



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: July 26, 2023
Subject: Grant and LSP Request – JFO #3157

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *This request is being held for the Joint Fiscal Committee meeting scheduled for Monday, July 31, 2023.*

JFO #3157: \$300,000.00 to Vermont Agency of Agriculture Food and Markets from the Natural Resources Conservation Service to support one (1) limited-service position, Agricultural Water Quality Program Coordinator III, to provide technical assistance to small farms to support grazing management systems. This grant requires a 50% match met by already budgeted grants to the Agency. No new impact on State funds. Position funded through 6/30/2025.
[Received 7/25/2023]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions.

**State of Vermont**

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

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

Agency of Administration

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

Grant Summary:	Grant will support one new limited-service position providing conservation technical assistance to support grazing planning and conservation practice implementation, education and outreach, producer and workforce networking, and coordination of grazing programs.				
Date:	5/12/2023				
Department:	AAFM				
Legal Title of Grant:	Grazing Lands Conservation Initiative (GLCI) Cooperative Agreements				
Federal Catalog #:	10.902				
Grant/Donor Name and Address:	Natural Resources Conservation Service (USDA - NRCS) 87 State St, Montpelier, VT, 05602				
Grant Period:	From:	7/1/2023	To:	6/30/2025	
Grant/Donation	\$300,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$150,000	\$150,000	\$	\$300,000	
Position Information:	# Positions	Explanation/Comments			
	1				
Additional Comments:	Required match (50%) to be met by already budgeted grants from AAFM to external entities. No new impact on State funds.				
Department of Finance & Management	Adam Gr	Digitally signed by Adam Greshin DocuSigned by: 41948B1C0A36415...			
Secretary of Administration		Douglas Farnham			
Sent To Joint Fiscal Office	Anna Reinold	Digitally signed by Anna Reinold Date: 2023.07.25 09:55:31 -04'00'			
		Date			



STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agriculture, Food and Markets Water Quality Division Date: 5/5/2023

Name and Phone (of the person completing this request): Mary Montour; (802)461-6087

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

United States Department of Agriculture (USDA) - Natural Resources Conservation Service (NRCS), Grazing Lands Conservation Initiative (GLCI) Cooperative Agreement, \$300,000 Award for VAAFM to hire one position to provide direct education and technical assistance to farmers

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Agricultural Water Quality Program Coordinator III;	1 ;	Water Quality Division;	7/1/2023-06/30/2025

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

As more grazing farms become astute to the environmental benefits of conservation planning, the requests from grazing farmers for educational, technical, and financial assistance has increased. VAAFM anticipates a continued increase from small, diversified farms across the State of Vermont seeking technical and financial assistance to start or enhance grazing management systems, exceeding current resources to meet requests in a timely and effective manner. The Agency does not currently have a position with grazing specialized skills and experience. This position will be 100% funded by the Grazing Lands Conservation Initiative (GLCI) grant award.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

DocuSigned by: Nicole Dubuque Date: 5/8/2023

Signature of Agency or Department Head Aimee Pope Date: 2023.05.09 17:31:33 -04'00'

Approved/Denied by Department of Human Resources Adam Greshin Date: 2023.05.12 14:01:22 -04'00'

Approved/Denied by Finance and Management Douglas Farham Date: 5/17/2023

Approved/Denied by Secretary of Administration _____ Date: _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date: July 21, 2023

Comments:

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____ Action Taken: _____ New Job Title _____ Current Class Code _____ New Class Code _____ Current Pay Grade _____ New Pay Grade _____ Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ Classification Analyst _____ Date _____ Effective Date: _____ Comments: _____ Date Processed: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp)
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Incumbent Information:

Employee Name: Employee Number:
 Position Number: Current Job/Class Title:
 Agency/Department/Unit:
 Work Station: Zip Code:
 Supervisor's Name, Title, and Phone Number:
 How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
 Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
 Vacant Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

This Agricultural Water Quality Specialist III position will be primarily responsible for carrying out the following objectives in the forthcoming Grazing Lands Conservation Initiative Cooperative Agreement:

