



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: January 20, 2021
Subject: Grant Requests – JFO #3029

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

JFO #3029 - \$250,000 to the VT. Agency of Agriculture, Food and Markets from the USDA Natural Resource Conservation Service. One (1) limited service position, Agriculture Water Quality Program Coordinator III to manage funding stream, develop outreach and educational materials and perform in-depth data analysis, and \$100,000 for a software upgrade and associated costs. *[NOTE: This grant application reflects State in-kind matching dollars for a total budget of \$500,000. Total Federal grant is \$250,000: \$150,000 toward the limited-service position costs through 3/2022 and \$100,000 toward the software upgrade. Total State contribution is \$250,000: \$210,000 toward personnel, fringe and indirect costs plus \$40,000 for outreach to farms.]*
[JFO received 1/7/2021. This grant is being sent after the JFC seating on 1/15/2021]

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 February 1, 2021, we will assume that you agree to consider as final the Governor's acceptance of this request.

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

BASIC GRANT INFORMATION				
1. Agency:	Agriculture, Food and Markets			
2. Department:	Water Quality			
3. Program:	Water Quality			
4. Legal Title of Grant:	Linking Farm Phosphorus Reduction Planner to Total Maximum Daily Load			
5. Federal Catalog #:	10.912			
6. Grant/Donor Name and Address: USDA Natural Resource Conservation Service, 356 Mountain View Drive, Suite 105 Colchester, VT 05446				
7. Grant Period:	From:	9/4/2020	To:	3/1/2022
8. Purpose of Grant: Upgrade modeling tool to use for payment for performance model and hire position to launch a new program				
9. Impact on existing program if grant is not Accepted: Required for a second grant (\$7M federal funding) we were recently awarded, would put that acceptance at risk.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 21	FY 22	FY	
Personal Services	\$118,830	\$160,021	\$	
Operating Expenses	\$35,170	\$45,979	\$	
Grants	\$90,000	\$50,000	\$	
Total	\$244,000	\$256,000	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$104,000	\$146,000	\$	
Federal Funds:	\$140,000	\$110,000	\$	
(Direct Costs)	\$140,000	\$110,000	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$244,000	\$256,000	\$	
Appropriation No:	2200160000	Amount:	\$140,000	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$140,000	

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? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: _____ Agreed by: DB 11/19/2020 (initial)

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

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

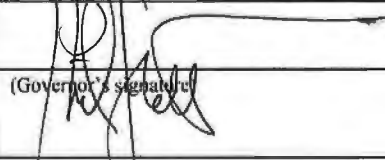
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: Diane Bothfeld	Digitally signed by Diane Bothfeld Date: 2020.11.19 15:44:25 -05'00'	Date:
	Title: Director of Administrative Services IV		
	Signature:		Date:
	Title:		

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) Kristin Clouser	Digitally signed by Kristin Clouser Date: 2020.12.01 16:24:41 -05'00'	Date:
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted		Date:
<input type="checkbox"/> Rejected		1/6/21

16. DOCUMENTATION REQUIRED

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

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).



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:	This is a grant from the United States Department of Agriculture Natural Resources Conservation Service (USDA - NRCS) to the Vermont Agency of Agriculture, Food and Markets to support the upgrade of a on-farm phosphorus modeling tool and support a new Limited Service Position.				
Date:	11/30/2020				
Department:	Agency of Agriculture, Food and Markets				
Legal Title of Grant:	Linking Farm Phosphorus Reduction Planner to Total Maximum Daily Load				
Federal Catalog #:	10.912				
Grant/Donor Name and Address:	USDA Natural Resources Conservation Service, 356 Mountain View Drive, Suite 105, Colchester, VT 05446				
Grant Period:	From:	9/4/2020	To:	3/1/2022	
Grant/Donation	\$500,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$244,000	\$256,000	\$	\$500,000	This grant is made up of \$250,000 of new federal funds and \$250,000 of State in-kind match.

