



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: April 6, 2021
Subject: Grant Request – JFO #3044

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

JFO #3044 – One (1) limited service position to the VT Dept. of Disabilities, Aging and Independent Living to develop a Northeast Network of mental health counselors familiar with farmer related stressors. Total first year amount of \$146,766 from the U.S. Department of Agriculture. Position has been approved for 1 year and is expected to be approved for 2 additional years.

[JFO received 4/05/2021]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by April 30, 2021, we will assume that you agree to consider as final the Governor's acceptance of this request.

MEMORANDUM

TO: The Joint Fiscal Committee

FROM: Monica Hutt, Commissioner DAIL

DATE: January 19, 2021

SUBJECT: AA-1 Request for Northeast Farm and Ranch Stress Assistance Network (FRSAN)

This is a request from the Department of Disabilities, Aging and Independent Living (DAIL) to the Joint Fiscal Committee to approve acceptance of the Northeast Farm and Ranch Stress Assistance Network (FRSAN) grant funds as a subrecipient of their award from the U.S. Department of Agriculture (USDA).

Background

In September 2020, the USDA approved the grant application for building an inclusive and comprehensive network for Farm and Ranch Stress Assistance in the Northeast. The application was developed in partnership with three key providers tasked with administration of the grant. Those partners are the National Young Farmers Coalition (NYFC), Farm Aid, and Vermont Farm First (a program of Invest EAP, a division of DAIL) and the University of Maine Extension. The purpose of this project is to continue to develop a Farm and Ranch Stress Assistance Network in the Northeast region (FRSAN-NE). Farmers in the Northeast face unique stressors and signs of increased farmer stress are apparent. To address farmer stress, this project will strengthen FRSAN-NE based on feedback from network members and best practices from the network development literature. In addition to developing a structure, communication tools, and branding that will support the sustainability of the network, this project will address the immediate stress assistance needs of farmers, ranchers, and farmworkers by expanding the existing online clearinghouse and helpline to more effectively connect farmers with resources, developing farmer behavioral health self-assessment tools, and conducting a communications campaign to raise farmer awareness of stress and coping strategies. In addition, this project will support the sustainability of farm stress assistance in the Northeast region by enhancing the capacity of service providers to effectively serve their farm clients, utilizing a diverse array of trainings, resources, best practices, and network-building opportunities. Finally, the success of this project will be supported by a strong evaluation process and clear structures for sharing and disseminating the resources developed. Together, these activities will produce an educated and established network, improvements to farmer behavioral health across the region, and a reduction in suicide rates.

Term and Amount of Grant

DAIL submitted a grant application through FRSAN-NE to the USDA for a three-year project that was accepted. DAIL is a subrecipient of the FRSAN grant and has been awarded \$146,766

for Vermont Farm First's role in the project. The grant is for a total one-year term for the period of September 15, 2020 to September 14, 2021. This is Year 1 of a 3-year project approved by USDA; VT Farm First will be awarded the same amount in each of Years 2 and 3, but each subsequent year's funding must first be approved by Congress in each of those years.

Project Design

Vermont Farm First is a program of Invest EAP, a division of DAIL. Vermont Farm First's role will be one of the primary administrators of the project, and will work with NYFC, Farm Aid, the University of Maine Extension and others to develop a comprehensive network of regional farm assistance providers in the northeast to assist in the development of a resource clearinghouse, and to provide and oversee trainings for farm assistance providers. Vermont Farm First's responsibilities under the terms of the grant are to:

1. Participate in Advisory Team: Meet biweekly with other Advisory Team members to plan and implement all phases of the grant.
2. Coordinate the Resource Working Group: Vermont Farm First will coordinate the work of several national organizations to assemble a written guidebook and accompanying online resources that address financial, legal, disaster relief and mental health issues for farmers.
3. Develop and Gather Specific Evidence-Based Mental Health Resources and Tools: Farm First will work with other providers throughout the Northeast to identify and develop cutting edge tools and resources that can be used by both agricultural service providers and farmers to address stress experienced by farmers.
4. Provide Trainings on Mental Health in the Agricultural Community: Vermont Farm First will develop and deliver trainings for others working with farmers that will address: understanding farm stressors and the symptoms/presentation of stress; methods for mental health assessment, suicide prevention, and ongoing support; evidence-based interventions for stress reduction; and the role and function of peer support and other evidence-based outreach and support programs. These trainings will be supported by a resource toolkit Vermont Farm First will produce.
5. Develop a Cohort of Resource Providers to Engage and Integrate with Other Regional Agricultural Departments: Vermont Farm First will work with regional support providers to coordinate new efforts to develop additional resources throughout the northeast, and engage them on creating supportive infrastructure to assist and support the mental health of agricultural workers in their respective states.

Project Goals

The primary goals for this project are to:

1. Establish a diverse, regionally representative network of member organizations. The process of establishing a diverse network will aid in the identification of available resources and referral services, gain a greater understanding of available supports, and engage with at least 50 service providers within the region.
2. Develop a clearinghouse of farmer assistance programs in the region, inclusive of professional agriculture behavioral health counseling and referral services. The process of developing an inclusive clearinghouse aims to increase utilization of available support

services, as well as to provide an improved knowledge base for local service providers in the region.

3. Educate and train individuals and teams in the region about Farm and Ranch Stress Assistance Network activities, and how they can access and use existing resources and programs in their work with agricultural workers and communities under stress. A series of trainings will provide an increased understanding of available resources. The trainings will also cover best practices for supporting farmers under stress including financial, legal, disaster, and mental health tools. In addition, they will provide an understanding and strategy for engaging other structural options for programming and collaboration between service providers.

Project Staffing

The Department is requesting one additional limited service position for the FRSAN Project. The position is a Centers for Wellbeing Program Manager. A limited service position request is attached. Because USDA has approved this project for 3 years, we expect the need for a limited service position will extend beyond the initial one-year grant term.

Contact Person for Project

James Smith
DVR Budget and Policy Manager
james.smith@vermont.gov
(802) 241-0320

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

BASIC GRANT INFORMATION				
1. Agency:	Human Services			
2. Department:	DAIL			
3. Program:	Division of Vocational Rehabilitation, Employee Assistance Program			
4. Legal Title of Grant:	Farmer and Ranchers Stress Assistance Network in Northeast (FRSAN)			
5. Federal Catalog #:	10.525			
6. Grant/Donor Name and Address:	US Department of Agriculture, Nat'l Institute of Food and Agriculture 202-445-5456			
7. Grant Period:	From:	9/15/2020	To:	9/14/2021
8. Purpose of Grant:	To build and inclusive and comprehensive Network for Farm & Ranch Stress Assistance in the Northeast			
9. Impact on existing program if grant is not Accepted:	None			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 2021	FY 2022	FY 2023	
Expenditures:				
Personal Services	\$89,648	\$119,530	\$119,530	
Operating Expenses	\$20,427	\$24,936	\$18,611	
Grants	\$0	\$0	\$0	
Total	\$110,075	\$144,466	\$138,141	
Revenues:				
State Funds:	\$0	\$0	\$0	
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$110,075	\$144,466	\$138,141	100% Federal
(Direct Costs)	\$97,148	\$127,530	\$122,030	
(Statewide Indirect)	\$	\$0	\$0	
(Departmental Indirect)	\$12,927	\$16,936	\$16,111	
Other Funds:	\$0	\$0	\$0	
Grant (source)	\$0	\$0	\$0	
Total	\$110,075	\$144,466	\$138,141	
Appropriation No:	3460010000	Amount:	\$110,075	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$110,075	

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

PERSONAL SERVICE INFORMATION		
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy. Appointing Authority Name: Monica Hutt Commissioner DAIL Agreed by: <u>MCH</u> (initial)		
12. Limited Service Position Information:	# Positions	Title
	1	Centers for Wellbeing Program Manager
Total Positions	1	
12a. Equipment and space for these positions:		<input checked="" type="checkbox"/> Is presently available. <input type="checkbox"/> 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: <i>Monica Caserta Hutt</i> Title: Commissioner	Date: 1/14/21
	Signature: E-SIGNED by Jenney Samuelson on 2021-01-21 15:29:26 GMT Title: AHS Deputy Secretary	Date:
14. SECRETARY OF ADMINISTRATION		
<input checked="" type="checkbox"/>	Approved:	(Secretary or designee signature) Kristin Clouser <small>Digitally signed by Kristin Clouser Date: 2021.03.30 10:55:43 -04'00'</small>
Date:		
15. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature)
<input type="checkbox"/>	Rejected	Date: 4/2/21
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 checked="" type="checkbox"/> Grant Agreement <input checked="" 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).		

E-SIGNED by Tracy O'Connell
on 2021-01-21 13:25:22 GMT



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

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

Agency of Administration

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

Grant Summary:	The National Young Farmers Coalition (NYFC) applied for and received \$2.4M from the USDA for a variety of projects. One of those projects is the Farmer and Ranchers Stress Assistance Network (FRSAN) for which DAIL was awarded, as a subrecipient, up to \$146,766 in the first year.				
Date:	3/9/2021				
Department:	DAIL / Div. of Vocational Rehabilitation, Employee Assistance Program				
Legal Title of Grant:	Farmer and Ranchers Stress Assistance Network in the Northeast				
Federal Catalog #:	10.525				
Grant/Donor Name and Address:	US Dept. of Agriculture, Nat'l Institute of Food and Agriculture				
Grant Period:	From:	9/15/2020	To:	9/14/2021	
Grant/Donation	\$146,766				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$146,766	\$	\$	\$146,766	

	# Positions	Explanation/Comments
Position Information:	1	Centers for Wellbeing Manager required to develop a network of mental health counselors familiar with farm issues, new evidence-based tools for addressing farmer stress, and coordinating with other providers in the northeast.

Additional Comments: On the AA-1, DAIL projects a three year budget for this program (totalling \$393K), however the current subaward agreement with NYFC only covers the first year of the program. USDA has made the award to NYFC for three years, but Congress has to approve funding each year. Per DAIL, this is essentially a rubber stamp with little risk of not receiving funding in Y2 and Y3.

Department of Finance & Management	Adam Greshin	<small>Digitally signed by Adam Greshin Date: 2021.03.10 14:25:19 -0500</small>	(Initial)
Secretary of Administration	Kristin Clouser	<small>Digitally signed by Kristin Clouser Date: 2021.03.31 10:55:16 -0400</small>	(Initial)



STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Sent To Joint Fiscal Office	Ariel Murphy	Date

Digitally signed
by Ariel Murphy
Date: 2021.04.02
17:30:21 -04'00'



**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: DAIL VR Date: 11/19/2020

Name and Phone (of the person completing this request): James Smith 802 241-0320

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):

National Young Farmers Association grant funds as a sub-recipient to their award from the U.S. Department of Agriculture (USDA)

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>
Centers for Wellbeing Manager	1	VR Invest EAP	9/30/21 plus 2 additional years included in grant requiring annual Congressional approval.

*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:

Position required to carry out the following grant deliverables: 1. Develop a Northeast network of mental health counselors familiar with farm issues. 2. Develop and present trainings for service providers on various aspects of farm stress 3. Coordinate efforts to research and develop new evidence-based tools to address farmer stress. 3. Develop a farm wellness toolkit. 5. Develop and coordinate a cohort of resource providers throughout the Northeast to work together on these issues.

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)).

Monica Caserta Hutt Digitally signed by Monica Caserta Hutt Date: 2020.12.24 08:19:34 -05'00' 12/24/20

Signature of Agency or Department Head **Aimee Pope** Digitally signed by Aimee Pope Date: 2021.01.29 15:03:38 -05'00' _____ Date

Approved/Denied by Department of Human Resources **Adam Greshin** Digitally signed by Adam Greshin Date: 2021.03.10 14:26:06 -05'00' _____ Date

Approved/Denied by Finance and Management **Kristin Clouser** Digitally signed by Kristin Clouser Date: 2021.03.30 16:48:33 -04'00' _____ Date

Approved/Denied by Secretary of Administration _____ Date

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date

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 # _____	Date Received (Stamp)
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 _____
Comments: _____	
Effective Date: _____	
Date Processed: _____	
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

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.

What is it: Project Liaison

- Represent EAP on USDA-NIFA grant advisory team.

How you do it:

- Provide leadership, facilitation, and expertise to the advisory group around needed supports and strategic planning to support farmers in the Northeast.
- Collaborate and develop needed network of supports for farmers, with emphasis on farmers mental health and wellbeing with advisory group.
- Provide specific expertise in regard to mental health best practices and research to support the advisory team and the deliverables of the Grant.
- Manage, produce and coordinate grant tasks, reports and deliverables.
- Partner with the individual grant entities as needed to ensure the advisory team is functioning and communicating effectively and the grant is achieving the outline deliverables and goals.
- Partner with other EAP staff in regard to grant management, tasks or deliverables to ensure EAP is meeting the requirements of the grant. This would include services and supports, training, financials and other critical items needed for success.

Why it is done:

- VR/EAP is a foundational partner to the advisory group. This position must have the leadership, facilitation skills, and expertise to engage and lead the advisory group to develop and implement the deliverable grant outcomes and deliverables.

II. What it is: Resource Strategy Development

- Determine, develop and operationalize specific systems and supports for VR/EAP new USDA grant 'Building an Inclusive & Comprehensive Network for Farmers and Ranchers Stress Assistance in the Northeast'.

How you do it:

- Using existing best practice research and programming to work on producing and adapting EAP and other extant systems to support farmers across our region.

Review and analyze existing mental health resources. This will include a review of the existing resources known by each of the advisory team members and partnering with these national organizations to develop the northeaster supports and services for farmers.

Develop a Program for engaging farmer peer support. This position will develop a peer support model to be implemented and utilized by regional farming communities. Peer support will focus on development on active listening skills, awareness of acute mental health concerns, and training in facilitating referrals to counselors and/or other resource supports.