- Provide increased grazing focused education and technical assistance to Vermont farmers;
- Connect grazing farmers with available financial assistance programs to increase grazing land enrolled in VAAFMM and NRCS financial and technical assistance programs;
- Coordinate with the Vermont NRCS to promote training pathways to Technical Service Provider certification to expand grazing technical assistance capacity across the region;
- Promote and participate in regional coordination of grazing education and training opportunities through events and peer-to-peer networking for both farmers and technical assistance providers

Specific Job Duties will include:

Program Management: Lead a program to ensure program and funding goals are met. Develop strategies to improve program functionality and success.

Direct Outreach, Education and Technical Assistance to Farmers: Work collaboratively and independently to provide outreach, education, and technical assistance to farmers and partners to implement conservation practices that promote water quality and soil health

Material Development: Guide and develop outreach and educational materials, collaborating with VAAFMM staff and other agencies as appropriate.

Agency Representation: Attend events, tables, participate in partner efforts, sit on advisory committees, represent VAAFMM programs to state and national audiences. Present with great detail VAAFMM water quality programs, as well as programs offered by other agencies and organizations

Reporting, Data Management and Analysis: Identify necessary reports and then create reports, analyze data, and suggest future steps/changes. Create reports in collaboration

with partners.

Communication & Coordination: Frequently communicate and coordinate with colleagues, partners, farmers, businesses, interest groups, and the general public to maximize and leverage existing and new technical and financial resources that support the grazing network of farmers and service providers in Vermont.

Level of Supervision: May receive occasional oversight

Environmental Factors: Duties are performed in both an office setting and in the field. Duties in the field may include walking along stream banks and in agricultural fields where one might encounter livestock. Field work may require carrying of heavy equipment while traversing rough terrain and bodies of water in all weather conditions. Incumbent must have private means of transportation for completion of field assignments on a timely basis. Travel statewide is required. Some work outside of regular working hours, including attendance at public meetings, may be required. Work will often be performed in a dynamic and engaging committee-style forum where strong differences of opinion may be encountered on a regular basis.

This position will require the following levels of knowledge, skills and abilities, education and experience:

Communication: Respectful communication, comfortable with written, phone, and in-person communication, clear and detail oriented written work, ability to build trust internally and with external partners, collaborators, and other agencies, evaluate complex and controversial issues and report back to leadership.

Team Work: Ability to work successfully as part of a team and guide team members to reach successful outcomes through collaboration.

Agricultural Environmental Factors: A well-developed knowledge agriculture and livestock management, environmental factors associated with production of agricultural and food products, conservation practice standards, agricultural conservation practice planning and design, recent scientific research, and state and federal water quality regulations and funding programs.

Organization and Time Management: Ability to work independently and offer leadership as well as manage multiple priorities independently, and ability to develop systems for organizing activities and accomplishing objectives in a timely, detail oriented, and cost effective manner.

Education & Experience: High school diploma or equivalent AND six (6) years or more of experience in agriculture, environmental conservation, or a related field. OR Associate's degree in agriculture, environmental conservation, or a related field AND four (4) years or more of experience in agriculture, environmental conservation or a related field. OR Bachelor's degree in agriculture, environmental conservation, or a related field AND two (2) years or more of experience in agriculture, environmental conservation, or a related field. OR Two (2) years as a Water Quality Program Coordinator II or equivalent.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position will take lead on collaborating with peers and external partners to enhance grazing technical assistance and grazing programs and initiatives. They will collaborate and engage with USDA - NRCS, University of Vermont Extension, Vermont Grass Farmers Association, Vermont Natural Resources Conservation Districts, farmer watershed groups and organizations, and Vermont agencies and departments.

They will work directly with individual landowners and farmers to provide education and technical assistance related to grazing conservation practices. They will attend events, table, and participate in partner efforts and represent VAAF in grazing stakeholder meetings.