Position Information:	# Positions	Explanation/Comments
	1	This position is 100% federally funded by this grant.
Additional Comments:		

Department of Finance & Management	Adam Greshin <small>Digitally signed by Adam Greshin Date: 2020.11.30 14:53:21 -0500</small>	(Initial)
Secretary of Administration	Kristin Clouser <small>Digitally signed by Kristin Clouser Date: 2020.11.01 15:19:55 -0500</small>	(Initial)
Sent To Joint Fiscal Office	Ariel Murphy <small>Digitally signed by Ariel Murphy Date: 2021.01.07 16:17:10 -0500</small>	Date



STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		



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

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

Agency/Department: Agriculture Date: 10/15/20

Name and Phone (of the person completing this request): Laura DiPietro

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):

USDA, Natural Resource Conservation Service, Conservation Innovation Grant: Linking Farm Phosphorus Reduction Planner to Total Maximum Daily Load, CFDA 10.912

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:

Title* of Position(s) Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date

Agricultural Water Quality Program Coordinator III (PG 24); 1 Position; Water Quality Division; Grant ends 03/01/2022 (however we have a second incoming federal grant that will be requested to extend this position into 2025 depending on the start date of that 5 year agreement)

*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:

The Agency was awarded a grant that provides for a position to implement an overall payment for performance program. This CIG grant is just one piece of this program development and a second \$7M (RCPP) federal grant has been approved and is working through the contracting phase at this point. This CIG grant is for 1.5 years to create IT modeling and a position to launch the program. The second RCPP grant once contracted is intended to extend this position and continue the program allowing for farm data entry and payments for the performance of practices implemented and associated water quality achievements. Without this position, launching all of this cannot happen.

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)).

Diane Bothfeld Digitally signed by Diane Bothfeld
Date: 2020.10.15 14:36:10 -04'00'

Signature of Agency or Department Head _____ Date _____

Aimee Pope _____ 11/02/2020

Approved/Denied by Department of Human Resources _____ Date _____

approved **Adam Greshin** Digitally signed by Adam Greshin
Date: 2020.11.30 14:43:39 -05'00'

Approved/Denied by Finance and Management _____ Date _____

Kristin Clouser Digitally signed by Kristin Clouser
Date: 2020.12.01 16:25:24 -05'00'

Approved/Denied by Secretary of Administration _____ Date _____

[Signature] _____ 1/6/21

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 _____	Effective Date: _____
Comments: _____	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.*

The Agricultural Water Quality Program Coordinator III leads one program to ensure program and funding goals are met. Develop strategies to improve program functionality and success. Primary manager of funding stream, including understanding appropriations, carry forward, dollars granted/contracted, and approve claims. Guide development of outreach and educational materials, collaborating with VAAFAM staff and other agencies as appropriate. Guide policy development and implementation. May testify to legislature. Attend events, tables, participates in partner efforts, sits on advisory committees, represents VAAFAM program to state and national audiences. Present with great detail VAAFAM water quality programs, as well as programs offered by other agencies and organizations. Perform in-depth data analysis and use data analysis tools and softwares, including creation of tools for data analysis. Performs related duties as required.

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*.

USDA Natural Resource Conservation Service (NRCS)
USDA Farm Service Agency
US Fish and Wildlife Service Partners Program
Natural Resources Conservation Districts (NRCDs)
Vermont Agency of Natural Resources Department of Environmental Conservation Water Quality Division
Environmental Protection Agency (EPA)
University of Vermont Extension
Technical Service Providers
Other Conservation Professionals, such as the Agricultural Resource Specialists, and Vermont Land Trust
Watershed groups such as the Farmers Watershed Alliance, the Friends of Northern Lake

Champlain, Champlain Valley Farmers Coalition, and the Franklin Watershed Committee
Environmental Consultants, such as Stone Environmental, and Environmental Advocates,
such as Lake Champlain International
Farmers

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 Agricultural Water Quality Program Coordinator III must be very skilled in the use of GIS or other spatial land management software programs.

Skilled use of various media platforms including setting up and managing a website for the division, creating outreach materials using software such as Adobe, and other social media networks to convey messages.

Has an understanding of software used for conservation planning and nutrient management planning such as NRCS Customer Service Toolkit, RUSLE2, P-Index, waste generation and the Nitrate Leaching Index.

Has the ability to use and manipulate with ease Microsoft products including Word, Excel, and PowerPoint for a wide range of applications.