Develop a comprehensive resource on farmer mental health. The incumbent will oversee the development of an online clearinghouse that will utilize mental health support providers that have been researched and integrated into a regional northeast network of providers.

Dovetail existing organizational policies with best practice from the clinical mental health field in development and implementation of support and services. Consult with partners, EAP staff and employer or industry leadership in development and training of projects.

After identification of need or support to be developed, hold primary project management, coordination, facilitation and development of deliverable system, tool or product.

Work with variety of partners to develop, test and train components of the service to ensure high quality functioning.

Determine delivery methods and outreach tools to make services and supports available to the targeted members.

Manage process improvement for the newly developed systems as they are rolled out to members and employers.

Why it is done:

EAP is a critical thinking partner to in the collaborative USDA network of partners to support and maintain farmers wellbeing, mental health, productivity and skills. This role will be an important component of this process and will support the various opportunities and priorities of the Farm First USDA Grant.

III. What it is: Farmer Education and Outreach

A crucial component of this role is to create and operationalize a system for farmers across the region to be aware of the supports and services developed through the USDA-NIFA grant and the partnership of the advisory group.

How you do it:

This outreach and education would take on many forms from training and presentations to participating in conferences, to communication with farming leaders and Secretaries of Agriculture, to multiple media outreach tools, including the revision and upgrade of the Farm First Website.

Develop promotional and informational materials to connect farmers and their partners to the supports and service we are offering.

Develop a cohort of resource providers to engage and integrate with other regional agricultural departments. The incumbent will work with regional support providers to develop and implement a strategy for approaching governmental agencies tasked with oversight and regulation of agricultural industries in the northeast, and engaging them in creating supportive infrastructure to assist and support the mental health of agricultural workers in their respective states.

- One of the key tools for this education and outreach will be the Farm First website. This site will need significant revision and upgrading to be the conduit for outreach to farmers. This person in this position will need to have a strong grounding in this technology and be able to facilitate and implement its use as this platform of engagement.
 - Develop and provide a workshop on mental health in the agricultural community, which will be delivered in the fourth quarter of the term of the grant. The workshop will be provided to regional assistance providers and will focus on the specific causes of stress that are endemic in the agricultural communities, the changing landscape of mental health for agricultural workers, and strategies for approaching and engaging agricultural workers in distress.
 - Tasks performed by the incumbent will entail high level skills in presentation, training and communication with farming, State and Federal leadership.
- Why it is done:
- It will be critical to connect the developed services to the farmers who are in need of these supports and services. As Farm First is the model of how the support network will work across the northeast EAP will be instrumental in engaging and partnering with the advisory team and the state and local partners to achieve success in getting farmers to engage with the network.

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.*

Examples:

This position interfaces with leaders of organizations in the northeast, including Executive Directors, State Commissioners, Secretaries, farmer-owners, leaders in farming business as well as our national partners on the advisory committee and other federal leaders connected to farming.

This position works in a collegial way with scholars and/or practice leaders in the fields of psychology, social work, and farmer health and wellness to enhance best practice in some of the programmatic clinical areas connected to the USDA-NIFA grant.

Other key contacts include but are not limited to leaders at our vendors who will be involved in revising and developing the outreach and programmatic supports for the grant.

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.

The position requires a graduate degree in a related field, such as Business, Law, Psychology, or Organizational Development. Position requires understanding and a

working knowledge of research-based, best practice workplace interventions including organizational development, crisis management, and supervisory skills with additional expertise in the complexities and difficulties facing farmers in the northeast. Position requires sophisticated diplomatic skills to handle challenging political situations. Position requires ability to facilitate high-level teams and navigate state and federal level rules and procedures.

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:

No.

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 operates autonomously while in frequent consultation with the EAP Program Director and management team. All program development or other innovations are reviewed with the Program Director and often with other members of the management team for brainstorming, edits and finalization.

The Director often delegates new initiatives to the position incumbent to carry out. The Director meets on an as-needed basis with this manager to strategize on complex matters.

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.*

- The incumbent must be able to manage long term goals and deliverables of the grant, including having the ability to manage all of the smaller tasks and collaborative contacts to steadily move the development and implementation of the services and support for the network we are working to create.
- Additionally, a high level of independent judgment and original thinking is required to unravel and address the complex systems issues, and navigate/facilitate solutions with the grant's advisory team and other partners.

The incumbent needs to be ready to pivot, multi-task and respond appropriately at every turn.

- A core issue with any new initiative is the ability to think through the complex array of issues and outcomes before implementing or creating systems and services. This requires a high level intellectual and analytic skill as well as the emotional intelligence to be able to communicate and coordinate with multiple partners.

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.*

The Director of Resource Development is responsible for ensuring that all Farm First and USDA grant deliverables are achieved. This would include any reporting, financial and state requirements.

Responsible for a privy to sensitive organizational information that must be handled diplomatically and confidentially.

This position will interact with a variety of high-level decision makers that are potential consumers of our overall EAP services, These interactions need to be professional and highly effective so EAP as a marketable entity has the opportunity to grow and expand.

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?
High level meetings and complex systems issues would be stressful.	Periodic
Travel out of state.	3%

- 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?

- 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?
Boxes of program brochures and presentation materials.	10-30 pounds	weekly

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

Type	How Much of the Time?
Sitting	80%
Driving	20%

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.

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?

Coordinate implementation of this grant. Provide strategic resource ideas and direction to national partners. Develop mental health resources for farmers. These duties will determine the success of our role in this national project and will make or break the success of this planning project, determining the likelihood of further implementation funding.

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 position requires someone with expert research skills to develop resources and high level facilitation skills needed to ensure our leadership and input into this multi-organizational cross-state grant.

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

4. Suggested Title and/or Pay Grade:

Centers for Wellbeing Program Manager, PG-26.

Supervisor's Signature (required): Steve Dickens Date: 12/14/2020

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.

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).

[Empty rectangular box]

Suggested Title and/or Pay Grade:

[Empty rectangular box]

Personnel Administrator's Signature (required): _____ Date: _____

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.

[Empty rectangular box]

Suggested Title and/or Pay Grade:

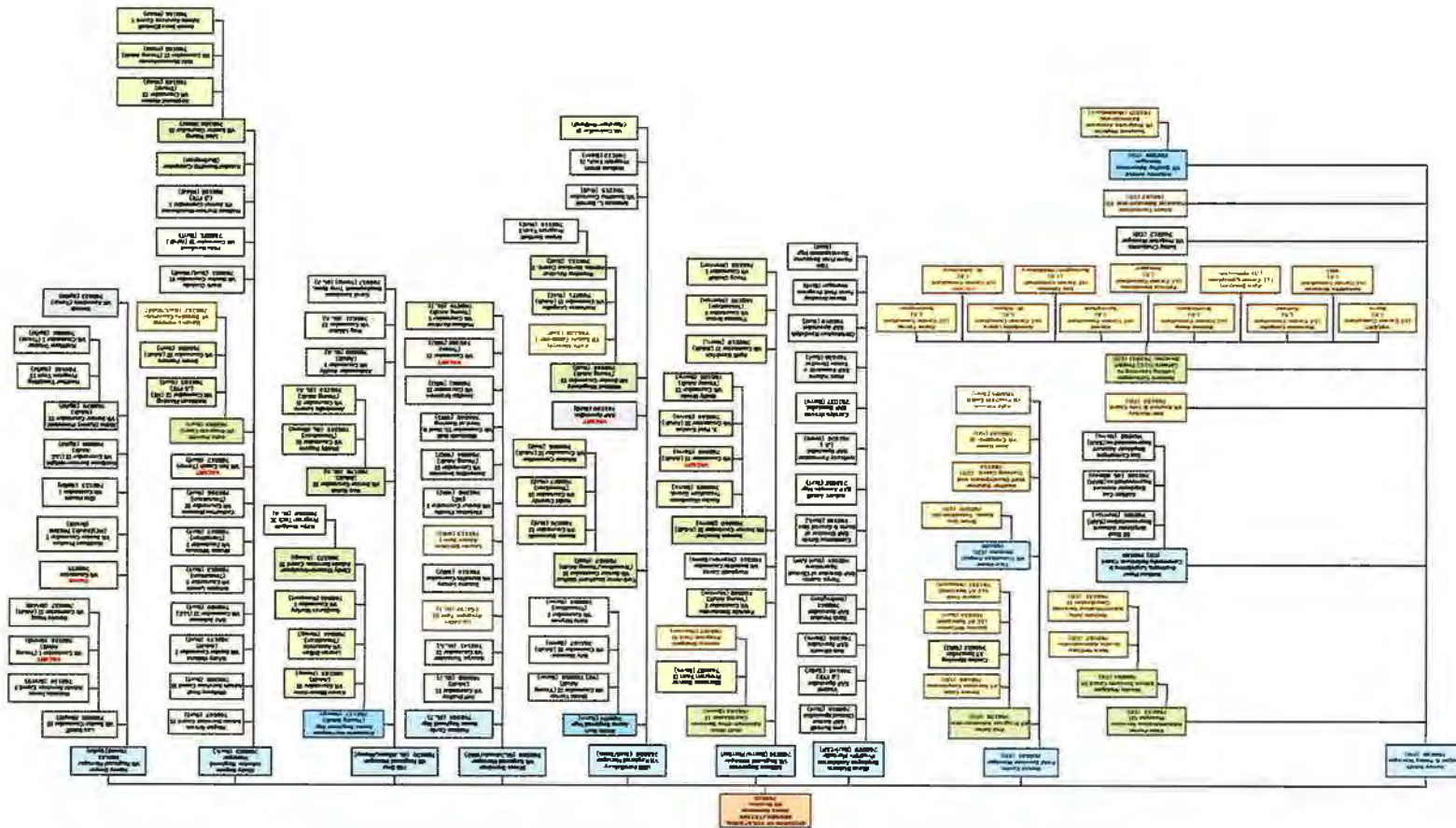
as suggested

Monica Caserta Hutt

Appointing Authority or Authorized Representative Signature (required)

1/20/21

Date



VT Farm First Budget		Salary	Year 1	Year 2	Year 3	TOTAL
A. PERSONNEL						
	Description/Project Role					
	Karen Crowley, Senior Program Manager (50%)	\$ 79,997	\$ 39,998	\$ 39,998	\$ 39,998	\$ 119,995
	Crowley, Fringe	\$ 39,998	\$ 19,999	\$ 19,999	\$ 19,999	\$ 59,998
	CROWLEY TOTAL		\$ 59,998	\$ 59,998	\$ 59,998	\$ 179,993
	TBD, Program Manager (70%)	\$ 58,822	\$ 41,176	\$ 41,176	\$ 41,176	\$ 123,527
	TBD, Fringe	\$ 29,411	\$ 20,588	\$ 20,588	\$ 20,588	\$ 61,764
	TBD TOTAL		\$ 61,764	\$ 61,764	\$ 61,764	\$ 185,291
	A. TOTAL PERSONNEL		\$ 121,761	\$ 121,761	\$ 121,761	\$ 365,283
D. Travel						
D1. Domestic Travel						
	D1. TOTAL DOMESTIC TRAVEL		\$ -			\$ -
E. Participant / Trainee Support Costs						
E2. Stipends						
	E2. TOTAL STIPENDS		\$ -			\$ -
E3. Travel						
	E3. Travel		\$ -			\$ -
E4. Subsistence						
	E4. Subsistence		\$ -			\$ -
F. OTHER DIRECT COSTS						
F1. Materials and Supplies						
	F1. Total Materials and Supplies		\$ -			\$ -
F2. Publication Costs						
	F2. Total Publication Costs		\$ -			\$ -
F3. Contractual Consultant Services						
	F3. Total Consultant Services		\$ 7,765	\$ 4,500	\$ 1,500	\$ 13,765
F4. ADP / Computer Services						
	F4. ADP / Computer Services		\$ -			\$ -

VT Farm First Budget				
F5. Subawards/Consortium/Contractual Costs				
	\$ -			\$ -
F6. Equipment or Facility Rental/User Fees				
	\$ -			\$ -
F6. Total Equipment or Facility Rental / User Fees				
	\$ -			\$ -
F7. Alterations and Renovations				
	\$ -			\$ -
F7. Alterations and Renovations				
	\$ -			\$ -
F8. Information Technology Licensing / Access				
	\$ -			\$ -
F8. Information Technology Licensing / Access				
	\$ -			\$ -
9. Online Resource Directory licensing				
	\$ -			\$ -
9. Online Resource Directory licensing				
	\$ -			\$ -
C. TOTAL DIRECT COSTS				
	\$ 129,526	\$ 126,261	\$ 123,261	\$ 379,048
A. Modified Total Direct Costs (MTDC): Does not include participant support costs and the portion of each subaward in excess of \$25,000				
II. INDIRECT PROJECT TOTAL	\$ 17,236	\$ 16,767	\$ 16,275	\$ 50,278
TOTAL	\$ 146,762	\$ 143,028	\$ 139,536	\$ 429,327

Cost Reimbursement Subaward Agreement Between:

NATIONAL YOUNG FARMERS COALITION (THE COALITION)

PO Box 1074
Hudson, NY 12534

And

**STATE OF VERMONT DEPARTMENT OF DISABILITIES, AGING AND
INDEPENDENT LIVING (DAIL)
DIVISION OF VOCATIONAL REHABILITATION
INVEST EAP FARM FIRST PROGRAM**

110 Cherry St.
Suite 2-1
Burlington, VT 05401
DUNS #: 809-376155

Under Prime Agreement between The Coalition and the
United States Department of Agriculture
National Institute of Food and Agriculture
Award # 2020-70028-32729

CFDA Number: 10.525 Farm and Ranch Stress Assistance Network Competitive Grants Program
Federal Award Date: September 9, 2020

1. Subaward Period of Performance

Effective dates September 15, 2020 through September 14, 2021, unless otherwise agreed upon in writing between the parties.