This position will be expected to collaborate and work with all Agricultural Water Quality Program Coordinators in the Water Quality Division, as well as the Assistant Director and Division Director to recommend projects and improve outcomes.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Well-developed knowledge of Microsoft Office programs, Adobe, and geospatial programs such as GIS or Vermont's ANR Atlas.

Fleet vehicles will be used when available, there will be occasions when a personal vehicle is required to complete field work

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This position will not supervise other employees.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position is expected to perform with occasional oversight. This position will utilize existing operational systems, and have the ability to develop systems for organizing activities and accomplishing objectives in a timely, detail oriented, and cost effective manner. A workplan will be developed and utilized as a roadmap to tasks to be performed, expected timeline, and expected outcomes. Routine meetings with this positions direct

supervisor will occur to provide support, collaborate on program goals, share decision points, problem solve, and discuss any potential issues that may effect performance.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

This position must have the ability to work independently and offer leadership as well as manage multiple priorities independently and meet deadlines. This often involves time management skills in a fast paced environment, balancing various priorities and customer needs (phone calls, emails). Additionally, work will sometimes be performed in a dynamic and engaging committee-style forum where strong differences of opinion may be encountered on a regular basis. This involves listening, problem solving, mediation, and collaborative approaches to developing next steps forward.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

This position will provide direct technical assistance to farmers interested in starting or enhancing rotational grazing practices. Through education and outreach visits, it is anticipated that this position will enable at least 60% of farms worked with to implement at least one conservation practice or apply for State or Federal cost share programs to implement their proposed practices. Total number of farm visits, project plans developed, and acres of conservation practice implementation will be tracked as part of this positions performance.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Education, Outreach and Technical Assistance	20 hrs/week
Program management, managing multiple priorities	20 hrs/week

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Duties in the field may include walking along stream banks and in agricultural fields where one might encounter livestock.	15 hrs/week
Field work in rough terrain and all weather conditions	15 hrs/week

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Educational event materials	20lbs	2 x per year
Field equipment	10lbs	2-3 x per week

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Walking/Hiking through farm fields, stream banks	15 hrs/week
Driving to site visits, educational events statewide	4-6 hrs/week

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

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Employee's Signature (**required**): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The most important duties of this job include 1) Providing quality and timely education, outreach and technical assistance to Vermont farmers to promote conservation practice adoption and implementation 2) Communication and Coordination with colleagues, partners, farmers, business, ineterest groups and the general public to maximize and leverage existing and new technical and financial resources that support the grazing network of farmers and service providers in Vermont, 3) Program management to insure program and funding goals are met.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

The most important knowledge, skills, and abilities of an employee in this position include 1) A well-developed knowledge of agriculture and livestock management, environmental factors associated with production of agricultural and food products, conservation practice standards, agricultural conservation project planning and design, recent scientific research, and state and federal water quality regulations and funding programs, 2) Organization & Time Management with the ability to work independently and offer leadership as well as manage multiple priorities independently, and meet deadlines, and ability to develop systems for organizing activities and accomplishing objectives in a timely, detail oriented, and cost effective manner, and 3) Communication with the ability to provide respectful communication, comfortable with written, phone and in-person communication, clear and detail oriented written work, and the ability to build trust internally and with external partners, collaborators, and other agencies.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

[Empty text box for comment]

4. Suggested Title and/or Pay Grade:

Agricultural Water Quality Program Coordinator III, PG 24

Supervisor's Signature (required):  Date: 5/8/2023

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

N/A

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

NO

Suggested Title and/or Pay Grade:

W

Personnel Administrator's Signature (**required**):  _____ Date: 5/8/2023

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Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

N/A

Suggested Title and/or Pay Grade:

Agricultural water Quality Program Coordinator III, PG24

 _____ Date: 5/8/2023

202CFAEA57F7445...

