Dairy Producers
Project Number: RME-JDN02960

Vermont Farm Bureau supports the Farm Business Transfer Planning for Vermont Dairy Producers Project as a way to sustain efforts to address dairy farm business transfers. There is a clear and demonstrated need for knowledge about business transfers among dairy farmers because of the complicated rules, documentation and interaction required in today's business climate.

The project will provide our producers with another tool to utilize when considering their retirement. Guidance material for the possibility of a farm transfer, as well as a plan and the implementation of positive change will have a positive impact on dairy farming in Vermont.

Vermont Farm Bureau would participate in the publicity of the training programs to our 4000 members through all of our publications. In addition we offer to sponsor one or more of the training sessions. We expect that participants would gather enough information and skill to put their own transfer plan in to effect.

Thank you for considering this project for funding.



Tim Buskey
Administrator

117 West Main Street, Richmond, Vermont 05477

802-434-5646



THE UNIVERSITY
OF VERMONT

Robert L. Parsons, Associate Professor

*Department of Community Development and Applied Economics
204 Morrill Hall
Burlington, VT 05405-0106*

*Ph: 802-656-2109
Fax: 802-656-1423
bob.parsons@uvm.edu*

February 23, 2009

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

Dear Louise:

I would be glad to collaborate with you with your program to provide one-on-one assistance on farm transfer and business transition issues with Vermont farmers.

I plan to conduct several workshops on these issues in the 2009-2010 program year and one-on-one assistance would be a great 2nd step in the process for many farm families. Therefore I will work with you to see that it reaches as many farmers as possible.

Sincerely,

Bob Parsons

February 23, 2009

Louise Waterman
Education Coordinator
Vermont Agency of Agriculture
116 State Street
Montpelier VT 05620-2901

Dear Louise,

I am writing this letter to confirm collaboration between the University of Vermont's Dairy Management Team Program and your efforts through the Agency of Agriculture centered on educating Vermont's 1100 dairy farmers about farm transfer.

As you know, the average age of Vermont's dairy owners is over 45 years of age, and transferring the farm to the next generation is on the minds of many farmers. I have already enrolled a couple of dairies in my Dairy Management Team program who are looking for us to facilitate a sensible farm transfer, and have heard from others about the use of a management team to get this job done.

I understand that you are writing a grant proposal to seek funding for farm transfer education. I am happy to collaborate with you, dairy management teams make a perfect format for delivering the message and bringing together trusted advisors to help farmers with this important issue.

Sincerely,
Tony Kitsos
Program Coordinator, Dairy Management Teams
University of Vermont Extension
278 So, Main Street
St Albans, VT 05478

"An Award Winning Partnership of Government, Education, and Business"



Addison County Economic Development Corporation
1590 Route 7 South, Suite 2
Middlebury, VT 05753
Tel: (802) 388-7953
Fax: (802) 388-0119

February 18, 2009

Louise Waterman
Vermont Agency of Agriculture, Food and Markets
116 State St.
Montpelier, VT 05620-2901

RE: Farm Business Transfer Planning for Vermont Dairy Producers

Dear Louise,

I am writing to express my support of your project to provide assistance for Farm Business Transfer Planning for Vermont Dairy Producers.

I believe that the program you have outlined is precisely what is needed to help Vermont farm families find their way through the farm transfer process. In my work with Vermont dairy farms, I find that meeting with them on a one-on-one and small-group basis seems to be the most effective way to provide information and create support networks to enhance their ability to bring about the change they seek.

I wish you good luck with your program and offer the support of the VtSBDC in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Paddock', written over a white rectangular area.

Steve Paddock

Burlington ♦ Montpelier ♦ Randolph ♦ Center ♦ Rutland ♦ Springfield ♦ St. Johnsbury ♦ White River Junction
Middlebury ♦ Bennington ♦ St. Albans ♦ North Hero ♦ Morrisville ♦ Wilder ♦ Brattleboro

A partnership with the U.S. Small Business Administration

Agency of Agriculture, Food & Markets
116 State Street
Montpelier, VT 05620-2901
www.VermontAgriculture.com

MEMORANDUM

TO: Dave Lane

ok ef *Dave Lane*

FROM: Louise Waterman

DATE: June 29, 2009

RE: Farm Business Transfer Planning for VT Dairy Producers
Grant from University of Delaware

The Vermont Agency of Agriculture, Food & Markets is not required to match funds in order to receive this grant from the University of Delaware. Participating producers will pay their share of the consulting fees directly.