2. Scope of Work

This is a Subaward Agreement (the "Agreement" or "Subaward") between the State of Vermont Department of Disabilities, Aging and Independent Living, Division of Vocational Rehabilitation, Invest EAP Farm First Program, (SUBRECIPIENT) and National Young Farmers Coalition (The Coalition). This is not an R&D award. SUBRECIPIENT will use reasonable best efforts to participate in the effort as described in the below Project Description and Attachment 1, the Project Proposal. A copy of the original Grant #2020-70028-32729 between The Coalition and the USDA NIFA is available in Attachment 2. In its performance of work SUBRECIPIENT shall be an independent entity and not an employee or agent of The Coalition.

3. Project Description

The purpose of this project is to continue to develop a Farm and Ranch Stress Assistance Network in the Northeast region (FRSAN-NE). Farmers in the Northeast face unique stressors and

signs of increased farmer stress are apparent. To address farmer stress, this project will strengthen FRSSAN-NE based on feedback from Network members and best practices from the network development literature. In addition to developing a structure, communication tools, and branding that will support the sustainability of the Network, this project will address the immediate stress assistance needs of farmers, ranchers, and farmworkers by expanding the existing online clearinghouse and helpline to more effectively connect farmers with resources, developing farmer behavioral health self-assessment tools, and conducting a communications campaign to raise farmer awareness of stress and coping strategies. In addition, this project will support the sustainability of farm stress assistance in the Northeast region by enhancing the capacity of service providers to effectively serve their farm clients, utilizing a diverse array of trainings, resources, best practices, and network-building opportunities. Finally, the success of this project will be supported by a strong evaluation process and clear structures for sharing and disseminating the resources developed. Together, these activities will produce an educated and established Network, improvements to farmer behavioral health across the region, and a reduction in suicide rates. For a detailed description of work to be performed see the proposal in Attachment 1.

SUBRECIPIENT shall grant to The Coalition 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 Agreement for any purpose including, but not limited to, the purpose of meeting The Coalition's obligations to the Federal Government under its Prime Award.

4. Invoices and Payments

Total Funds Cumulatively Obligated: \$146,766

In consideration of SUBRECIPIENT's performance hereunder, The Coalition agrees to pay the SUBRECIPIENT no more than \$146,766 on a cost reimbursable basis. SUBRECIPIENT agrees not to exceed this amount without prior written authorization of The Coalition. The Coalition shall reimburse SUBRECIPIENT in accordance with the below schedule of invoices and programmatic reporting. All invoices shall be submitted using SUBRECIPIENT's standard invoice, but at a minimum shall include current and cumulative costs in accordance with the below budget categories and certification as required in 2 CFR 200.45(a). Invoices and questions concerning invoice receipt or payments shall be directed to the Accounting and Budget Manager. A template invoice is provided in Attachment 3 should the SUBRECIPIENT want to use it.

Budget Categories to be included in invoices are:

- Personnel Costs,
- Consultant Services,
- Indirect Expenses

Schedule of expected receipt of invoices and programmatic reporting (see section 5 below):

- January 15, 2021, covering activities and costs September 15, 2020 through December 31, 2020
- April 15, 2021, covering activities and costs January 1, 2021 through March 31, 2021
- July 15, 2021, covering activities and costs April 1, 2021 through June 30, 2021
- October 15, 2021 (closeout report), covering activities and costs July 1, 2021 through September 14, 2021 or the end of the award period.

The invoice due on October 15, 2021 will serve as the final statement of costs and should be marked "FINAL." Invoices should be paid by The Coalition within thirty (30) days of receipt. The Coalition reserves the right to reject an invoice in its sole discretion for any reason including, but not limited to, those outlined or referenced in 2 CFR 200.305. Payment may be delayed if a written programmatic report (see Section 5) is not received with the SUBRECIPIENT invoice.

5. Reporting

The SUBRECIPIENT will complete a programmatic report that is provided to The Coalition in accordance with the schedule outlined in Section 4. The template for this programmatic report can be found in Attachment 4. SUBRECIPIENT is also expected to participate in regular calls with the FRSAN-NE Regional Project Manager. SUBRECIPIENT will participate in a minimum of two calls every quarter.

Failure to submit detailed written programmatic reports in accordance with the schedule in Section 4 will result in termination of this contract. Failure to participate in required minimum frequency of calls per quarter will result in termination of this contract. There will be a grace period of 5 days for any missed deadline or call participation before termination of contract is pursued.

6. Terms of this Subaward

SUBRECIPIENT will use either The Coalition or project logo on relevant developed materials as laid out under the Scope of Work in addition to SUBRECIPIENT's own logo. The Project Manager will provide SUBRECIPIENT with appropriate logos for use. Questions and discussion of what appropriate materials may constitute can be directed to the Project Manager.

Any changes to this contract must be agreed to in writing by both the SUBRECIPIENT and The Coalition.

No-cost extensions require the written approval of The Coalition. Any requests for a no-cost extension shall be directed to the Project Director and Project Manager not less than 30 days prior to the desired effective date of the requested change. In addition, The Coalition may issue non-substantive changes to the Period of Performance and Budget if agreed to in writing by both the SUBRECIPIENT and The Coalition.

At any time prior to the termination of the term of this Subaward, either The Coalition or SUBRECIPIENT may terminate the Subaward with or without cause by giving thirty (30) days written notice to the other party. The Coalition shall pay SUBRECIPIENT for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable. SUBRECIPIENT will be expected to provide a final invoice and programmatic report within 30 days of termination date. In this case, final invoice and programmatic report would cover activities and costs from the first day of the current quarter up to the termination date.

This Subaward assumes the provision and receipt of funds under USDA NIFA Grant #2020-70028-32729, necessary for completion of the outlined Scope of Work covered by this Subaward. If the underlying USDA NIFA Grant is terminated or modified in any manner that affects the funding for the Scope of Work outlined in this Subaward, SUBRECIPIENT will be notified in writing and all work under this Subaward should cease. Any payments for work already completed by SUBRECIPIENT will be paid according to the terms of this Subaward to the extent funding is available through the underlying USDA NIFA Grant. SUBRECIPIENT will be expected to provide a final invoice and programmatic report within 30 days of notice to cease work. In this case, final invoice and programmatic report would cover activities and costs from the first day of the current quarter up to the date of notification to cease work. If any money already received by SUBRECIPIENT is determined to be unallowable, SUBRECIPIENT will return such money to The Coalition within 10 days of written notification by The Coalition.

7. Certifications and Assurances

By executing this Agreement, SUBRECIPIENT makes the certification and assurances required by Uniform Guidance: 2 CFR 200, et. seq. Including:

I. Certification Regarding Lobbying (2 CFR 200.450)

- a. No Federal appropriated funds have been 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 Contract, 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.
- b. 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 Coalition.

- c. 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.

II. Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.213 and CFR 180)

- a. SUBRECIPIENT certifies by signing this 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.

III. Audit and Access Records

- a. SUBRECIPIENT certifies by signing this Agreement that it complies with the Uniform Guidance, will provide notice of the completion of required audits and any adverse findings which impact this Subaward as required by parts 200.501 - 200.521, and will provide access to records as required by parts 200.336, 200.337, and 200.201 as applicable.
- b. SUBRECIPIENT certifies by signing this Agreement that it will provide The Coalition with all required records to support invoices submitted.

SUBRECIPIENT will also follow 45 CFR Part 75 where applicable.

8. The Coalition Contacts and Modifications

- **Project Director** – Martin Lemos
Project Director and interim FRSAN-NE Project Manager
(518) 643-3564 x709, martin@youngfarmers.org

- **Accounting and Budget Manager** – Kindle Dunning
In capacity as interim FRSAN-NE Financial Grant Manager
(518) 643-3564 x716, kindle@youngfarmers.org

Matters concerning the technical performance of this Subaward shall be directed to either the Project Director or Project Manager. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Agreement, and any changes requiring prior approval, shall be directed to either the Project Manager or Financial Grant Manager.

Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

The Project Manager and Financial Grant Manager are subject to change upon written notification from The Coalition to SUBRECIPIENT.

9. Severability/Interpretation

In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties, and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of the Agreement.

10. Non-Disparagement

During the term of this Agreement and at all times thereafter, SUBRECEIPIENT hereby promises and agrees not to demean or disparage The Coalition or any persons or entities related to The Coalition in any manner.

11. Confidentiality

The Coalition acknowledges that certain documents that SUBRECIPIENT creates and provides to The Coalition in the course of the Agreement may contain incomplete or sensitive information that is intended to remain confidential until final approval has been granted by The Coalition and the USDA under the terms of the Agreement. Any such documents should be identified with a "CONFIDENTIAL DRAFT" watermark. The Coalition will distribute marked documents to internal partners only on a need-to-know basis and include SUBRECIPIENT as a party to any such correspondence. Prior to the distribution of the marked documents The Coalition shall inform each recipient of the confidential nature of the information and notify SUBRECIPIENT of The Coalition's intent to distribute.

12. Time of the Essence

Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

13. Assignment

SUBRECIPIENT will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of The Coalition.

14. Waiver

The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

15. Award Language

Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

16. Cooperation

SUBRECIPIENT agrees to cooperate at any time to the extent and in the manner reasonably requested by The Coalition and at SUBRECIPIENT's expense (to the extent allowed by applicable law), in the prosecution or defense of any claims, litigation or other proceeding, including anything related to Confidential Information.

17. Legal Expenses

In the event that any legal proceeding is commenced to enforce or interpret any provision of this Agreement, The Coalition, if it prevails, shall be entitled to recover from SUBRECIPIENT, in addition to any other damages or award, all reasonable legal costs and fees associated with the action in both the trial and appellate courts.

18. Entire Agreement

It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

19. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument.

20. Signature

By signing this Agreement, SUBRECIPIENT certifies that it will perform the work under this Agreement in accordance with the terms of this Agreement, the applicable terms of the Prime Award, federal, state, and local law, rules and regulations, and the SUBRECIPIENT's policies. Moreover, the persons whose names and signatures appear below, represent and warrant that they have authority to enter into this agreement on behalf of the company, firm or organization they purport to represent and hereby agree to the terms set forth herein.

Martin Lemos, Co-Executive Director
National Young Farmers Coalition

Date

Monica Caserta Hutt

Authorized Official Signature

12/24/20

Date

Monica Caserta Hutt, Commissioner
Name, Title
Department of Disabilities, Aging and Independent Living

Building an Inclusive and Comprehensive Network for Farm and Ranch Stress Assistance in the Northeast

Project Narrative

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Section A. Introduction

Section A.1. Statement of Need

Building an Inclusive and Comprehensive Network for Farm and Ranch Stress Assistance in the Northeast seeks to address farmer stress, behavioral health, and suicide risk through continued development of a strong network of service providers who serve diverse farm audiences. Agriculture is an economic and social bedrock of the United States, yet for decades, farmers, ranchers, and farmworkers have endured growing challenges that increase their levels of stress. The suicide rates among male farmers, ranchers, and other agricultural managers in 2012 and 2015 were 44.9 and 32.2 per 100,000, respectively (Peterson et al., 2018), while the national average was 12.9 in 2012 and 13.7 in 2015 (Murphy et al., 2015, 2017). Rising production expenses, falling farm income levels, hastening climate disruption, and now the crisis sparked by the COVID-19 pandemic have dramatically impacted farmers, farmworkers, and farm production.

In the Northeast region, additional trends exacerbate farmer stress. With the majority of farmland located near urban centers, Northeast farmers face a shrinking agricultural land base, rising land costs, and an erosion of regional processors and distributors. According to the most recent Census of Agriculture, five states in the Northeast region saw the largest declines in farmland in the country between 2012-2017: Rhode Island (-18%), Connecticut (-13%), New Hampshire (-10%), Maine (-10%), and Massachusetts (-6%) (USDA, 2018). This signals the rising development pressures faced by farming communities as the price of agricultural land increases without regard to agricultural use value. However, land access is not the only challenge farmers in the Northeast are facing; a survey of Network members conducted in February 2020 identified the following as primary needs/challenges for farmers in the region: mental health, economic viability, access to credit, strong markets, and farm transition resources for retiring and beginning farmers. The Northeast also struggles with a lack of farm labor; this, coupled with labor-intensive production due to significant numbers of specialty crop farms and other high-labor production methods, increases the need for stress assistance programming for farmworkers and the service providers who serve them. COVID-19 has also placed pressure on farmers in the Northeast, with challenges to the workforce, processing, and distribution. Partners have noted that the impact of COVID-19 will likely be akin to a natural disaster and that it may take upwards of two years for farms to recover after the pandemic concludes.

Despite these high levels of farm stressors, behavioral health services are less available and accessible in rural areas. According to the U.S. Department of Health and Human Services, 111.6 million people live in designated Mental Health Professional Shortage Areas (HPSAs). A majority of Mental HPSAs are in rural areas, with the Northeast region accounting for 10% of the national total, or 11.4 million people. The region would need about 830 new mental health professionals to fill this gap (USDHHS, 2019). The mental health and wellbeing of farmers and farming communities remains the least understood and most

underfunded piece of agricultural occupational health (Rosmann, 2008). These challenges, along with a continued stigma surrounding mental health in the farming community have created a crisis around stress.

Importantly, rising levels of farm stress cannot be addressed solely by increasing the number of mental health professionals. Farm stress is often situational, driven by specific financial, legal, or production circumstances that put a farm business in peril and risk the loss of a farm family's land and home. Assistance models that focus solely on behavioral health do not directly address underlying factors, making them less effective at addressing the farm population's ongoing and rising stress levels. In contrast, approaches that integrate behavioral health services with farm financial, legal, and/or disaster assistance are more likely to achieve long-term wellbeing and allow farmers to emerge from crisis better equipped with new farm management skills and tools, more robust support networks, and effective stress management techniques.