Appointing Authority or Authorized Representative Signature (**required**)

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

BASIC GRANT INFORMATION				
1. Agency:	VT Agency of Agriculture, Food and Markets			
2. Department:	Water Quality Division			
3. Program:				
4. Legal Title of Grant:	Grazing Lands Conservation Initiative (GLCI) Cooperative Agreements			
5. Federal Catalog #:	10.902			
6. Grant/Donor Name and Address: Natural Resources Conservation Service (USDA - NRCS)				
7. Grant Period:	From:	7/1/2023	To:	6/30/2025
8. Purpose of Grant: To support one position that will deliver conservation technical assistance to support grazing planning and conservation practice implementation, education and outreach, producer and workforce networking, and coordination of grazing programs.				
9. Impact on existing program if grant is not Accepted: Continued gaps in providing quality and timely grazing technical assistance to farmers interested adopting and implementing conservation practices and accessing state and federal grant programs, and continued gaps in communication and coordination among partners and the grazing workforce to maximize resources available.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 24	FY 25	FY	
Personal Services	\$110,334	\$110,334	\$	
Operating Expenses	\$46,166	\$46,166	\$	
Grants	\$143,500	\$143,500	\$	
Total	\$300,000	\$300,000	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$150,000	\$150,000	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$106,334	\$106,334	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$43,666	\$43,666	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$300,000	\$300,000	\$	
Appropriation No:		Amount:	\$	
			\$	
			\$	
			\$	
			\$	
			\$	

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

	\$
Total	\$

PERSONAL SERVICE INFORMATION

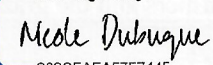
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

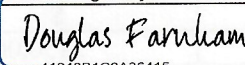
12. Limited Service Position Information:	# Positions	Title
	1	Agricultural Water Quality Program Coordinator III
Total Positions	1	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

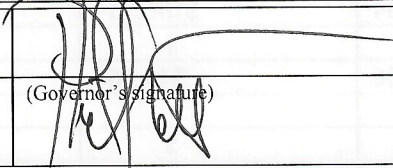
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: 	Date: 5/8/2023
	Title: Director of Administrative Services	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 5/17/2023
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) 
<input type="checkbox"/>	Rejected	Date: 7/24/23

16. DOCUMENTATION REQUIRED

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

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



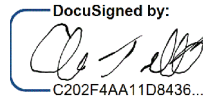
Agency of Agriculture, Food & Markets
Water Quality Division
116 State Street
Montpelier, VT 05620
www.VermontAgriculture.com

[phone] 802-828-2431
[fax] 802-828-2361

Memorandum

TO: Kristin Clouser, Secretary
Agency of Administration

FROM: Anson Tebbetts, Secretary
Agency of Agriculture, Food and Markets



DATE: May 5, 2023

SUBJECT: ADDITION OF ONE LIMITED-SERVICE POSITION TO SUPPORT GRAZING TECHNICAL AND FINANCIAL ASSISTANCE PROGRAMS

This memo is to inform the Agency of Administration that the Vermont Agency of Agriculture, Food & Markets (VAAFMM) has been awarded \$300,000 from the United States Department of Agriculture (USDA) Grazing Lands Conservation Initiative (GLCI) to support grazing planning and conservation practice implementation, education and outreach, producer peer-to-peer networking, regional service provider networking, and coordination of grazing programs and initiatives. Enclosed is USDA's award notification of forthcoming funds.

This federal funding from USDA will allow VAAFMM to hire one position to provide direct support to Vermont farmers as well as support grazing programs and initiatives throughout the State of Vermont in coordination with state and regional partners.

The following objectives are associated with this federal grant:

- Provide increased grazing focused education and technical assistance to Vermont farmers;
- Connect grazing farmers with available financial assistance programs to increase grazing land enrolled in VAAFMM and NRCS financial and technical assistance programs;
- Coordinate with the Vermont NRCS to promote training pathways to Technical Service Provider certification to expand grazing technical assistance capacity across the region;
- Promote and participate in regional coordination of grazing education and training opportunities through events and peer-to-peer networking for both farmers and technical assistance providers.