Thank You



State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

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

Grant Summary:	This grant provides funding to allow the Agency of Agriculture to work one on one with dairy producers on issues related to farm transfer planning. The program will be conducted over two state fiscal years, FY10 and FY11.				
Date:	7/16/2009				
Department:	Agriculture, Food and Markets				
Legal Title of Grant:	Risk Management Education: Farm Business Transfer Planning				
Federal Catalog #:	NA				
Grant/Donor Name and Address:	University of Delaware, Research Office, 210 Hullihen Hall, Newark DE 19716				
Grant Period:	From:	7/1/2009	To:	12/31/2010	
Grant/Donation	\$19,425				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$12,950	\$6,475	\$	\$19,425	There is no requirement for a state match to this grant

Position Information:	# Positions	Explanation/Comments
	0	

Additional Comments: The University of Delaware got a grant from the USDA and is subgranting a portion of that grant to VT Agency of Agriculture, Food and Markets to do this project.

Department of Finance & Management <i>JK</i>	<i>JK 7/17/09</i>	(Initial)
Secretary of Administration	<i>TP 7/20/09</i>	(Initial)
Sent To Joint Fiscal Office	<i>7/22/09</i>	Date

RECEIVED
 JUL 27 2009
 JOINT FISCAL OFFICE

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		

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 Business Transfer Planning for Vermont Dairy Producers		
4. Legal Title of Grant:		Risk Management Education: Farm Business Transfer Planning		
5. Federal Catalog #:		N/A		
6. Grant/Donor Name and Address: University of Delaware Research Office 210 Hullihen Hall Newark, DE 19716				
7. Grant Period:		From: 7/1/2009	To: 12/31/2010	
8. Purpose of Grant: The Agency of Agriculture will work with Vermont dairy producers on issues related to farm transfer planning.				
9. Impact on existing program if grant is not Accepted: None.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY	
Personal Services	\$10,950	\$5,475	\$	
Operating Expenses	\$2,000	\$1,000	\$	
Grants	\$	\$	\$	
Total	\$12,950	\$6,475	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source University of Delaware)	\$12,950	\$6,475	\$	
Total	\$12,950	\$6,475	\$	
Appropriation No:	2200030000/prog.#21889	Amount:	\$19,425	
			\$	
			\$	
			\$	
			\$	

REC'D JUL 07 2009

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 to follow current competitive bidding process/policy.

Appointing Authority Name: Roger Allbee Agreed by: *RA* (initial)

12. Limited Service Position Information:	# Positions	Title
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: <u><i>Dave Han for Roger Allbee</i></u>	Date: <u>6/24/09</u>
Title:	
Signature:	Date:
Title:	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	<u><i>[Signature]</i></u> (Governor's signature)	Date: <u>7/22/09</u>
<input type="checkbox"/>	Rejected		Date:

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/>	Check One Box: Request to JFO		
<input type="checkbox"/>	Information to JFO	<u><i>Tom Bell</i></u> (Secretary's signature or designee)	Date: <u>7/20/09</u>

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)
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End Form AA-1

Research Subaward Agreement

Institution/Organization ("Prime Recipient") Name: <u>University of Delaware</u> Prime Award No.: <u>2007-49200-03888</u> Awarding Agency: <u>USDA</u>	Institution/Organization ("Subrecipient") Name: <u>Vermont Agency of Agriculture, Food & Markets</u> Subaward No.: <u>19723</u> CFDA #: <u>10.500</u> Amount Funded This Action: <u>\$19,425.00</u> Est. Total (if incrementally funded) <u>\$19,425.00</u>
Principal Investigator - <u>Don Tilmon</u>	Project Director - <u>Louise Waterman</u>

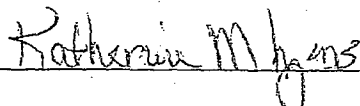
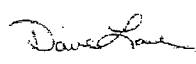
Subaward Period of Performance: Budget Period: From: <u>07/01/2009</u> To: <u>12/31/2010</u>	Estimated Project Period (if incrementally funded): From: <u>07/01/2009</u> To: <u>12/31/2010</u>
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Project Title:
NECRME - Farm Business Transfer Planning for Vermont Dairy Producers