Although many organizations in the Northeast provide some of these services, until the 2019 launch of the Farm and Ranch Stress Assistance Network - Northeast (FRSAN-NE), they were not effectively working together and were unable to easily connect a farmer client with the array of services needed to fully address their crisis. In the first few months since its launch, FRSAN-NE has convened all of its members on two Network-wide calls, developed a [regional online clearinghouse](#), established Working Groups to support its work, and surveyed Network membership on available resources, needs, and trainings they have the skills and expertise to offer. The past six months have effectively prepared the Network to grow, develop collaborative programming, design trainings, and increase the region's capacity to serve farmer and farmworker behavioral health needs. Moving forward, the goals of FRSAN-NE are to:

- Establish deep, interdisciplinary, working connections between members, including agricultural service providers, mental health service providers, and farmer peer support providers, so they can learn from one another and make effective referrals to the farmers with whom they work;
- Identify gaps and needs and collaboratively build a comprehensive set of resources and services available to all;
- Train service providers on farmer mental health, unique farm stressors, and tools and strategies for better assisting farmers with those stressors; and
- Train farmers how to better support one another at times of extreme stress.

This project seeks to connect and train service providers in every state in the Northeast region and address the needs of all types of farmers, ranchers, and farmworkers therein. The project also includes a focus on service providers working with migrant farmworkers, young farmers, and socially disadvantaged farmers, in particular, Black, Indigenous, and People of Color (BIPOC) farmers. These target audiences have been prioritized by the Network because in addition to the stressors described above, they face unique challenges with more limited access to services. While the National Young Farmers Coalition (Young Farmers) has in-depth connections to and understanding of young farmers, two additional organizations

have been added to the Advisory Team to better guide FR SAN-NE on stress assistance for migrant farmworkers and BIPOC farmers: Migrant Clinicians Network and Northeast Farmers of Color (NEFOC).

Migrant farmworkers have limited mobility from the farms employing them, challenging their access to services. Migrant farmworkers also operate in complex legal environments where they are susceptible to mistreatment by employers and other stressors. Research shows large numbers of farmworkers with significant stress levels; stressors include the mobile nature of their employment, language barriers, legality and logistics related to immigration status, social isolation, and challenging working conditions (Hiott et al., 2008; Kim-Godwin & Bechtel, 2004).

Recent studies show that young farmers may be at increased risk of mental health disorders when compared to more experienced farmers. In one study, 71% of young farmers met the criteria for Generalized Anxiety Disorder and 53% met the criteria for Major Depressive Disorder. In addition to facing many of the same challenges as older farmers, key stressors for young farmers include personal finances, time pressures, economic conditions, and employee relations (Rudolphi et al., 2020).

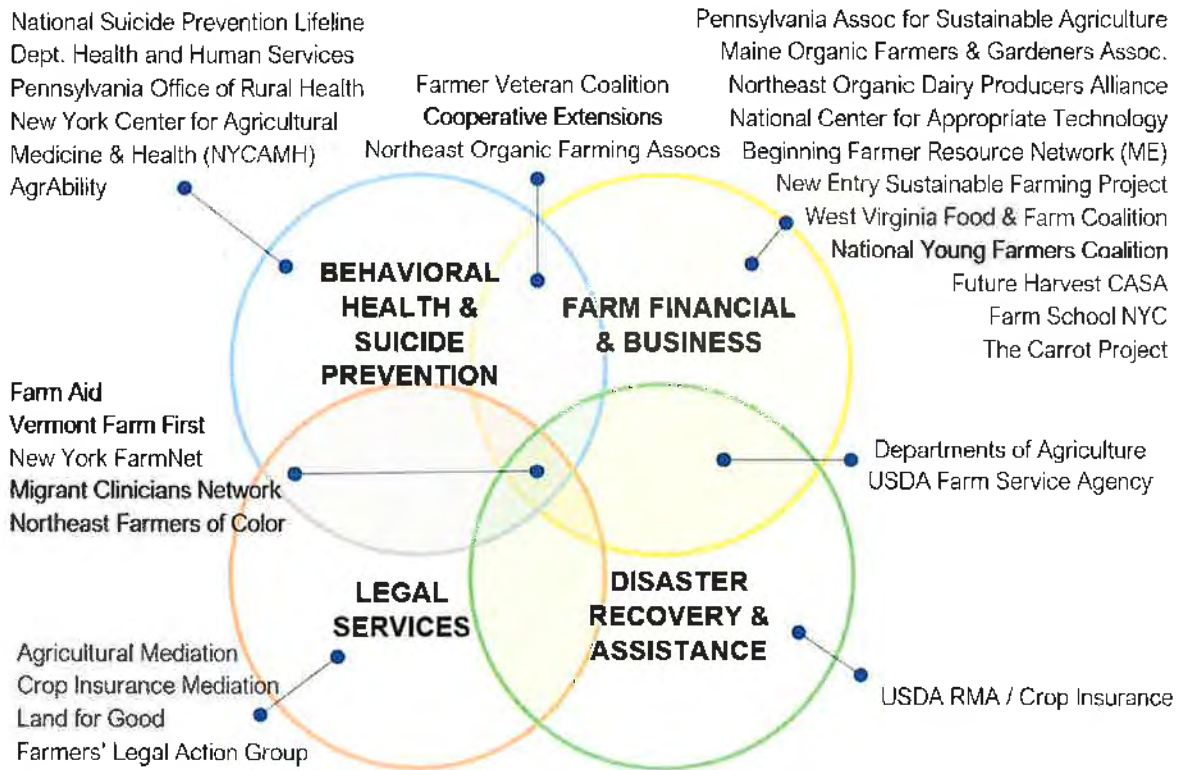
BIPOC farmers have long faced discrimination in accessing USDA programs (as evidenced by the successful *Pigford* and *Keepseagle* lawsuits against the USDA), accessing credit (NSAC, 2019), and purchasing and retaining farmland (Gordon, 2018). Farmers of color are more likely to rent land and to operate smaller farms with less revenue, both of which can create added stress (USDA, 2018). In addition, BIPOC individuals are affected by COVID-19 at much higher rates than white people (APM Research Lab, 2020). There is a gap in culturally competent services for BIPOC farmers, young farmers, and migrant farmworkers and a need to develop services relevant to these communities.

Section A.2. Current Stress Assistance Programming

FR SAN-NE has broad geographic, audience, and topical coverage. The Network includes members from every state in the region, including those focused on a state or local level, as well as organizations that are regional or national in scope. Multiple organizations in the Network focus exclusively on this project's diverse audiences, including Migrant Clinicians Network and University of Vermont Migrant Education Program (migrant farmworkers), National Young Farmers Coalition and the Beginning Farmer Resource Network of Maine (young farmers), Northeast Farmers of Color and Farm School NYC (BIPOC farmers). Other members provide significant services to these audiences, such as the New Entry Sustainable Farming Project, Farmers' Legal Action Group, Rural Advancement Foundation International-USA, Pennsylvania Office of Rural Health, and others.

From a topical perspective, members cover diverse and comprehensive forms of farm stress assistance. Stress impacts farmers in myriad ways and is rooted in varied stressors; accordingly, current programming in the Northeast approaches stress assistance from various angles. The image below outlines an array of organizations in the Northeast, organized by their topical expertise (Advisory Team members in bold). In

bringing together such a diverse array of service providers, this project has incorporated feedback to avoid duplication of resources, trainings, and networking efforts. Network participants believe there has been, and will continue to be, dramatic benefit for all participants by cross-pollinating in this network.



Section A.3. Network Collaboration

Over the course of the past grant period (FY19), FR SAN-NE developed a dynamic structure and grew its membership. The proposed structure herein expands upon the FY19 structure with the addition of a Farmer Advisory Board and new opportunities for engagement by Network members. The **Advisory Team** includes the National Young Farmers Coalition (Young Farmers), Farm Aid, Vermont Farm First, University of Maine Cooperative Extension (UMaine Extension), Migrant Clinicians Network, and the Northeast Farmers of Color Land Trust (NEFOC). This team is responsible for collaboratively designing, coordinating, administering, and evaluating the project. A **Farmer Advisory Board** of 15 farmers of diverse backgrounds provides feedback on program goals, Network direction, trainings, and resources. **Network Membership** is open to all organizations in the Northeast providing stress assistance services to farmers, ranchers, and farmworkers. Membership participation includes:

- Quarterly calls for information on new resources, training, and collaboration opportunities,
- Opportunities to attend trainings,
- Access to Clearinghouse resources and services that enhance their work with farm populations, and

- Opportunities to assist the Network in sharing information about the Network, training, and resources with farmers and other service providers.

Network Members may enhance their participation by joining a Working Group or Cohort. As Provan et al. (2005) state in their research on network development best practices, “these smaller groups of organizations within the broader network can increase overall efficiency and can help achieve the goals of the network as a whole,” while building the strong working relationships necessary to sustain the network over time. **Working Groups** support the Advisory Team with additional capacity and expanded expertise in accomplishing goals and meeting project objectives. Each Working Group is led by an Advisory Team member and focuses on one of the following topics: Resource Development; Training Development; Evaluation; and Network Sustainability. **Cohorts** function as communities of practice for service providers and farmers to connect and identify areas for collaboration, such as training or resource development, analysis of best practices, or other network-building opportunities. Cohort foci will be decided through a Network-wide process in Q1 of Year One and may convene service providers within:

- a geographic area, such as DelMar (Delaware and Maryland),
- a community of practice, such as Extension, or farm financial advisors,
- a thematic agricultural area, such as dairy or vegetables, or
- an affinity group, such as service providers serving veterans, farmers of color, or young farmers.

This diverse, regionally-representative network will provide an array of benefits to service providers and farmers. Service providers will become aware of the ways in which stress assistance is funded, provided, and evaluated in other parts of the region, increase their skills, deepen connections with fellow providers, and improve their programming to better meet the needs of farm communities. The strength of FRSAN-NE will be the development of new programs and the adoption of new models of service delivery, in a coordinated effort to address stress among farmers in the region. In turn, farmers will develop increased awareness of the array of culturally competent services available and increase their use of these services. In the long-term, it is our goal that the farming community will become more open to asking for help and ultimately, farmer suicide rates will decrease. This project is not only beneficial; it is necessary. The stress and suicide levels outlined in Section A.1 are unacceptable. This is a critical moment to bring resources and teams together to serve farmers in the Northeast region more effectively and with many voices at the table. This expansion of the network, available services, and capacity will allow us to meet that need.

Section B. Proposed Approach

Section B.1. Objective 1: Establish a Diverse, Regionally Representative Network.

This project will develop an effective, comprehensive, and collaborative network structure in the Northeast Region, engaging service providers within and across the Advisory Team, Farmer Advisory

Board, Network Membership, Working Groups, and Cohorts. This network structure has been intentionally developed based on feedback from Network members. In a survey conducted earlier this year, in response to the question, *“What do you most hope to get out of a 3-day training,”* more than 55% of Network members identified networking and more than 30% identified a desire to improve their ability to make effective referrals for their farmer clients. This speaks to the immediate need for communication across the network and shared knowledge about how organizations can best assist farmers.

The proposed network structure is also based on best practices provided by the literature and leading organizations on network development. Early research on social network analysis recognized the importance of creating strong ties within small networks, such as the communities of practice this Network will convene as “Cohorts.” That research also highlights the critical importance of connecting between communities of practice, so that knowledge is shared not just within communities of a given affinity, but is also innovated and improved upon by knowledge gained from other related communities (Granovetter, 1973). As Holley and Krebs state, “To get transformative ideas you often have to go outside of your group... Similarity helps build trust, while diversity introduces new ideas and perspectives” (2004). This research prompted us to develop a communication and management structure that connects all of the levels of the Network together, so that affinity groups can deepen their work but also innovate and build skills that may exist outside of their dominant communities. To deepen member commitment over the next three years, participation in Working Groups and Cohorts will be paid; to best serve this proposal’s target audiences, additional funding has been set aside to boost participation honorariums for migrant farmworkers, BIPOC farmers, young farmers, and the service providers that serve them, if needed.

Research has also found that effective networks convene around a communal purpose (e.g. enhancing farmer stress assistance) but balance that purpose with individual. “If individuals are not benefiting from the collaboration, they may decide that it is not worth the extra time to work collectively” (Pitt, 2008, p. 5). It is the Advisory Team’s intention that various opportunities for participation will help ensure that members are able to find personal benefit, in balance with the overarching Network purpose. Trust and transparency are also critical (Holley & Krebs, 2004; Leach & Mazur, 2013; Pitt, 2008; Provan et al., 2005; Provan & Kenis, 2008), which is one of the reasons for paying all organizations to participate, and do so at the same hourly rate. The Network’s communication and management structure has also been designed to increase trust and transparency. Several national leaders in network development also note the importance of being able to adapt and evolve, with flexibility built into network structures and program plans. While this is challenging to achieve within the scope of a federal grant project, this proposal attempts to integrate this flexibility through the evaluation plan’s consistent iterations and integration into the work plan, the Network structure, and the training, resource, and project plans outlined in Section B.3.

Ultimately, our vision is to move through stages of network development, as described by Krebs and Holley (2004), from unconnected and uncoordinated *scattered fragments*, to a *core/periphery network* (see figures at right), where the Network's ongoing communication and management structure spurs strong working relationships and ties between the organizations within the Network and those "core" groups continue to add to the Network by looping in other connections and organizations on the "periphery."

Activity 1.1: Host **Advisory Team** meetings two times per month, including up to two in-person meetings annually as feasible, to facilitate effective project planning, administration, and evaluation.