Strong understanding of how to collect data and analyze it for statistical purposes, compilation, and evaluation methodologies.

Strong grammar and technical writing skills.

Ability to evaluate complex and controversial issues and be able to report back to leadership with proposed solutions that if approved this position is able to implement if outcome is at a peer level.

Ability to guide team members to reach successful outcomes through collaboration.

Well-developed knowledge of environmental factors associated with production of agricultural and food products, including conservation practice standards, recent scientific research, and state and federal water quality regulations.

Well-developed knowledge of fund management and grantee stewardship.

Ability to assist in development, review and offer feedback on relevant policies.

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.

The AWQPC III position requires the ability to work independently including the ability to anticipate program needs, gather data from many sources, and produce results without supervision. Tasks are more generally assigned by the supervisor and may also be provided through a team leader, however this position is responsible to prioritize and schedule the tasks. This position is mid level and requires limited oversight in the office and at outside meetings as applicable. The employee is expected to set up outside meetings, develop and deliver educational presentations and materials on their own and as needed checking in with their supervisor to ensure the work is on target with the program goals.

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.*

In addition to the mental demands that the AWQPC II position has, this AWQPC III position must be possess higher level data analysis skills including the ability to assist with the development and use of computer applications such as adobe and GIS. This position must also be able to develop the necessary templates and software (when applicable) to implement program needs.

A challenging aspect of the AWQPC III position is to be able to communicate, coordinate and manage all aspects of state and federal water quality standards and regulations and technical assistance programs in regards to their impact on Vermont agriculture. This includes federal guidelines from the EPA, technical standards from the NRCS and policy level discussions with federal partners and other state agencies such as ANR. Many of the federal program guidelines are built into state programs for regulatory, technical and financial assistance in relation to agricultural water quality. This position is responsible to consistently enter data electronically for tracking and reporting purposes, inspecting farms for compliance to state water quality programs and/or coordinating technical and financial assistance programs to help farms come into compliance and go above and beyond the regulations. This position will work with many individuals including VAAFm agriculture engineers, contractors and farmers as well as with partners outside of our Agency such as NRCS, UVM Extension, Conservation Districts and non-profit water quality organizations. Understanding rules and guidelines as they change, knowing which partners are most appropriate for tasks at hand, being involved in the discussions when revisions are made and disseminating the information appropriately are extremely important to this position.

Another important component of this position is managing confrontational situations. There

is a very high likelihood that confrontational situations will arise one on one with a farmer, during public meetings and public hearings related to agriculture water quality, and during discussions about agricultural water quality when working with our partners. There is the potential to receive threats from the farm community and to have heated discussions where opinions differ on the approach to managing agricultural water quality in Vermont.

This AWQPC III position may be in a situation where they have to interpret regulations or program requirements where no clear policies define the intent. In addition the employee may encounter regulations or program requirements that are not practical in the field. The employee may have to raise these issues, gather a group of peers together to formulate a solution and pave the way for a new policy to be made by supervisors along with potentially leading on the implementation of the policy.

This position must be able to identify which reports are necessary for the appropriate situations and be able to run reports or assess data collected as part of their duties in order to explain programmatic progress and/or needs.

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 Agency of Agriculture, Food & Markets Water Quality division financial technical assistance programs are currently operating at about \$6.5M annually with the expectation of increased funding in future years. This position is more involved with being responsible for those funds, playing a role in helping to develop policies and procedures to gather the necessary documentation to appropriately allocate and spend these funds on farm projects. This position is expected to be able to accurately implement the policies and maintain near perfect files for all records of grants and contracts. This position will attend partner meetings where they will identify the reporting and accountability needs required from the Agency to the partner and to develop a recommendation for a supervisor or team lead to approve and to eventually become Agency policy. This position has more latitude to make minor decisions on the spot in meetings about new areas where there is no policy in place and of the outcome of the decision conforms to the goals and visions of the division.

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?
Explaining why a farmer is not eligible for a program or that you cannot provide funding to a farmer because they failed to meet the terms of the grant or contract.	5
Hearing about all the other challenges facing farms and being blamed as the Agency for the situation they may be in.	15
Explaining the regulatory and programmatic requirements to a farm and clarifying which program/partner is responsible and trying to help the farm navigate the system from there.	50

- 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?
Disgruntled customers	15
Walking in fields to check on implementation or learn about practices	10

- 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?
Program outreach materials	20 to 50 lbs	once per month

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

Type	How Much of the Time?
Office (sitting at desk)	60
Driving statewide	10

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.