Reporting Requirements (Check here if applicable: See Attachment 4) ARRA Funds

Terms & Conditions

- 1) Prime Recipient hereby awards a cost reimbursable subaward, as described above, to Subrecipient. The statement of work and budget for this subaward are (check one): As specified in Subrecipient's proposal dated _____; or as shown in Attachment 5. In its performance of the subaward work, Subrecipient shall be an independent entity and not an employee or agent of Prime Recipient.
- 2) Prime Recipient shall reimburse Subrecipient not more often than monthly for allowable costs. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), subaward number, and certification as to truth and accuracy of invoice. *Invoices that do not reference Prime Recipient's Subaward Number shall be returned to Subrecipient.* Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact as shown in Attachments 3A & 3B.
- 3) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to Prime Recipient's Financial Contact, as shown in Attachments 3A and 3B, NOT LATER THAN sixty (60) days after subaward end-date. The final statement of costs shall constitute Subrecipient's final financial report.
- 4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
- 5) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Principal Investigator, as shown in Attachments 3A and 3B. Technical reports are required as shown above, "Reporting Requirements".
- 6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachments 3A & 3B. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official as shown in Attachments 3A & 3B.
- 7) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or director's, to the extent allowed by law.
- 8) Either party may terminate this subaward with thirty days written notice to the appropriate party's Administrative Contact as shown in Attachments 3A & 3B. Prime Recipient shall pay Subrecipient for termination costs as allowable under OMB Circular A-21 or A-122 or 45 CFR Part 74 Appendix E, "Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals" as applicable.
- 9) No-cost extensions require the approval of the Prime Recipient. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachments 3A & 3B, not less than thirty (30) days prior to the desired effective date of the requested change.
- 10) The Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2.
- 11) By signing below Subrecipient makes the certifications and assurances shown in Attachments 1 and 2. Subrecipient also assures that it will comply with applicable statutory and regulatory requirements specified in the Research Terms & Conditions Appendix C found at <http://www.nsf.gov/bfa/dias/policy/rtc/appc.pdf>.

By an Authorized Official of Prime Recipient  <u>Katherine M. Lyons</u> Date: <u>6/18/09</u>	By an Authorized Official of Subrecipient  <u>David Lane</u> Date: <u>6/18/09</u>
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Attachment 1
Research Subaward Agreement
Certifications and Assurances

By signing the Subaward Agreement, the authorized official of Subrecipient certifies, to the best of his/her knowledge and belief that:

Certification Regarding Lobbying

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying", to the Prime Recipient.

3) The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters

Subrecipient certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

OMB Circular A-133 Assurance

Subrecipient assures Prime Recipient that it complies with A-133 and that it will notify Prime Recipient of completion of required audits and of any adverse findings which impact this subaward.

Attachment 2
Research Subaward Agreement
Prime Award Terms and Conditions
USDA

Agency-Specific Certifications/Assurances

1. By signing this Research Subaward Agreement Subrecipient makes the certifications and assurances specified in the Research Terms and Conditions Appendix C found at <http://www.nsf.gov/bfa/dias/policy/rtc/appc.pdf>

General terms and conditions:

1. The restrictions on the expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent.
2. 7 CFR Part 3015, 3017, 3018 and 3019.
3. Research Terms and Conditions found at <<http://www.nsf.gov/bfa/dias/policy/rtc/terms.pdf>> and Agency Specific Requirements found at http://www.nsf.gov/pubs/policydocs/rtc/csrees_708.pdf, except for the following:
 - a. The right to initiate an automatic one-time extension of the end date provided by Article 25 (c)(2) is replaced by the need to obtain prior written approval from the Prime Recipient;
 - b. The payment mechanism described in Article 22 and the financial reporting requirements in Article 52 of the Research Terms and Conditions and Article 10 of the Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this agreement; and
 - c. Any prior approvals are to be sought from the Prime Recipient and not the Federal Awarding Agency.
4. Title to equipment costing \$5,000 or more that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall unconditionally vest in the Subrecipient upon acquisition without further obligation to the Federal Awarding Agency subject to the conditions specified in Article 34(a) of the Research Terms and Conditions.

Special terms and conditions:

1. Copyrights

Subrecipient grants to Prime Recipient an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward Agreement solely for the purpose of and only to the extent required to meet Prime Recipient's obligations to the Federal Government under its Prime Award.

2. Data Rights

Subrecipient grants to Prime Recipient the right to use data created in the performance of this Subaward Agreement solely for the purpose of and only to the extent required to meet Prime Recipient's obligations to the Federal Government under its Prime Award.