Activity 1.2: Host monthly video conference meetings with the **Farmer Advisory Board** to engage producer input on the direction and goals of FRSAN-NE as well as the content of resources and trainings. The Farmer Advisory Board will ensure that the Network's work reflects and addresses farmer stress and is accessible and appropriate (i.e. culturally-, ethnically-, racially-, linguistically-, and socio-economically-sensitive).

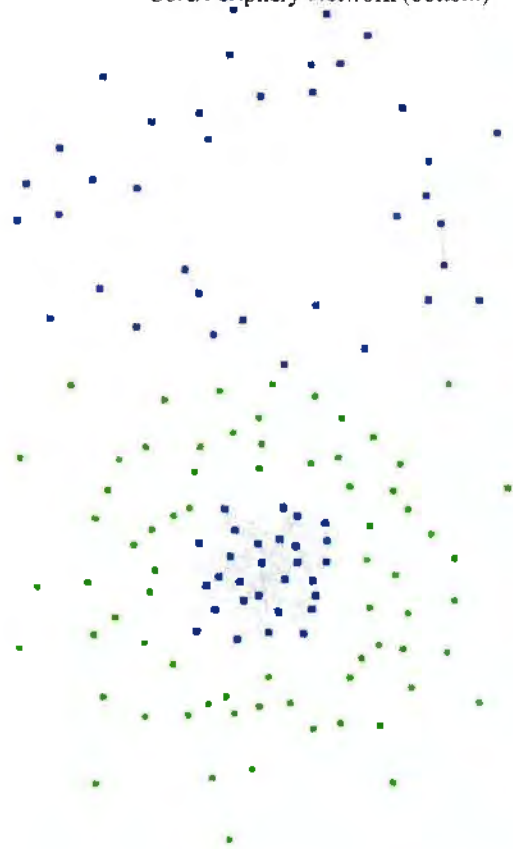
Activity 1.3: Host quarterly video conference meetings with all **Network Members** to:

- Inform about training opportunities, resources, and services available to members and farmers,
- Gather feedback on network design and development,
- Identify resources and referrals available in each state, as well as gaps/needs, and
- Provide members with resources to spread the word and grow the Network.

Activity 1.4: Develop Working Groups on Resource Development, Training Development, Evaluation, and Network Sustainability to assist with planning, administration, and evaluation. Working Groups expand leadership opportunities for member organizations and capitalize on their depth of expertise. Working Groups will meet on a monthly or bi-monthly basis.

Activity 1.5: Develop Cohorts that function as communities of practice, in order to connect service providers and provide a forum for sharing, learning, assessing gaps/needs, and collaboratively identifying and developing trainings and resources relevant to their audiences, geographies, professional affiliations,

Figure: Scattered Fragments (top) and Core/Periphery Network (bottom)



etc. or other needs. Vermont Farm First will provide Cohorts with resources and training on ways to engage farmers in their work. Cohorts will meet on a monthly or bi-monthly basis.

Activity 1.6: Build an online platform that facilitates Network collaboration, communication, and project management; on-board Network Members onto this platform.

Activity 1.7: Hire a branding and marketing firm to develop clear branding and marketing for FR SAN-NE. This will enhance the Network’s ability to reach and represent a broad range of service providers and increase the visibility of the Network to farmers, ranchers, and farmworkers.

Outcome 1.1: Overall engagement of at least 40 service providers in Year One and 75 service providers in Years Two and Three.

Outcome 1.2: Increased connections across the Network that result in meaningful coordination and collaboration.

Outcome 1.3: Increased Network understanding of the needs, skills, and capacities of other service providers and resources in the Network.

Objective B.1. Measures and Tools			
Measure	Evaluation Tool	Timing	Use
Number of meetings and attendees	Meeting Documentation	At each meeting	NIFA Activity Reporting
75% of Network members report that their work has been enhanced by participation in the network	Written Survey	Q4 annually	Inform/revise meetings, trainings, and resources
90% of Network members report increased knowledge of available resources and referrals	Written Survey	Q4 annually	Inform/revise meeting structure
50% increase in connections and 30% increase in “strong ties”	Network Analysis/Mapping	Annually	Inform/revise Network communications and structure

The primary limitation to this objective is that the Network has not utilized Network Analysis/Mapping in the past, although network development literature is clear on its benefits. This proposal addresses this limitation with an external evaluator particularly skilled in Network Analysis and Mapping to guide the process and project reporting. The evaluator will also assist the Network in determining shifts it might make in response to evaluation results. This will ensure that the Network continues to be flexible and shift to most effectively build sustainable, long-term partnerships. Note: due to COVID-19, the Network has been using Zoom for meeting communications and will continue to do so. This software has been highly effective so far. The only IT requirement for participants is internet service and Zoom, which is free to download.

Section B.2. Objective 2: Expand the Available Stress Assistance Resources

In the FRSAN-NE's first year (FY19), the Network surveyed its membership for available resources and populated all Network members and available resources into the [FRSAN-NE clearinghouse](#). That survey also highlighted opportunities for expanding direct services offered to farmers, ranchers, and farmworkers. To that end, this proposal includes an expansion of the clearinghouse to include additional resources, ongoing IT work to enhance the clearinghouse's accessibility and effectiveness, an expansion of Farm Aid's farmer helpline, development of farmer self-assessment tools, and a farmer behavioral health communications campaign. Farm Aid uses Salesforce to manage the online clearinghouse and store data on helpline calls. The only IT requirements for farmers to use these services are an internet connection to access the clearinghouse, and phone service or internet to access the helpline.

Activity 2.1: Expand and enhance the online clearinghouse to produce more effective search results, thereby connecting farmers and service providers more quickly to needed resources. This includes updating the clearinghouse search algorithm to prioritize the most relevant and effective resources and organizations and populating additional resources into the clearinghouse to offer the most comprehensive tool possible.

Activity 2.2: Expand farmer helpline services within the Northeast region. Farm Aid already offers this service nationally via [1-800-FARM-AID](#); however, its use in the Northeast has been more limited than in other parts of the country. To expand usage by diverse farmers in the region, Farm Aid will market the helpline more heavily in the Northeast. In addition, in order to best serve this proposal's target audiences, Farm Aid helpline responders will receive training in service provision to migrant farmworkers and BIPOC farmers and Farm Aid will contract with and train a Spanish-speaking helpline responder.

Activity 2.3: Develop and gather evidence-based mental health assessment and treatment resources and tools that can be accessed by farmers to reduce stress, such as an online, interactive tool for farmers to self-assess and access services. Emerging tools developed by universities and federal agencies such as the Substance and Mental Health Services Administration enable rapid screening for behavioral risks. Vermont Farm First will lead work on this activity to assess, implement, and promote the use of these tools.

Activity 2.4: Develop and conduct a communications campaign to address reluctance in the farm community to solicit and accept assistance. The campaign will utilize a combination of tools, such as photojournalism, farmer stories, and podcasting to raise awareness of farm stressors, behavioral health challenges, and stories of those overcoming these challenges. This is grounded in an understanding that farmers, ranchers, and farmworkers may not recognize their challenges as having a mental/behavioral health component and/or may be embarrassed about these challenges and therefore may further self-isolate. From Farm Aid's experience managing their farm crisis helpline, it is often this combination that leads to thoughts of suicide. Raising awareness within the farm community around behavioral health challenges and positive

strategies and outcomes may assist farmers in recognizing earlier the signs of a crisis; reducing isolation, and addressing behavioral health more quickly and effectively.

Outcome 2.1: Increased usage of the clearinghouse, helpline, and self-assessment tool and, by proxy, USDA programs, and other governmental programs.

Outcome 2.2: Increased availability of tools that help farmers reduce stress.

Note: it is also our expectation that this work will impact farmer stress and suicide rates and the Advisory Team will monitor and report regional trends to track any impact this project may have.

Objective B.2. Measures and Tools			
Measure	Evaluation Tool	Timing	Use
Number of clearinghouse site visits and helpline calls, along with basic demographic information of those provided with services	Helpline and clearinghouse data tracking systems	Throughout the project	NIFA Activity Reporting
Number of page views and/or helpline referrals to USDA programs such as the Agriculture Mediation Program and/or Crop Insurance Mediation program	Helpline and clearinghouse data tracking systems	Throughout the project	NIFA Activity Reporting
Number of page views and/or helpline referrals to other governmental programs and resources through agencies such as HHS Substance Abuse and Mental Health Services Agency and Veterans Affairs	Helpline and clearinghouse data tracking systems	Throughout the project	NIFA Activity Reporting

This objective will undoubtedly have implementation challenges. Website upgrades and the design of new features may encounter technological issues. This project has taken steps to reduce the impact of this limitation by Farm Aid’s work over the past year to overhaul its current clearinghouse and work with IT consultants to enhance the search algorithm and identify usability challenges or issues that may emerge. Through these steps, Farm Aid has developed a thorough plan for clearinghouse changes. The current clearinghouse will stay live until the launch of the redesigned site so that there is no gap in service. The primary limitation to the helpline’s expansion will be training new and existing staff in the specific stressors and needs of migrant farmworkers and BIPOC farmers; however, this project will address this challenge through its deepened relationships with service providers who focus on those target audiences.

Section B.3. Objective 3: Enhance the Capacity of Service Providers Through the Development of Trainings and Resources

In evaluating the support available to service providers in the Northeast, the Network has noted a clear need for additional training and resources. This spans multiple service provider audiences, including:

- Mental health service providers, such as counselors and social workers, who need training in agricultural competency, i.e. the specific challenges and stressors faced by farmers, ranchers, and farmworkers and culturally-competent stress assistance strategies;
- Agricultural service providers, such as farm law attorneys and financial advisors, who need training in farm stress and mental health, as well as training in the Network and the services and resources available to their clients who experience stress;
- Farmer peer support providers, i.e. retired or current farmers who are trained to provide peer support practices; and
- Farm Advocates, service providers who work as case managers providing a more comprehensive set of services, including financial advising, legal information, disaster assistance, and stress assistance in order to increase the chances for the best possible outcomes for farm families.

In addition to taking advantage of resources directed at their own audience, service providers will benefit from understanding the resources offered by other types of service providers. For example, social workers interfacing with farmers will benefit from a core understanding of the basic types of legal and financial stressors and help available to farmers. Farm attorneys, mediators, and financial advisors will benefit from an understanding of core mental health resources available to farmers.

To further address the needs of these audiences, the Network will capitalize on existing expertise within Network membership and the Cohorts. In the survey conducted in early 2020, Network members noted expertise and interest in offering trainings for service providers on mental health, effective communication with farmers, tools for funding stress assistance programming, successful service delivery methods, and other topics. To that end, this proposal will hire consultants (soliciting proposals from Network members as much as possible) to develop trainings and resources, establish best practices, and advance network-building. Network development literature maintains that strong and sustaining ties between organizations in a network are based not only on personal relationships, but formalized through collaborative projects that develop trust and long-term commitment through strong working relationships between organizations (Provan et al., 2005). Stated another way: “The power of networks comes from the capacity of participants to self-organize... participants need to be offered the chance to build this capacity by clustering and self-organizing to meet their own learning needs” (Guillermo et al., 2017). One Network member spoke to the importance of this collaborative, asset-based learning process in their survey response: “I am eager to learn from others in the Network to see if there are service delivery methods and skills our

organization does not currently use, but could. I am eager to learn what services others in the Network are delivering to farmers and how we could either refer farmers to them or work together to add our services alongside theirs.”

This project will also incorporate a baseline of resources and trainings that are key to addressing farm stress. Vermont Farm First will lead this work to develop and provide mental health resource training to service providers across the Network. These trainings will focus on developing skillsets that include: understanding farm stressors and the symptoms/presentation of stress; methods for mental health assessment, suicide prevention, and ongoing support; evidence-based interventions for stress reduction; and the role and function of peer support and other evidence-based outreach and support programs. These trainings will be supported by a resource toolkit Vermont Farm First will bring together based on the resources developed and aggregated in the FY19 FRSAN-NE project.

Activity 3.1: Develop and offer baseline services through mental health resource training and resource toolkit. As outlined above, this work will be led by Vermont Farm First to undergird the additional work of the Network and provide a base understanding of mental health resources and best practices.

Activity 3.2: Conduct Farmer Listening Sessions and survey Network membership to ensure an in-depth understanding of needs and appropriate resource development. This will occur in Q1/Year One, with follow-up surveys and listening sessions conducted in Years Two and Three to ensure that as the Network continues to develop resources and trainings, those tools remain relevant and responsive to changing needs. Migrant farmworkers, young farmers, BIPOC farmers, and the service providers that serve these target audiences will be recruited for all surveys and listening sessions, but at least two listening sessions will focus specifically on these audiences and their unique needs and stressors.

Activity 3.3: Based on the needs identified by Activity 3.2, solicit proposals from consultants annually in Q2 for the development of trainings and resources, establishment of best practices, and other projects that advance network-building. Selected consultants will be reviewed fully by NIFA before final hiring documents are signed and relevant funds are released.

Activity 3.4: During Q3 and Q4 of each year, consultant work will be conducted. Some consultants may be hired to conduct multi-year projects; their work will be ongoing. Trainings, reports on best practices, and resources will be provided to the Network by Q4 of each year. In Year One, trainings will occur throughout Q3 and Q4 and will be conducted virtually due to COVID-19. In Years Two and Three, trainings will occur at an annual in-person training in Q4. Trainings offered by Vermont Farm First on mental health resources and best practices will be offered through these same forums. To best serve FRSAN-NE’s diverse audiences, interpretation services will be provided at all trainings and childcare will be provided at in-person trainings. In addition, the budget includes funds to support farmers, farmworkers, and service providers who otherwise may not be able to attend for financial reasons.