[Empty rectangular box]

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?

This AWQPC III position is the mid level position in the career ladder that affords the opportunity for staff members to demonstrate their abilities to organize and lead at the program level. This AWQPC III position is the main support position for the next level in the ladder and to the immediate supervisor.

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

The most important KSAs is having considerable knowledge of the regulations and related assistance programs. This position allows staff to act as lead at the program level. Also the ability to communicate effectively with farmers and the general partners and public

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:

Agricultural Water Quality Program Coordinator III; PG 24

Supervisor's Signature (required): E-SIGNED by Ryan Patch on 2020-10-15 16:39:54 GMT Date: October 15, 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).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): E-SIGNED by Jane Modica
on 2020-10-15 17:31:53 GMT Date: October 15, 2020

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.

Suggested Title and/or Pay Grade:

E-SIGNED by Diane Bothfeld
on 2020-10-15 16:43:29 GMT October 15, 2020
Appointing Authority or Authorized Representative Signature (required) **Date**

AGRICULTURE WATER QUALITY PROGRAM COORDINATOR III

Job Code:

Pay Plan: Classified

Pay Grade: 24

Occupational Category: Agricultural & Forestry

Effective Date:

Class Definition:

Administrative, technical, and educational work for the Agency of Agriculture relating to the water quality cost-share programs, farm water quality permits/certifications, water quality related rules, and general water quality protection. Educational and outreach activities to promote conservation and land management practices to enhance water quality in and around agricultural operations. Provides technical assistance to farmers applying for cost share funds for water quality conservation projects. Assists with regulatory compliance on farms for water quality. Provides technical assistance on nutrient management to farms statewide and to individuals and organizations providing nutrient management services. Work is performed under the general supervision of the Director of the Water Quality Division.

Examples of Work:

The Agricultural Water Quality Program Coordinator III leads one program to ensure program and funding goals are met. Develop strategies to improve program functionality and success. Primary manager of funding stream, including understanding appropriations, carry forward, dollars granted/contracted, and approve claims. Guide development of outreach and educational materials, collaborating with VAAFAM staff and other agencies as appropriate. Guide policy development and implementation. May testify to legislature. Attend events, tables, participates in partner efforts, sits on advisory committees, represents VAAFAM program to state and national audiences. Present with great detail VAAFAM water quality programs, as well as programs offered by other agencies and organizations. Perform in-depth data analysis and use data analysis tools and softwares, including creation of tools for data analysis. Performs related duties as required.

Environmental Factors:

Duties are performed in both an office setting and in the field. Duties in the field may include walking along stream banks and in agricultural fields where one might encounter livestock. Field work may require carrying of heavy equipment while traversing rough terrain and bodies of water in all weather conditions. Incumbent must have private

means of transportation for completion of field assignments on a timely basis. Travel statewide is required. Some work outside of regular working hours, including attendance at public meetings, may be required. Work will often be performed in a dynamic and engaging committee-style forum where strong differences of opinion may be encountered on a regular basis.

Minimum Qualifications:

Knowledge, Skills and Abilities:

The Agricultural Water Quality Program Coordinator III must be very skilled in the use of GIS or other spatial land management software programs.

Skilled use of various media platforms including setting up and managing a website for the division, creating outreach materials using software such as Adobe, and other social media networks to convey messages.

Has an understanding of software used for conservation planning and nutrient management planning such as NRCS Customer Service Toolkit, RUSLE2, P-Index, waste generation and the Nitrate Leaching Index.

Has the ability to use and manipulate with ease Microsoft products including Word, Excel, and PowerPoint for a wide range of applications.

Strong understanding of how to collect data and analyze it for statistical purposes, compilation, and evaluation methodologies.

Strong grammar and technical writing skills.

Ability to evaluate complex and controversial issues and be able to report back to leadership with proposed solutions that if approved this position is able to implement if outcome is at a peer level.