3. Automatic Carry Forward: Yes No

(If No, Carry Forward requests must be sent to Prime Recipient's Administrative Contact, as shown in Attachment 3).

4. Invoices

All invoices must include the period for which reimbursement is being requested.

All invoices must include a certification statement such as, "I certify that all expenditures reported (and requested payments) are for appropriate purposes and in accordance with the provisions of the applications and award documents for the above referenced grant/contract award number.", and be signed by an authorized representative.

In connection with review of the invoice, upon request by the University, Subrecipient shall provide additional supporting documentation for related expenses.
The final invoice will be paid upon submission of a completed Subaward Close-Out Requirements form found in Attachment 4.

5. Extension of End Date

This agreement ends 12/31/2010. NO extensions beyond that date will be granted.

As the Principal Investigator I am in agreement with all of the terms and conditions of this agreement.

H. Don Tilmon
Principal Investigator

6/10/09
Date

H. Don Tilmon
Print/Type Name

Attachment 3A
Research Subaward Agreement

Subaward Number:

19723

Prime Recipient Contacts

Institution/Organization ("Prime Recipient")

Name: University of Delaware

Address: Research Office

210 HULLIHEN HALL

City: Newark

State: DE

ZipCode: 19716

Administrative Contact

Name: Katherine M. Lyons

Address: University of Delaware

Research Office

210 HULLIHEN HALL

City: Newark

State: Newark

ZipCode: 19716

Telephone: 302-831-8626

Fax: 302-831-86-2828

Email: kmlyons@udel.edu

Principal Investigator

Name: Don Tilmon

Address: University of Delaware, College of Agriculture and Natural Resources

Food & Resource Economics, Northeast Center for Risk Management Education

112 Townsend Hall

City: Newark

State: DE

ZipCode: 19716

Telephone: 302-831-1325

Fax: 302-831-6243

Email: htilton@udel.edu

Financial Contact

Name: Same as Administrative

Address:

City:

State:

ZipCode:

Telephone:

Fax:

Email:

Authorized Official

Name: Same as Administrative

Address:

City:

State:

ZipCode:

Telephone:

Fax:

Email:

Attachment 3B
Research Subaward Agreement

Subaward Number:

19723

Subrecipient Contacts

Institution/Organization ("Subrecipient")

Name: Vermont Agency of Agriculture, Food & Markets

Address: 116 State Street

City: Montpelier

State: VT

ZipCode: 05620-2901

EIN No: 03-6000264

Reg. in CCR? Yes No

DUNS No:

809376718

Congressional District:

VT

Congressional District:

VT

Congressional District:

VT

Administrative Contact

Name: Louise Waterman

Address: 116 State Street

City: Montpelier

State: VT

ZipCode: 05620-2901

Telephone: 802-828-6900

Fax: 802-828-3831

Email: Louise.Waterman@state.vt.us

Principal Investigator

Name: Louise Waterman

Address: 116 State Street

City: Montpelier

State: VT

ZipCode: 05620-2901

Telephone: 802-828-6900

Fax: 802-828-3831

Email: Louise.Waterman@state.vt.us

Financial Contact

Name: Mary Morrison

Address: 116 State Street

City: Montpelier

State: VT

ZipCode: 05620-2901

Telephone: 802-828-3567

Fax: 802-828-3831

Email: Mary.Morrison@state.vt.us

Authorized Official

Name: David Lane

Address: 116 State Street

City: Montpelier

State: VT

ZipCode: 05620-2901

Telephone: 802-828-1619

Fax: 802-828-3831

Email: David.Lane@state.vt.us

ATTACHMENT 4
SUBAWARD AGREEMENT

Reporting Requirements

- Attend the annual Orientation Workshop for NECRME Project Directors, scheduled for October 1, 2009. The meeting will be held at a hotel near the Philadelphia International Airport. If more than one Project Director is involved with the project, only one need attend. (Travel expenses will be reimbursed for one person per project.) Attendance is optional for Project Directors who attended the Orientation last year, but all are welcome.
- Submit online Progress Reports by the following dates:
October 15, 2009 (this date is for projects from the Northeast Center only – due to the timing of our Orientation, it is two weeks later than the date noted in the RFA) ; **February 1, 2010; May 1, 2010; and October 1, 2010.**
Requirements and a link for reporting are available on the NECRME website – necrme.org (under “Grants” select “Project Reporting”).
- Submit a Final Report online upon completion of the project (please note that final payment or up to 15% of allocated funds may be withheld until all reporting requirements are met). The Final Report for each project is a public document, and will ultimately be available for viewing online in the Ag Risk Education Library (agrisk.umn.edu).
- Send NECRME copies of educational curriculum, promotional brochures and other workshop materials developed through the project. In conjunction with your reporting activities, you will also be required to upload or provide links to promotional materials, educational materials, and evaluations.
- Include a statement on all materials produced for the project which acknowledges the funding received from NECRME and utilizes both the Center’s logo and the CSREES logo (details and the logos may be accessed at necrme.org (under “Grants”, then “Funding Acknowledgement”).

University of Delaware
Research Office
210 Hullihen Hall
Newark, DE 19716

Subrecipient Close-Out Requirements

As a subrecipient of the University of Delaware you are required to submit a final invoice marked FINAL, a signed copy of this form, and other documents listed below, as applicable. **The final invoice will NOT be processed for payment until all close-out documentation has been received.**

Subaward #:
Subrecipient:

Please check all that apply and attach documents, as required.

Final invoice has been sent

Required cost-share has been met and reported

Patents and/or inventions are pending. Please see attached documentation

There are no patents or inventions to report

Technical report completed and sent to UD Principal Investigator on this date _____

No equipment was purchased with these funds (*equipment is defined as an article of nonexpendable tangible personal property having a useful life of more than 1 year and a cost of \$5,000 or more*)

Equipment purchased (please list below and add additional sheets as needed)

Total expenditures of \$ _____ have been incurred. This has been or will be paid.

I hereby certify the above information is correct and in accordance with the terms of the subaward agreement. Subrecipient does hereby remise, relent, and discharge the University of Delaware, its officers, and employees of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said subaward agreement.

Subrecipient's Authorized Representative

Date

Return to: University of Delaware, Research Office, 210 Hullihen Hall, Newark, DE 19716

United States Department of Agriculture
Cooperative State Research, Education, and Extension Service
AWARD FACE SHEET

1. Award No. 2007-49200-03886		Amendment No.		2. Proposal Number 2007-04101		3. Period of Performance 09/15/2007 through 09/14/2008		4. Type of Instrument Grant	
5. Type of Action New		6. CFDA Number 10.500		7. CAN		8. MO		9. Method of Payment DHHS Payment Management System	
10. CRIS Number 0211442									

11. Authority:
7 U.S.C. 3318, P.L. 106-224, Sec. 133 of P. L. 106-224, Ag Risk Management Education Competitive Grants Program

12. Agency (Name and Address) Awards Management Branch Cooperative State Research, Education, and Extension Service/USDA Washington, DC 20250-2271					13. Awardee Organization University of Delaware Newark, DE 19716				
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14. Program Point of Contact: Janie S. Hipp Telephone: (202) 720-3605 jhipp@csrees.usda.gov					Administrative Point of Contact: Jeffrey B. Jacobs Telephone: (202) 690-5717 jjacobs@csrees.usda.gov					15. Project Director/Performing Organization James Don Tilmon University of Delaware Newark, DE				
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16. Funding:		Federal		Non-Federal		17. Funds Chargeable					
Previous Total	\$0.00		\$0.00			<u>FY - FDC</u>	<u>Amount</u>	<u>FY - FDC</u>	<u>Amount</u>		
+ or -	\$900,000.00		\$0.00			07-743-49200	\$900,000.00				
Total	\$900,000.00		\$0.00								
Grand Total	\$900,000.00										

18. Title of Proposal
Northeast Regional Center for Risk Management Education

PROVISIONS

This Award incorporates the following:


1. The referenced proposal and any revision thereto - incorporated by reference
2. CSREES General Terms and Conditions - A dated 02/05 - incorporated by reference (<http://www.csrees.usda.gov/business/awards/awardterms.html>) and Attachment A thereto Article 10, Current Research Information System (CRIS) Requirements, is applicable to this award
3. 7 CFR Part 3015, 7 CFR Part 3017, 7 CFR Part 3018, 7 CFR Part 3019 - incorporated by reference (<http://www.csrees.usda.gov/business/awards/fedregulations.html>)
4. The Approved Award Budget
5. CRIS Forms AD-416 and AD-417 - incorporated by reference
6. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown must be made within the first year of the project.
7. Contingent upon the availability of funds and the satisfactory progress of this project, CSREES intends to continue support at approximately the following levels: FY 2008 in the amount of \$900,000, and FY 2009 in the amount of \$900,000.
8. Funds in the amount of \$15,000 are withheld pending CSREES-ADO receipt and approval of additional budgetary details for "Speaker & Facilitator Expenses" (\$15,000).