All funded consultants will work with the Evaluation Working Group and other relevant Network groups/members to conduct a thorough evaluation of their project. Evaluation plans will be part of the package of materials to be approved by NIFA prior to funding any individual consultant. Any consultants hired to conduct multi-year projects will also be required to submit interim reporting and updates in Q4 of each year. Completed project evaluations will be reviewed by the Working Groups and the Advisory Team, shared with the Network and NIFA, and integrated into shifts in planning for future years.

Outcome 3.1: Training provided for 100 individuals in Year One, 150 individuals in Year Two, and 200 individuals in Year Three.

Outcome 3.2: Increased understanding of best practices for supporting farmers under stress, including financial, legal, disaster recovery, and mental health tools.

Outcome 3.3: Increased understanding of options for offering stress assistance programming and collaboration among service providers.

Outcome 3.4: Increased quality or scope of services provided by service providers who participate in trainings or in the Network.

Objective B.3. Measures and Tools			
Measure	Evaluation Tool	Timing	Use
Number of trainings and trainees	Training tracking	Throughout grant period	NIFA Activity Reporting
Number and type of educational materials developed	List of educational materials	Throughout grant period	NIFA Activity Reporting
75% of trainees report increased knowledge of best practices for supporting farmers under stress	Written Survey	At end of training	Inform/revise future trainings
75% of trainees report increased knowledge of structural options for offering stress assistance programming and collaboration between service providers	Written Survey	At end of training	Inform/revise future trainings, collaborative efforts, and/or infrastructure-related resource development
50% of trainees report increased quality or scope of services due to participation/ resources	Written Survey	Q4 annually	Inform/revise future trainings, resources, and other collaborative efforts
Success stories and pictures showcasing project impacts	Written Survey	Q4 annually	NIFA Activity Reporting

This objective includes many of the same limitations and challenges that other projects face: identifying the most critical topics as well as consultants who can effectively present or train on those

topics; promoting the event and obtaining the right audience; ensuring the event runs smoothly; etc. By starting the planning process with a Network survey and Farmer Listening Sessions, this project will ensure that the training offers the most needed skills and knowledge and effectively engage attendees. With the Network providing feedback and the Advisory Team maintaining ultimate responsibility for managing event administration and resource dissemination, this project has adequately addressed these potential limitations. For virtual trainings in Year One due to COVID-19, the Network will continue to use Zoom, which has been effective and includes several tools to enhance participation and engage diverse learning styles. The only IT requirement for participants is internet service and Zoom, which is free to download.

Another limitation and/or challenge will be the administrative responsibility associated with managing several consultants per year. However, the Network feels this is necessary in order to create meaningful engagement and address the diverse needs of the Network. This is addressed by Young Farmers' plan to hire an additional staff person to focus on financial grant management.

Section C. Project Performance Assessment Plan

Specific measures, tools, timelines, and use of findings are outlined in Section B under each objective and correspond to the outcomes outlined below in the Logic Model. Measurement tools include:

1. Documentation of number of meetings, trainings and attendees, helpline and clearinghouse usage, and number and type of educational and outreach materials developed;
2. Online Network surveys conducted annually during Q4 to evaluate the impacts of Network participation on their work, and solicit recommendations for improving the Network;
3. Online/written surveys conducted at the end of trainings to evaluate changes in understanding; and
4. Network analysis/mapping to evaluate changes in Network connectivity, specifically the diversity and strength of ties members have with one another.

The results of each of these measures will be shared with the Network and NIFA as they are received. The intention of this PPAP is that the evaluation will be both formative and summative and that the project and its deliverables will continue to be shaped by ongoing evaluation findings.

Section C.1. Logic Model

Problem Statement: Agricultural work is emotionally and physically taxing and involves significant risk. Combined with decreased prices and increased input costs and damaging weather events, farmers and farmworkers are reporting increased levels of stress and suicidality.				
Objectives	Audience	Outputs/Activities	Short-Term Outcomes	Long-Term Outcomes
Convene an effective Network in the Northeast Region	Network Members with combined topical, geographic, and farm audience expertise, including: Agricultural Mediation programs, State Departments of Agriculture, Cooperative Extensions, Non-governmental Organizations, and Farmer Peer Support Providers.	<ul style="list-style-type: none"> • Meetings and online networking for the Advisory Team, Farmer Advisory Board, Network Members, Working Groups, and Cohorts • Broader outreach to service providers through branding and marketing campaign 	<ul style="list-style-type: none"> • Overall engagement of at least 75 service providers. • Increased connections across the network that result in meaningful coordination and collaboration. • Increased Network understanding of the needs, skills, and capacities of other service providers and resources in the Network. • Enhanced understanding of FR SAN resources and referrals. 	<ul style="list-style-type: none"> • Increased collaboration among service providers • Reduced duplication of efforts • Enhanced provision of services to farmers • Increased farmer awareness and use of resources and referrals • Increased quality and/or scope of service provided by service providers within the region • Decreased farmer stress and suicidality
Expand the available resources	User Audience includes: Service providers working with farmers under stress; Farmers under stress, including disadvantaged farmers, farmworkers, and farm families	<ul style="list-style-type: none"> • Online clearinghouse • Helpline • Farmer self-assessment tool • Communications campaign on farmer behavioral health 	<ul style="list-style-type: none"> • Increased usage of the clearinghouse, 1-800-FARM-AID, USDA programs, and other governmental programs • Improved knowledge among Network members of resources and referrals available in the region 	
Enhance the Capacity of Service Providers	Network Members, Service Providers, and Farmer Peer Support Providers	<ul style="list-style-type: none"> • Trainings on mental health, stressors, and structural models for stress assistance • Resources • Best practices • Network-building 	<p>Increased understanding of:</p> <ul style="list-style-type: none"> • FR SAN activities and how to use existing resources and programs • Strategies for addressing farmer stress • Structural models for offering stress assistance programming <p>Improved service delivery (quality and/or scope)</p>	

Section C.2. Timeline for Activities and Division of Labor

	Year One				Year Two				Year Three			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Objective 1: Convene the Network												
Activity 1.1: Advisory Team meetings; Responsible: Young Farmers												
Activity 1.2: Farmer Advisory Board meetings; Responsible: Young Farmers												
Activity 1.3: Network Membership meetings; Responsible: Young Farmers												
Activity 1.4: Working Group meetings; Responsible: Young Farmers												
Activity 1.5: Cohort meetings; Responsible: Young Farmers												
Activity 1.6: Online networking platform development; Responsible: Farm Aid												
Activity 1.7: Branding and marketing development; Responsible: Young Farmers												
Objective 2: Expand Stress Assistance Resources												
Activity 2.1: Clearinghouse expansion; Responsible: Farm Aid												
Activity 2.2: Farmer helpline services offered; Responsible: Farm Aid												
Activity 2.3: Develop farmer self-assessment tools; Responsible: VT Farm First												
Activity 2.4: Develop a communications campaign; Responsible: Young Farmers												
Objective 3: Enhance Service Provider Capacity												
Activity 3.1: Develop and offer mental health training; Responsible VT Farm First												
Activity 3.1: Farmer Listening Sessions and Network survey; Responsible: Young Farmers												
Activity 3.2: Solicit proposals and select consultants; Responsible: Young Farmers												
Activity 3.3: Consultant projects conducted and evaluated; Responsible: Young Farmers												
Additional Grant Management Tasks												
Manage evaluation process with external evaluator; Responsible: Young Farmers												
Share evaluation findings and results; Responsible: Young Farmers												
Administer grant fiscal and reporting requirements; Responsible: Young Farmers												

The above division of labor notes the organization that takes ultimate responsibility for ensuring the work is completed. However, it should be noted that the Advisory Team will share decision-making responsibility and the work plan will be overseen and conducted in concert with the Farmer Advisory Board, Working Groups, Cohorts, and Network Membership as a whole.

Section C.3. Evaluation Oversight

For this project, the National Young Farmers Coalition (Young Farmers) has contracted with an external evaluator, Pam Tinc, PhD. to conduct the evaluation process. Dr. Tinc has reviewed the evaluation plan and committed to manage the evaluation measures, tools, and reporting in concert with the Advisory Team and the Evaluation Working Group. In addition, Dr. Tinc will support the Evaluation Working Group in establishing evaluation guidelines for consultants (see Section B.3.) and coordinating with consultants to ensure their evaluation meets the project's and NIFA's standards.

Use of an external evaluator will enhance the quality of data collected, the utility of the Northeast Region's findings for other regions, and the ability to integrate findings to enhance this project's work. Dr. Tinc brings a specific skillset to this project that will further enhance the utility of the evaluation plan and findings. As an employee of the Northeast Center for Occupational Health and Safety: Agriculture, Forestry, and Fishing, Dr. Tinc has an in-depth knowledge of issues around farmer stress and stress assistance. In the past year, she has been engaged in the Network, supporting the work of the Evaluation Working Group and the Network Sustainability Working Group. For the remainder of this project, Tinc will step away from Network involvement outside of her role as an unbiased external evaluator in order to maintain professionalism and objectivity. In addition to her understanding of farmer mental health, Dr. Tinc has conducted network analyses and participant evaluations in relation to the implementation of new farmer health models. This experience and expertise make her uniquely capable of managing an effective evaluation process.

As noted, Dr. Tinc will work directly with the Advisory Team, with the National Young Farmers Coalition serving as primary contact. The other Advisory Team members and several Network members also bring diverse experience managing USDA grants and conducting evaluation plans.

Section D. Institutional Capacity, Division of Labor, and Management Plan

Section D.1. Partner Organizations

As outlined elsewhere in this proposal, this project includes a diverse array of partners and collaborators, each of whom lend specific expertise, geographic coverage, and audience reach.

Advisory Team

The Advisory Team consists of a strong partnership between complementary organizations with shared project leadership: National Young Farmers Coalition (Young Farmers), Farm Aid, Vermont Farm First (VFF), UMaine Extension (UMaine), Northeast Farmers of Color (NEFOC), and the Migrant Clinicians Network (MCN). These organizations were selected for their experience, expertise, and network reach, as well as to represent multiple scales of service provision: Young Farmers works with young farmers across the country on a number of issues, including a focus on behavioral health; Farm Aid operates a helpline and

provides referrals and resources to farmers nationally; VFF provides integrated in-depth services for farmers in crisis, with a focus on mental health; UMaine provides comprehensive connections with Extension and Agricultural and Crop Insurance Mediation programs across the Northeast; NEFOC provides insights and expertise around providing comprehensive stress assistance to BIPOC farmers; and MCN provides insights and expertise on providing a wide array of health services to migrant farmworkers.

In addition to the specific roles outlined for each Advisory Team member, these organizations played important roles in the development of this proposal and have committed to participating in bimonthly meetings to implement and evaluate this project. Together, the Advisory Team members will collaborate in managing the project, with Young Farmers hosting the primary Network staff, a FRSAN-NE Regional Project Lead and a FRSAN-NE Financial Grant Manager.

National Young Farmers Coalition (Young Farmers)

Roles: Lead grant applicant; Project Director; Fiscal grant management; Grant reporting; Evaluation lead; Advisory Team member; Participant in 2-4 Working Groups and Cohorts; Lead farmer outreach, engagement, and Farmer Advisory Board management; Resource review and analysis.

As a national organization representing young and beginning farmers around the country, the National Young Farmers Coalition (Young Farmers) is a primary stakeholder in the issue of farmer mental health. Young Farmers serves as the lead grant applicant and project director for FY19 of the FRSAN NE project. In addition, Young Farmers has experience managing and directing several other USDA-funded projects. Since its inception in 2011, Young Farmers has built out a nationwide network of farmer-led chapters, provided business services to farmers, and led several program and research grants. Currently, there are 44 farmer-led chapters in 25 states. In the Northeast, there are ten chapters: Vermont, Connecticut, two in Pennsylvania, and six in New York. Chapter leaders work directly with hundreds of young farmers in the Northeast.

Farm Aid

Roles: Advisory Team member; Provide helpline services for the region; Enhance and maintain the FRSAN-NE regional clearinghouse, including development of the platform for network collaboration; Lead the Training working group; Participant in 2-4 additional Working Groups and/or Cohorts.

Farm Aid (FY19 Advisory Team Member) brings diverse experience and strengths to this proposal. Farm Aid has more than 35 years of experience serving farmers in crisis and those seeking help in advance of crisis by connecting farmers to the legal, financial, disaster, and stress assistance resources they need. Through its national helpline and clearinghouse, Farm Aid's staff, trained in QPR suicide prevention protocols, receive calls and emails from farmers and ranchers across the country seeking assistance when in crisis. Between 2002 and 2019, Farm Aid responded to requests for assistance from over 11,000 farmers. Beyond farmer stress assistance, Farm Aid has extensive experience supporting networks and planning and

hosting events. In addition to administering the complex logistical landscape of its annual festival attracting over 20,000 attendees, Farm Aid has played a national role in trainings on farm crisis support and stress assistance. In 2018, Farm Aid started working with the American Psychological Association (APA) to train member psychologists on serving farmers and rural communities. Farm Aid is also a subawardee on a FRSAN application in the Western Region and has allocated adequate funding in this proposal and the Western Region proposal to cover both scopes of work.

Vermont Farm First (VFF)

Roles: Advisory Team member; Develop farmer self-assessment tool; Develop resource toolkit; Lead the Resource Working Group; Participant in 2-4 additional Working Groups and/or Cohorts.

Vermont Farm First (FY19 Advisory Team Member) brings to the Advisory Team over a decade of expertise and experience providing direct mental health support to farmers. VFF is comprised of a team of licensed psychologists, social workers, and mental health counselors with experience working with farmers, along with technical farm advisors who together provide the requisite knowledge and skills to address the needs of farmers. VFF will employ its resources to train service providers and develop resources.