Ability to guide team members to reach successful outcomes through collaboration.

Well-developed knowledge of environmental factors associated with production of agricultural and food products, including conservation practice standards, recent scientific research, and state and federal water quality regulations.

Well-developed knowledge of fund management and grantee stewardship.

Ability to assist in development, review and offer feedback on relevant policies.

Education:

High school diploma or equivalent AND six (6) years or more of experience in agriculture, environmental conservation, or a related field.

OR

Associate's degree in agriculture, environmental conservation, or a related field AND four (4) years or more of experience in agriculture, environmental conservation or a related field.

OR

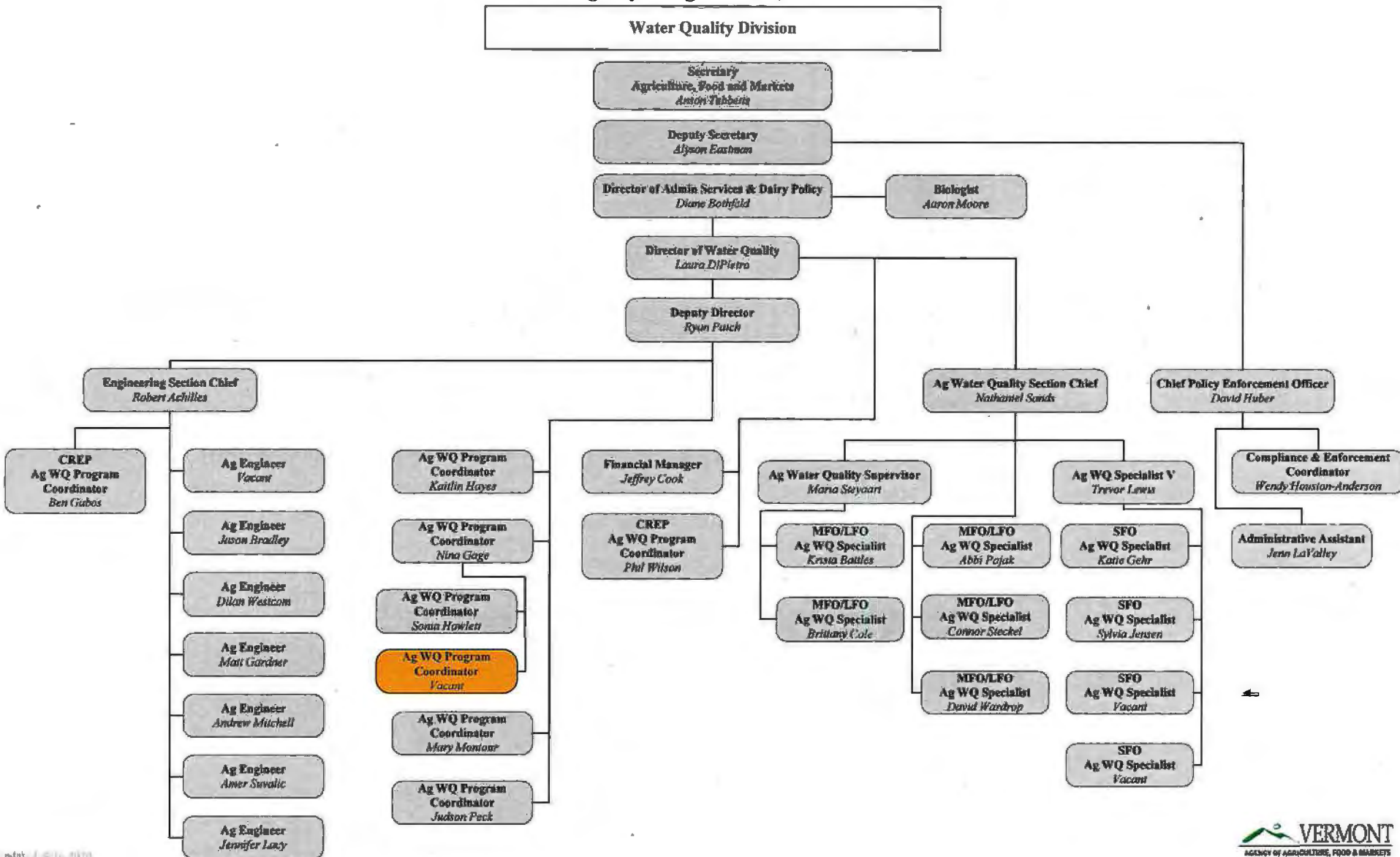
Bachelor's degree in agriculture, environmental conservation, or a related field AND two (2) years or more of experience in agriculture, environmental conservation, or a related field.