Co-Project Director(s):

Laurie Wolinski (University of Delaware)

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.

Typed Name Adriene Woodin Authorized Departmental Officer		Signature 		Date 9/13/07	
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United States Department of Agriculture
 Cooperative State Research, Education, and Extension Service
 AWARD FACE SHEET

1. Award No. 2007-49200-03888	Amendment No. 1	2. Proposal Number 2008-03803	3. Period of Performance 09/15/2007 through 08/31/2009	4. Type of Instrument Grant
5. Type of Action Continuation	6. CFDA Number 10.500	7. CAN	8. MO	9. Method of Payment DHHS Payment Management System
10. CRIS Number 0211442				

11. Authority:
 7 U.S.C. 3318, P.L. 106-224, Sec. 133 of P. L. 106-224, Ag Risk Management Education Competitive Grants Program

12. Agency (Name and Address) Awards Management Branch Cooperative State Research, Education, and Extension Service/USDA Washington, DC 20250-2271	13. Awardee Organization University of Delaware Newark, DE 19716
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14. Program Point of Contact: Janie Hipp Telephone: 202-720-3605 jhipp@csrees.usda.gov	Administrative Point of Contact: Jeffrey B. Jacobs Telephone: 202-690-5717 jjacobs@csrees.usda.gov	15. Project Director/Performing Organization James Don Tilmon University of Delaware Newark, DE 19716
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16. Funding:	<u>Federal</u>	<u>Non-Federal</u>	17. Funds Chargeable				
	Previous Total	\$900,000.00	\$0.00	<u>FY - FDC</u>	<u>Amount</u>	<u>FY - FDC</u>	<u>Amount</u>
	+ or -	\$900,000.00	\$0.00	08-843-49200	\$900,000.00		
	Total	\$1,800,000.00	\$0.00				
	Grand Total	\$1,800,000.00					

18. Title of Proposal
 Northeast Regional Center for Risk Management Education

PROVISIONS

This Award incorporates the following:

1. Research Terms and Conditions (07/01/08) and CSREES Agency Specific Terms and Conditions (07/08) at <http://www.nsf.gov/bfa/dias/policy/rtrc/index.jsp>
2. The referenced proposal and any revision thereto - incorporated by reference
3. 7 CFR Part 3015, 7 CFR Part 3017, 7 CFR Part 3018, 7 CFR Part 3019 - incorporated by reference (<http://www.csrees.usda.gov/business/awards/fedregulations.html>)
4. The Award Budget, pending approval.
5. CRIS Forms AD-416 and AD-417 - incorporated by reference
6. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown must be made within the first year of the project.
7. Contingent upon the availability of funds and the satisfactory progress of this project, CSREES intends to continue support at approximately the following levels: FY09 in the amount of \$900,000.
8. Modification of Article 9.B.b. of Agency-Specific Terms and Conditions - Annual "Accomplishment Report" must be electronically submitted through the CRIS system within 90 days PRIOR to the anniversary date, i.e., current expiration date of the award. Untimely submission of these reports may delay processing of a subsequent award and failure to submit these reports will likely result in the restriction of the funding increment.
9. Funds in the amount of \$405,513 are withheld pending a plan outlining your efforts beginning October 2008 to address Special Emphasis issues per letter from Janie Hipp dated September 5, 2008. *Released 10/30/08*
10. Funds in the amount of \$105,855 are withheld pending CSREES-ADO receipt and approval of additional budgetary details for "Food" (\$40,000), "Speaker fees and honorariums" (\$25,000), "Hotel subsidies for Educators" (\$15,000) and justification for "Secretarial/Clerical Salary" (\$25,855).

Co-Project Director(s):
 Laurie Wolinski (University of Delaware)

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.

Typed Name Carol A. Langguth Authorized Departmental Officer	Signature CLANGGUTH	Date 09/18/2008
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STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Carolyn Partridge
From: Nathan Lavery, Fiscal Analyst
Date: July 29, 2009
Subject: JFO #2387

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Stephen Klein