University of Maine Cooperative Extension (UMaine)

Roles: Advisory Team member; Conduct targeted outreach and coordination to the Beginning Farmer Resource Network of Maine, as well as Extensions in the Northeast and Agricultural Mediation programs across the Northeast; Participant in 2-4 additional Working Groups and/or Cohorts.

UMaine has been an acting member of the Advisory Team throughout the FY19 project and brings significant experience, expertise, and connections to the project. UMaine has wide ranging experience in farm stress assistance, including managing the Maine Agricultural Mediation Program, co-leading the Beginning Farmer Resource Network of Maine, and coordinating work with diverse Extension services throughout the region. Across UMaine, there are active programs for farm coaching, agricultural mediation, and stress reduction, as well as ongoing work to understand on-farm decision-making and stressors. In addition, as a university-based service, UMaine brings rigor and deep understanding to the evaluation plans for this project.

Northeast Farmers of Color Land Trust, Inc. (NEFOC)

Roles: Advisory Team member; Conduct targeted outreach and coordination to BIPOC farmers and service providers who serve BIPOC farmers; Participant in 2-4 additional Working Groups and/or Cohorts.

Fiscally sponsored by Soul Fire Farm Institute, Inc., NEFOC is a nonprofit land trust dedicated to advancing land and food sovereignty for BIPOC farmers in the Northeast by increasing access to land and supporting access to training, education, markets, and economic development. In this work, stress and behavioral health have emerged as key challenges to BIPOC farmers achieving land and food sovereignty. To meet this need, NEFOC has developed weekly online skill shares, many of which have focused on

farmer behavioral health topics. NEFOC is the key vector for outreach to farmers and ranchers of color in the Northeast region, with over 300 active members.

Migrant Clinicians Network (MCN)

Roles: Advisory Team member; Conduct targeted outreach and coordination to migrant farmworkers and service providers who serve migrant farmworkers; Participant in 2-3 additional Working Groups and/or Cohorts.

The Migrant Clinicians Network provides support, technical assistance, and professional development to clinicians serving migrant farmworkers through webinars, on-the-ground trainings, resource development, and advocacy. MCN meets the unique needs of the migrant farmworker population by creating culturally and linguistically appropriate resources about health literacy and stress management. While MCN's work covers all areas of health, with a focus on environmental and occupational health and safety, their work also includes a significant and meaningful focus on behavioral health. Their Witness to Witness program is designed to aid in stress and grief management for those working with migrant and immigrant workers, asylum seekers, and climate refugees. MCN is currently piloting a project to train Migrant and Seasonal Head Start staff on behavioral health, stress management, and grief counseling. This expertise in training and developing resources for service providers, along with their in-depth understanding of the needs of migrant farmworkers, illustrate the strength of MCN's contribution to this project.

Network Members

In addition to the Advisory Team members, this project has already received letters of commitment from 24 organizations to participate in the Network and has received interest from many more. Together these organizations represent every state in the Northeast region. Beyond any additional role commitments (outlined below), each of the following organizations have committed to:

- Attend trainings;
- Share information about the Network, trainings, and resources with farmer clients, other professionals and their broader audiences; and
- Utilize the clearinghouse and resources to enhance their work with farmers, ranchers, and other agricultural service providers.

Most have also committed to participating in a Cohort and/or Working Group and participating in the quarterly Network conference call. In addition to these 24 organizations, the Network is open and welcoming to additional members who may want to participate in diverse ways in the future.

Beginning Farmer Resource Network of Maine, providing resources and training to beginning farmers and service providers focused on beginning farmers, including immigrant farmers and migrant farmworkers.

The Carrot Project, providing farm business development to 60-75 farms per year in Connecticut, Rhode Island, Massachusetts, and New York, reaching 400 farmers with educational workshops and 1,500 via e-

news and online resources, and training farm business advisors including partners at 37 other farm business organizations.

Coalition of Agricultural Mediation Programs (CAMP), representing each state in the region that has an AMP (Connecticut, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont), providing farms with a neutral third party to address a variety of needs and stressors (e.g. farm transition, conflict, credit counseling, loan concerns, leases, etc.).

Community Mediation Center of Rhode Island, also a CAMP member and co-signer, offering agricultural mediation and trainings on stress reduction topics such as communication skills and conflict resolution.

Farm School NYC, serving BIPOC and LGBTQI farmers in New York, including addressing inequities that create added stress and hardship for these populations.

Farmers' Legal Action Group (FLAG), serving a national audience with expertise on direct farmer legal services via its helpline, as well as training approximately 46,000 farmers, farm advocates, trainers, and lawyers over the past 34 years, through 900 trainings in 42 states.

Future Harvest CASA, providing farmer education to beginning and established farmers in Maryland, Washington, D.C., West Virginia, and Delaware.

Land for Good, serving farmers and service providers across New England and nationally with resources and training on farm access, farm transfer and succession, and farm tenure security.

National Center for Appropriate Technology (NCAT), serving a national audience, with experience managing a farmer helpline and developing over 300 resources for farmers and service providers on an array of agricultural topics.

New Entry Sustainable Farming Project, serving beginning farmers in Massachusetts with training, land access, technical assistance, and farm stress assistance, including migrant farmworkers and BIPOC farmers.

Northeast Organic Farming Association of New York, serving over 1,500 organic producers including dairy farmers in crisis, trained in 2019 on identifying and serving farmers under stress.

New York Center for Agricultural Medicine and Health, providing farmers in New York with resources and support on diverse health issues, including stress assistance and behavioral health.

NY FarmNet, a program of Cornell University, training service providers and providing confidential consulting on financial, business, and emotional issues to farmers across New York.

Pasa Sustainable Agriculture, serving a 7,500-member network of farmers in Pennsylvania with diverse resources, including stress assistance and behavioral health information.

Pennsylvania Office of Rural Health, a program of Pennsylvania State University, providing health resources to farmers with an emphasis on migrant and immigrant farmworkers.

Rural Advancement Foundation International – USA, serving a national audience, with experience providing farmers in crisis with financial, legal, and disaster assistance in-person and via a helpline.

University of Connecticut, providing stress assistance and training through a broad network of partners to farmers and farm service providers.

University of Delaware Cooperative Extension (UDEExt), providing service provider training and farmer training and services on mental health, stress management, and financial management. In addition to the commitments listed above, UDEExt is committing to convene and coordinate the Northeast region's Extension systems through an Extension Cohort. UDEExt will work closely with UMaine to conduct this work and will attend Advisory Team meetings as needed to effectively coordinate.

University of Maryland Extension, providing service provider training and farmer training and outreach on mental health, stress management, and financial management.

University of New Hampshire Cooperative Extension, delivering programming on farmer mental health and stress in New Hampshire to farmers and service providers.

University of Vermont Extension's Farmworker Health and Migrant Education Program, providing medical care and education to migrant farmworkers, including mental health services.

Vermont Agency of Agriculture, Food and Markets, serving farmers across Vermont and providing connections between FRISAN-NE and the Northeast State Departments of Agriculture network.

West Virginia Food & Farm Coalition, serving diverse farmers in West Virginia, including those impacted by recent natural disasters.

West Virginia University Extension Service Small Farm Center, serving diverse small-scale farmers, including a significant percentage of military veterans.

Section D.2. Coordination of Partner Organizations

This project will be administered and managed by the Advisory Team, a strong partnership of complementary organizations committed to shared leadership. As noted above, one of the key elements to development of a strong network is clear communication and management.

1. Advisory Team meetings and Network Member meetings will be staffed by the National Young Farmers Coalition (Young Farmers), who will be responsible for scheduling, collaborative agenda-setting, and recording meetings and key decisions.
2. Young Farmers will be responsible for communication and data-sharing among Network Members, as well as outreach regarding meetings, training promotion, and network and clearinghouse updates.
3. Young Farmers' staff will communicate with all Working Groups and Cohorts on a monthly basis, and build connections between Network groups to facilitate innovation, collaboration, and the development of strong working relationships.

4. Working Group leaders will be responsible for maintaining continuous communication with other Network groups, individual organizations, and consultants conducting work relevant to their focus in order to ensure that work is collaborative and coordinated.
5. All Network members will be encouraged to maintain ongoing communication with other Network members as well, to enhance the level of collaboration and coordination.

As noted in Activity A.5, an internal online platform will be developed in Year One to function as a space for this collaboration and communication. Research has found that online networking spaces designed specifically for these purposes are key to long-term relationship building and sustainability (Holley, 2018). Finally, the Advisory Team has agreed to equitable decision-making based on collaborative processes. All Network Members have agreed to the Management Plan.

Section D.3. Key Staff

National Young Farmers Coalition: **Martin Lemos**, Co-Executive Director, Project Director (PD), providing overall administration, management, and oversight for this project, including fiscal management and reporting and outcomes-based reporting, 14% FTE

Lemos contributes a diverse background in sustainable agriculture and food systems, including directing farm operations at the Green Earth Institute, serving as senior agronomist and project manager in Ghana for AgDevCo, coordinating local food systems in Brooklyn, and leading partnerships for the Healthy Business Coalition. Lemos was recently named a Castanea Fellow and holds an MBA in Sustainability from Bard College.

Lemos' time on this project will be supplemented by:

- **Caitlin Arnold Stephano**, National Chapter Manager, participating in network calls, meetings and trainings, and assisting with farmer outreach: 17% FTE
Arnold Stephano supports the Coalition's farmer-led chapters nationwide. Before joining the Coalition, Arnold Stephano organized with the Washington Young Farmers Coalition and spent over a decade market farming vegetables and flowers. Arnold Stephano holds an MS in Sustainable Food Systems with a focus on farmer mental health.
- **Jaklyn Van Manen**, Development Director, providing administrative support, including coordinating evaluation and reporting: 9% FTE
Van Manen has 10 years of experience in government, nonprofit, and higher education, engaging in direct service work, education, and research on mental health. She holds an MA from New York University in Trauma and Violence Transdisciplinary Studies.
- **Kindle Dunning**, Bookkeeper, overseeing financial grant management, including budgeting and reimbursements: 25% FTE

Dunning has extensive experience in financial management, bookkeeping and consulting with environmental and social justice nonprofits.

- **Faith Shaeffer**, Grassroots Coordinator, providing outreach support to farmers in the Northeast: 10% FTE

Shaeffer holds a BA in Economics and Comparative American Studies Oberlin College. Before joining Young Farmers, she farmed at an organic vegetable farm in the Hudson Valley.

- **FRSAN-NE Regional Project Lead/Manager** (to be hired pending grant approval), managing and coordinating the Network, including coordinating Advisory Team members, Farmer Advisory Board members, Network members, Working Groups, and Cohorts, conducting outreach to new Network members, supporting training planning and implementation, and working with other regional project leads: 100% FTE
- **FRSAN-NE Financial Grant Manager** (to be hired pending grant approval), managing all financial aspects of the project, including the extensive time commitment required by budgeting, reimbursements, and grant reporting relevant to member participation honorariums and project consultants: 90% FTE

Farm Aid: **Alicia Harvie**, Advocacy & Farmer Services Director, Co-PD, providing oversight of clearinghouse and helpline services, participating in the Advisory Team, and advising network development strategy: 15% FTE

Harvie provides strategic oversight and leadership for Farm Aid's national helpline, resource network, and disaster programming, helps direct the organization's \$700,000+ grantmaking programming, and builds and manages relationships with a wide array of farm organizations, rural leaders and lawmakers. Harvie has an MS in Agricultural & Environmental Science and Policy from the Tufts Friedman School of Nutrition Science and Policy and prior to her work at Farm Aid, conducted research into U.S. farm household economics and worked in Oxfam America's domestic programs office. She is also a registered yoga teacher and has training in trauma sensitive yoga and body-based trauma recovery work.

Harvie's time on this project will be supplemented by:

- **Madeline Lutkewitte**, Hotline Manager, managing helpline services and clearinghouse development: 50% FTE

Lutkewitte is Farm Aid's Hotline Manager, answering calls and emails from farmers across the country and working one-on-one to address their needs, and managing the resource referral clearinghouse. Lutkewitte will lead the clearinghouse projects and provide helpline services. Prior to Farm Aid, she completed the University of Vermont's Farmer Training Program and also worked as consultant for IBM.

- **Network Manager** (to be hired pending grant approval), managing & coordinating Farm Aid's overall engagement in FR SAN-NE; serving on the Advisory Team; co-leading the Training Working Group; coordinating and participating in other Working Groups or Cohorts as appropriate; integrating farm disaster response and recovery perspectives into the Network as appropriate; and staffing the Farm Aid helpline 2 days each week: 50% FTE

Vermont Farm First: **Steven Dickens**, Director, Co-PD, participating in the Advisory Team and providing oversight of VFF's FR SAN-NE programming: 5% FTE

Dickens directs Invest EAP Centers for Wellbeing, a statewide employee assistance program that includes Vermont Farm First and serves 160,000 Vermonters and 200 organizations. Dickens provides logistical support, supervision, and coordination to staff counselors, conducts outreach to businesses across the state, and directs all administrative and clinical aspects of the program. Dickens is a Licensed Psychologist-Master and a Visiting Scholar Emeritus with the TH Chan Harvard School of Public Health.

Dickens' time on this project will be supplemented by:

- **Allen Matthews**, Vermont Farm First FR SAN Project Director, Co-PD, participating in the Advisory Team, managing VFF's Resource Coordinator, assisting with implementation of objectives and deliverables, and providing support to Cohorts with farmer outreach and leadership development: 50% FTE.

Matthews was Director of Sustainable Agriculture with Chatham University's School of Sustainability and the Environment, Senior Outreach Research Specialist for the Center for Sustainable Agriculture at the University of Vermont, and Regional Coordinator for the Pennsylvania Association for Sustainable Agriculture's Community FARM Initiative. Matthews is a "sixth-generation farmer" who through 2016, had operated Matthews Family Farm LLC, a 143-acre vegetable and greenhouse farm.