VAAFMM is requesting the following limited-service position:

- Agricultural Water Quality Program Coordinator III
 - Primary duties of this position will include direct education, outreach, and technical assistance to farmers, project planning and design, project implementation oversight, grant management, reporting, communications, program development, and coordination with external partners.
 - This position is estimated to be budgeted for \$150,000 annually for two years (Approx. \$60,000 salary, \$47,000 benefits, and \$43,000 indirect)

This LSP is new to VAAFMM'S Water Quality Division and will be fully funded through the USDA Grazing Lands Conservation Initiative Award. The estimated position budget was based on costs for other AWQPC positions within the Water Quality Division.





United States Department of Agriculture

April 6, 2023

Vermont Agency of Agriculture, Food and Markets
116 State Street
Montpelier, VT 05620

SUBJECT: Funding Opportunity USDA-NRCS-NHQ-GLCI-22-NOFO0001216, Conservation Technical Assistance: Grazing Lands Conservation Initiative (GLCI) Cooperative Agreements

Dear Sir or Madam,

The Natural Resources Conservation Service (NRCS) has selected your application for the above referenced funding opportunity for award. The anticipated Federal share is \$300,000.00.

This letter is not an authorization to begin performance or to incur costs prior to an award being fully executed. The Notice of Grant and Agreement Award (form NRCS-ADS-093), when signed by authorized NRCS official, is the authorizing and fully executed document. The incurrence of any pre-award costs, for which your organization would seek reimbursement after an agreement is fully executed, must first be negotiated and approved in advance in writing by the NRCS. Any pre-award costs not approved by the NRCS will not be reimbursed and are incurred at your organization's own risk.

Public announcements by awardee, stakeholder, and/or partners are embargoed until after USDA issues its press release, which is scheduled for Friday, April 7th at 1pm ET.

The next step in the process will be to discuss the details associated with the development of a potential agreement for your proposal. NRCS Vermont will be in contact to provide some meeting date options for consideration.

If you have any questions, please contact Felix Jimenez at Felix.Jimenez@usda.gov or the GLCI NFO Team at GLCI.NFO.Team@usda.gov.

We look forward to working with your organization on this project.

Sincerely,

GLCI NFO Team
USDA Natural Resources Conservation Service

Laura Dipietro
Director

Nate Sands
Inspection Section Chief

Steve Cash
Agricultural Water Quality
Specialist Supervisor

Trevor Lewis
Agricultural Water Quality
Specialist Supervisor

Robert Achilles
Engineering Section Chief

Jeff Cook
Administrative Services
Manager III

Mary Montour
Agricultural Water Quality
Program Coordinator
Supervisor

Nina Gage
Assistant Director

Brittany Cole
Agricultural Water Quality
Specialist

Luke Hughes
Agricultural Water Quality
Specialist

Jessica Mason
Agricultural Water Quality
Specialist

Tucker Wehner
Agricultural Water Quality
Specialist

Connor Steckel
Agricultural Water Quality
Specialist

Vacancy
Agricultural Water Quality
Specialist

Sylvia Jensen
Agricultural Water Quality
Specialist

David Wardrop
Agricultural Water Quality
Specialist

Vacancy
Agricultural Water Quality
Specialist

Silas Rainville
Agricultural Water Quality
Specialist

Matt Gardner
Engineering Supervisor

Dillan Westcom
Engineer

Andrew Mitchell
Engineer

Amer Suvalic
Engineer

Jason Bradley
Engineer

Rachel Seigel
Engineer

Ellen Friedrich
Agricultural Water Quality
Program Coordinator

Emma Redel
Agricultural Water Quality
Program Coordinator

Ben Gabos
CREP Coordinator

Phil Wilson
CREP Coordinator

Noah Gilbert-Fuller
Agricultural Water Quality
Program Coordinator

Vacancy (NEW LSP)
Agricultural Water Quality
Program Coordinator

Judson Peck
Agricultural Data Analyst

Sonia Howlett
Agricultural Water Quality
Program Coordinator

Annika Fuller
Eco Americorp Service
Member

Brodie Haenke
Agricultural Water Quality
Program Coordinator