OR

Four (4) years as a Water Quality Program Coordinator II.

Special Requirements: n/a

Vermont Agency of Agriculture, Food & Markets





U.S. Department of Agriculture
Natural Resources Conservation Service

NRCS-ADS-093

NOTICE OF GRANT AND AGREEMENT AWARD

1. Award Identifying Number NR201644XXXXG001	2. Amendment Number	3. Award /Project Period date of final signature - 03/01/2022	4. Type of award instrument: Grant Agreement
5. Agency (Name and Address) Natural Resources Conservation Service 356 Mountain View Drive, Suite 105 Colchester, VT 05446		6. Recipient Organization (Name and Address) STATE OF VERMONT DEPT FINANCE & MAN 116 STATE STREET MONTPELIER VT 05620-2901 DUNS: 809376718 EIN:	
7. NRCS Program Contact Name: JOE BUFORD Phone: 802-951-6796 Email: joe.buford@ok.usda.gov	8. NRCS Administrative Contact Name: CHARLENE WINTERS Phone: (919) 873-2162 Email: charlene.winters@wdc.usda.gov	9. Recipient Program Contact Name: Ryan Patch Phone: (802) 272-0323 Email: ryan.patch@vermont.gov	10. Recipient Administrative Contact Name: Diane Bothfeld Phone: (802) 828-5667 Email: Diane.bothfeld@vermont.gov
11. CFDA 10.912	12. Authority 16 U.S.C. 3839aa et seq.	13. Type of Action New Agreement	14. Program Director Name: Ryan Patch Phone: (802) 272-0323 Email: ryan.patch@vermont.gov
15. Project Title/ Description: Linking Farm Phosphorus Reduction Planner (FarmPREP) to total Maximum Daily Load (TMDL).			
16. Entity Type: A = State government			
17. Select Funding Type			
Select funding type:	<input checked="" type="checkbox"/> Federal	<input checked="" type="checkbox"/> Non-Federal	
Original funds total	\$250,000.00	\$250,000.00	
Additional funds total	\$0.00	\$0.00	
Grand total	\$250,000.00	\$250,000.00	
18. Approved Budget			

Personnel	\$0.00	Fringe Benefits	\$0.00
Travel	\$0.00	Equipment	\$0.00
Supplies	\$0.00	Contractual	\$0.00
Construction	\$0.00	Other	\$250,000.00
Total Direct Cost	\$250,000.00	Total Indirect Cost	\$0.00
		Total Non-Federal Funds	\$250,000.00
		Total Federal Funds Awarded	\$250,000.00
		Total Approved Budget	\$500,000.00

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

Name and Title of Authorized Government Representative VICKY DREW State Conservationist	Signature  VICKY DREW	Digitally signed by VICKY DREW Date: 2020.09.04 12:38:21 -04'00'
Name and Title of Authorized Recipient Representative Diane Bothfeld Director of Administrative Services	Signature 	Date E-SIGNED by Diane Bothfeld on 2020-09-02 13:36:25 GMT

NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

PRIVACY ACT STATEMENT

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

Statement of Work

Purpose

Waters across Vermont have been critically impaired by nutrient additions including from agricultural runoff. The Environmental Protection Agency (EPA) assessed the Lake Champlain and Lake Memphremagog Basins in 2016 and 2017 to establish Total Maximum Daily Loads (TMDL) for phosphorus (EPA 2015, DEC 2017). The TMDLs provide watershed-by-watershed phosphorus reduction targets for various sectors, including agriculture. Many Vermont watersheds that are not under TMDLs face similar nutrient challenges from agricultural runoff.