- **Resource Coordinator** (to be hired pending grant approval), implementing and producing deliverables, leading the Mental Health Resource Working Group, developing and gathering tools and resources, designing the resource toolkit, and providing training: 50% FTE.
- **Gen Habeck**, Education and Outreach Director, coordinating and assisting project implementation, developing the online components of the resource toolkit: 7.5% FTE.

Habeck provides trainings with areas of expertise including worksite wellness, total worker health, and best practices for work/life balance.

UMaine Extension: **Dr. Leslie Forstadt**, Human Development Specialist and Extension Professor, Co-PD, participating in the Advisory Team, overseeing the UMaine Farmer/Network Liaison, and playing a

leadership role connecting the Cooperative Extensions and Agricultural Mediation Programs in the northeast with the work of the FRSAN: 15% FTE.

Dr. Forstadt has a PhD in Educational Psychology, is a faculty member with UMaine Extension, is the current Director of the Maine Agricultural Mediation Program, a member of the Leadership Council of the Beginning Farmer Resource Network of Maine, and offers educational programs in farm coaching and stress reduction. She currently oversees a NESARE Research and Education multistate grant focused on social sustainability and the wellbeing of farmers in Maine, New York, and Massachusetts. Forstadt has a PhD in Educational Psychology from the University of Iowa.

Forstadt's time on this project will be supplemented by:

- **Farmer/Network Liaison** (to be hired pending grant approval), providing farmer perspective and working to enhance communication between FRSAN-NE and the Beginning Farmer Resource Network of Maine, other agricultural entities, and the larger farming community: 7.5% FTE.

Northeast Farmers of Color Land Trust, Inc.: **Stephanie Morningstar**, Director, Co-PD, overseeing the NEFOC Network Coordinator and providing additional coordination with BIPOC partners: 10% FTE.

Morningstar is an herbalist and farmer at Sky World Apothecary & Farm, leadership council member for the International Herb Symposium, and Indigenous knowledge mobilization specialist for Global Water Futures. Morningstar has bachelor's degrees in Anthropology from McMaster University and Women's Studies from SUNY-Buffalo.

Morningstar's time on this project will be supplemented by:

- **Network Coordinator** (to be hired pending grant approval), participating in the Advisory team, coordinating with BIPOC partners on the work of the Network, and co-leading a BIPOC Cohort: 25% FTE.

Migrant Clinicians Network: **Kate Kruse**, Project Coordinator, Co-PD, participating in the Advisory team, coordinating with migrant farmworker partners on the work of the Network, and co-leading a migrant farmworker cohort: 10% FTE.

Kruse has significant experience working with underserved populations, particularly Spanish-speaking populations. Kruse conducts environmental and occupational health training for farmworkers and has bachelor's degrees in Spanish and Latin American Studies from Salisbury University.

Section E. Sustainability

Several steps have been taken to enhance the sustainability of this project. First, the project deliverables are designed to be permanent infrastructural pieces that can sustain beyond the duration of this grant. Farm

Aid plans to provide long-term maintenance of the online clearinghouse and helpline beyond this grant's timeline. Resources, trainings, and best practices will be made publicly available through the clearinghouse, NIFA, and partner organizations. Once in the public domain, they will inform farmer stress assistance well into the future.

Second, sustainability will be driven by the work of the Network Sustainability Working Group (NSWG). In Year One, the NSWG will focus on strategic planning, ensuring that the Network is aligned around shared goals and values. In addition, the NSWG will work with the branding and marketing consultant to develop communication tools that establish a clear presence for the Network and increase membership, also assisting with long-term sustainability. In Years Two and Three, the NSWG's focus will shift towards sustaining the Network beyond the timeline of this grant, including procuring ongoing funding streams for the Network, identifying long-term work priorities, and solidifying collaborative relationships. Altogether, the NSWG will support the Network in becoming sustainable, remaining relevant, and continuing to evolve to meet member and farmer needs well into the future.

Finally, as noted throughout this narrative, the Network has been intentionally designed in ways that support long-term sustainability. As supported by the research, the Network's structure incorporates forums for transparent and accessible leadership (Advisory Team and Farmer Advisory Board), full-group interaction (quarterly monthly calls), focused collaborative spaces to facilitate diverse participation in Network design, programming, and evaluation (Working Groups), communities of practice to facilitate collaboration among groups with shared affinities or work (Cohorts), and a central hub through the Advisory Team to facilitate connection, communication, coordination, and collaboration among these forums. In addition, communication plans have been designed to increase and enhance collaboration and innovation. Together, these elements are expected to create deep working relationships among diverse groups. Per the literature, strong networks are sustained into the future by these key elements we have incorporated: deep working relationships, diverse opportunities for cross-communication, clear leadership, and transparency and trust. It is the belief of the Advisory Team that together with the permanence of the project deliverables and the support of the Network Sustainability Working Group, these elements will have a clear impact on the long-term sustainability of FRSAN-NE.

2020 FR SAN Checklist

Application Contents	2020 FR SAN Checklist	Check Off
SF-424 R&R Cover Sheet Project/Perf. Site Location(s) Other Project Information	Forms in the Application Package – see instructions in the NIFA Grants.gov Application Guide for all three (3) forms	<input checked="" type="checkbox"/>
Project Summary (pdf)	Use the suggested Application Support Templates or include all of the same information on one (1) page	<input checked="" type="checkbox"/>
Project Summary (pdf)	Title	<input checked="" type="checkbox"/>
Project Summary (pdf)	List of Project Directors/Co-PDs & Institutions	<input checked="" type="checkbox"/>
Project Summary (pdf)	Project description - 250 words or less	<input checked="" type="checkbox"/>
Project Summary (pdf)	List of other collaborating organizations not on PD/co-PD list	<input checked="" type="checkbox"/>
Project Summary (pdf)	Percent of total federal funds allocated to Indian tribes/SDAs/CES/NGOs	<input checked="" type="checkbox"/>
Table of Contents	Include a one-page table of contents	<input checked="" type="checkbox"/>
Project Narrative (pdf)	No more than 22 pages, include the following sections:	<input checked="" type="checkbox"/>
Project Narrative (pdf)	1. Introduction	<input checked="" type="checkbox"/>
Project Narrative (pdf)	2. Proposed Approach	<input checked="" type="checkbox"/>
Project Narrative (pdf)	3. Project Performance Assessment	<input checked="" type="checkbox"/>
Project Narrative (pdf)	4. Institutional Capacity, Division of Labor and Management Plan	<input checked="" type="checkbox"/>
Project Narrative (pdf)	Logic Model and other Tools in graphic depiction	<input checked="" type="checkbox"/>
Bibliography (pdf)	Bibliography and References (no page limit)	<input checked="" type="checkbox"/>
Letter of Commitment_ Org Name (pdf attachment(s))	Signed letter(s) that Partners have agreed to their role in the project and to abide by management plan; often multiple attachments, no page limit	<input checked="" type="checkbox"/>
R&R Senior/Key Person Profile (form)	Information and Biographical Sketch form for each person. Current and Pending Support is required with this application)	<input checked="" type="checkbox"/>
R&R Personal Data (form)	Providing this information is required	<input checked="" type="checkbox"/>
R&R Budget (form)	Complete the R&R budget forms	<input checked="" type="checkbox"/>
Budget Justification (pdf)	Explain each item; no page limit	<input checked="" type="checkbox"/>
R&R Sub-award Budget (form)	Required if any sub-awards	<input checked="" type="checkbox"/>
Supplemental Information Form (form)	Program Code = FR SAN	<input checked="" type="checkbox"/>
Conflict of Interest (pdf)	Complete a Conflict of Interest form for each key /senior person (Application Support Templates) then combine them into one (1) pdf document to attach.	<input checked="" type="checkbox"/>

**United States Department of Agriculture
National Institute of Food and Agriculture
AWARD FACE SHEET**

1. Award No. 2020-70028-32729	2. Amendment No.	3. Proposal Number 2020-07629	4. Period of Performance 09/15/2020 through 09/14/2021	5. Type of Instrument Grant
6. Type of Action New Continuation	7. CFDA Number 10.525	8. FAIN 20207002832729	9. Method of Payment ASAP 70028327297002820000	10. CRIS Number 1024052

11. Authority:
7 U.S.C. 5936, Section 7522 of FCEA of 2008, Farm and Ranch Stress Assistance Network (FRSAN)

12. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA 6501 Beacon Rd. Kansas City, MO 64133	13. Awardee Organization NATIONAL YOUNG FARMERS COALITION, INC DBA: NATIONAL YOUNG FARMERS COALITION HUDSON, NY 12534-2419
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14. Program Point of Contact: Richard Brent Elrod Telephone: 816-926-2535 richard.elrod@usda.gov	Administrative Point of Contact: Scott Shields Telephone: 816-401-7813 scott.shields@usda.gov	15. Project Director/Performing Organization Martin Lemos National Young Farmers Coalition Hudson, NY 12534-2419
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16. Funding:	<u>Federal</u>	<u>Non-Federal</u>	17. Funds Chargeable			
Previous Total	\$0.00	\$0.00	<u>FY - FDC</u>	<u>Amount</u>	<u>FY - FDC</u>	<u>Amount</u>
+ or -	\$2,400,000.00	\$0.00	20-013-70028	\$2,400,000.00		
Total	\$2,400,000.00	\$0.00				
Grand Total	\$2,400,000.00					

18. Title of Proposal
Building an Inclusive and Comprehensive Network for Farm and Ranch Stress Assistance in the Northeast

PROVISIONS

This Award incorporates the following:

- The referenced proposal and any revision thereto - incorporated by reference
- Research Terms and Conditions and NIFA Agency Specific Terms and Conditions (07/2020) at <http://nifa.usda.gov/terms-and-conditions>
- General Provisions found in Title 2: 2 CFR Part 400; 2 CFR Part 415; 2 CFR Part 416; 2 CFR Part 418; 2 CFR Part 422; and, Title 7: 7 CFR Part 3430 - all incorporated by reference and found at <https://nifa.usda.gov/>
- The Approved Award Budget
- NIFA Project Initiation Documents - incorporated by reference
- The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown of funds signifies acceptance of award terms and conditions and should commence in a timely manner within the award period. Inquiries regarding ASAP Payment Accounts should be directed to the Financial Management Division at asapcustomerservice@nifa.usda.gov.
- Prohibition against using funds under Grants and Cooperative Agreements with Entities that require certain internal confidentiality agreements are referenced at <https://nifa.usda.gov/prohibition-confidentiality-agreements>
- Contingent upon the availability of funds and the satisfactory progress of this project, NIFA intends to continue support at approximately the following levels: FY 2021 amount of \$2,400,000; FY 2022 amount of \$2,400,000.
- Modification of Article 9.B.b. of NIFA Agency Specific Terms and Conditions (07/2020) - Annual Progress Report must be electronically submitted through the Web-based inventory system no earlier than 90 days PRIOR to the anniversary date, i.e., current start 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.
- The Project Director is required to attend the annual Project Director's workshop/conference as stipulated in the RFA.
- Contributing information to the BFRDP clearinghouse at FarmAnswers.org, including project results and entries in the Library is a condition of this award.
- Section 12301 of the Agriculture Improvement Act of 2018 limits program indirect costs for the overall award to 10 percent of Total Federal Funds Awarded (TFFA) (cap). If the prime recipient's Federally negotiated rate or approved de minimis rate results in less than 10 percent TFFA, then the lower rate applies. The TFFA cap applies to the aggregate of the prime and all sub-awardee recipient indirect cost rates. The prime recipient is responsible for ensuring the maximum indirect cost allowed for the award is not exceeded

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 Hollie Boyd Authorized Departmental Officer	Signature HOLLIE.BOYD	Date 08/31/2020
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**United States Department of Agriculture
National Institute of Food and Agriculture
AWARD FACE SHEET**

1. Award No. 2020-70028-32729	2. Amendment No.	3. Proposal Number 2020-07629	4. Period of Performance 09/15/2020 through 09/14/2021	5. Type of Instrument Grant	
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16. Funding:	<u>Federal</u>	<u>Non-Federal</u>	17. Funds Chargeable			
Previous Total	\$0.00	\$0.00	<u>FY - FDC</u>	<u>Amount</u>	<u>FY - FDC</u>	<u>Amount</u>
+ or -	\$2,400,000.00	\$0.00	20- 013-70028	\$2,400,000.00		
Total	\$2,400,000.00	\$0.00				
Grand Total	\$2,400,000.00					

18. Title of Proposal
Building an Inclusive and Comprehensive Network for Farm and Ranch Stress Assistance in the Northeast

PROVISIONS

when combining indirect costs for the Federal portion (i.e., prime and sub-awardee(s) and any applicable cost-sharing (see, 7 CFR 3430.52(b)). Amounts exceeding the maximum allowable indirect costs is considered unallowable. See 2 CFR 200 sections 408 and 410.

13. Pursuant to 2 CFR 200.331, pass-through entities must appropriately monitor subrecipient activities and must convey the requirements of the Federal grant as well as any additional requirements imposed by the pass-through entity. NIFA reserves the right to request and review subaward budget information during or after the Period of Performance of this award. Form AD-1048 or other NIFA approved format must be completed by the approved subawardee(s) and returned to the recipient for retention in the official award file. It is not necessary to send a copy to NIFA. (http://www.nifa.usda.gov/funding/all_forms.html)

14. Form AD-1048 or other NIFA approved format must be completed by the approved consultant(s) and returned to the recipient for retention in the official award file. It is not necessary to send a copy to NIFA. (http://www.nifa.usda.gov/funding/all_forms.html)

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.