To determine the TMDL required reductions, the Soil and Water Assessment Tool (SWAT) was used to calculate the phosphorus loading from nonpoint source agriculture in the Lake Champlain Basin (LCB). Field parameters, such as slope and soil type, were used to categorize every crop field in Vermont into one of three crop rotation categories (Permanent Corn, Permanent Hay, or Corn-Hay Rotation) and one of two soil drainage class categories (moderate/well-drained or poorly drained)¹. SWAT modelled phosphorus loading for all crop fields based on the crop management (i.e. tillage, nutrient applications) associated with each of these six combinations of crop rotations and soil drainage. All TMDL phosphorus load reductions from nonpoint source agriculture are measured against these outputs. In this application we refer to the crop rotation assumptions associated with these six possible scenarios as Historic Base Management Assumptions (HBMA), and the associated output as the TMDL Base Load.

¹ Tetra Tech (2015). Lake Champlain Basin SWAT Model Configuration, Calibration and Validation Appendix A – Agricultural Management Practices. Accessed on 6.3.2020. Page A-1. <https://www.epa.gov/sites/production/files/2015-09/documents/swat-model-configuration-calibration-validation-appendices.pdf>

² Vermont Agency of Administration (2019). Vermont Clean Water Initiative 2019 Performance Report. Accessed on 6.3.2020. Page 48. https://dec.vermont.gov/sites/dec/files/wsm/erp/2020-01-14_CleanWaterPerformanceReport_SF2019-FINAL.pdf

The percentage of phosphorus reductions required for nonpoint source agriculture varies from 20.0% to 82.8% by watershed, with an overall required reduction of 53.6%. In the past three years, State-Federal partnerships have achieved over 10% of the annual phosphorus reductions required by the LCB TMDL, of which agriculture has contributed 97% of the reductions.² These figures, drawn from Vermont's FY2019 Clean Water Investment Report, reinforce that efforts addressing agricultural nonpoint source pollution are essential to achieving clean water goals in Vermont and that although progress is being made, there is substantial work still to be done.

The goal of the Vermont Agency of Agriculture, Food and Markets (AAFV) is that this CIG initiative will equip us to develop the foundation for a pay-for-performance system in Vermont that would pay for phosphorus reductions above state and federal regulatory requirements. This innovative approach is a long-standing goal of the Agency and has been identified as a need in Vermont by partners and stakeholders, including farmer watershed groups. To develop such a pay-for-performance system, an accurate, location-specific quantification tool that can calculate additionality of performance is necessary. This application proposes to modify an existing tool, FarmPREP, for this innovative purpose.

FarmPREP is an innovative web application that streamlines data inputs and outputs to NRCS's complex Agricultural Policy/Environmental eXtender (APEX) model to provide accurate results for phosphorus loading.³ FarmPREP combines the integrity of the APEX model with a more efficient user-interface to determine phosphorus loading in Vermont. FarmPREP is fully functional, free for users, simple to use, and has been calibrated to common agronomic practices in Vermont. FarmPREP is therefore an ideal tool to use for potential pay-for-performance systems. In Vermont, the TMDL loading reductions are the major drivers of regulations on agriculture. According to the EPA Lake Champlain Phosphorus TMDL and its BMP Scenario Tool Report, implementation of Vermont's enhanced agricultural nonpoint source regulations, such as the Required Agricultural Practices (RAPs), will be sufficient for agricultural land to meet required reductions in Lake Champlain Basin watersheds.^{4 5} Therefore, tying the FarmPREP baseline to the assumptions made in the LCB TMDL would allow FarmPREP to calculate the additionality of phosphorus reductions beyond Vermont's regulatory baseline.

In this proposal, we propose entering the Historic Base Management Assumptions into the FarmPREP web-application to calculate phosphorus reductions beyond the TMDL Base Load. These modifications will increase the utility of this tool for pay-for-performance, as well as for farmers to develop an understanding of the impacts of their conservation practices in the context of statewide water quality goals. Entry of farm data into this tool and subsequent analysis will allow the Agency and its partners to make informed and data-driven decisions as they set up a potential pay-for-performance system centered around payments for phosphorus reductions above the TMDL Base Load.

Objectives

Objective #1: Modify FarmPREP to model phosphorus reductions from a modeled TMDL Base Load.

This Objective incorporates three subobjectives, which highlight specific outcomes that we expect to occur within the first 9 months of the grant and that will be reported on to NRCS as they are achieved:

1. Add Historic Base Management Assumptions (HBMA) into FarmPREP
2. Assign HBMA to specific fields

3. Add report functionality – list of fields with all inputs and modeled outputs

For the LCB TMDL, the SWAT model generated base phosphorus loading estimates using the Historic Base Management Assumptions (HBMA), a series of crop management assumptions. We propose to modify FarmPREP to use these same HBMA to develop a field-by-field baseline. As a result, FarmPREP

will geospatially determine which of the six HBMA crop rotations is relevant for the field drawn and will then calculate the phosphorus loading based on the crop management associated with the particular HBMA to provide the most field-specific TMDL Base Load estimate yet modelled in Vermont. Doing so will more directly link FarmPREP to the TMDL and enable us to measure and evaluate the effects of current crop management in reducing phosphorus loading to waters of the state.

A long-term goal of AAFM is to develop an innovative pay-for-performance model that would pay producers for phosphorus reductions that go above and beyond the TMDL, rather than paying solely for practice implementation, which is the current model for water quality funding in the state. Therefore, the ultimate objective of tying FarmPREP to the TMDL in the manner described in this proposal is to enable FarmPREP to calculate the phosphorus reductions that we would propose paying for under such an approach. Modification of FarmPREP to perform this novel function is necessary to evaluate the potential for such a system, as well as to support such a system if implemented in the future. Objective #2: Recruit farms of diverse sizes and types to work with AAFM staff members to input their land management data into FarmPREP and then run the FarmPREP model on those farms.

The Agency is currently working with a variety of producers on data entry through the Vermont Environmental Stewardship Program (VESP), which was developed by AAFM in coordination with several partners, including VT-NRCS. VESP is currently in a pilot phase to develop the full program, which will focus on holistic environmental stewardship. AAFM staff and partners have worked extensively with these producers to gather land management data for eight farms from a diversity of farm types, sizes and locations, totaling over 1,500 acres. This data is ready to enter and run in FarmPREP. This CIG would build off existing work that has gone into working with these farms.

AAFM staff will also work to recruit additional farms to enter data for the purpose of this program. The Agency aims to enter data from 10-12 total farms with a diversity of sizes, land uses, and conservation practice implementation. The Agency will record and report the number of farms worked with and the breakdown of those farms by size, as well as the number of acres and fields entered into FarmPREP.

AAFM staff will then collect and review the FarmPREP outputs for each field and for each farm to use for Agency analysis and evaluation. The Agency will aggregate and report the number of acres of different conservation practices entered in FarmPREP for analysis, as well as the outcomes of the resulting analysis as described in Work Area #3.

Objective #3: Analyze FarmPREP outputs and social and economic data of participating farms and evaluate the opportunity for payments for phosphorus reductions from the TMDL Base Load.

We will use the data collected from FarmPREP to answer several pressing questions that will inform the development of a potential pay-for-performance program that will pay farmers for phosphorus reductions beyond the TMDL Base Load. The specific subobjectives from Objective #3, are as follows:

1. Evaluate the length of time necessary to input data into FarmPREP.
2. Evaluate the capacity for modeled reductions from the TMDL Base Load.
3. Evaluate the cost-effectiveness of a pay-for-performance program based on phosphorus reductions as modeled in FarmPREP.

This information will allow the Agency to inform the development of a pay-for-performance system based on phosphorus reductions above the TMDL Base Load. In particular, the outcomes of this analysis would inform payment rates and caps for data entry payments and phosphorus payments, eligibility guidelines, and required reduction thresholds above which producers with different land use types would be eligible for payment.

Budget Narrative

The official budget (including cost category itemization as identified on the SF-424A) described in this Budget Narrative will be considered the "the total budget as last approved by the Federal awarding agency" for this award.

Personnel \$182,572.20
Federal \$76,071.75
Non-Federal \$106,500.45

Fringe Benefit \$80,393.47
Federal \$33,497.28
Non-Federal \$46,896.19

Contractual \$140,000.00
Federal \$100,000.00

Non-Federal \$40,000.00

Total Direct Costs \$402,965.67

Federal \$209,569.03

Non-Federal \$193,396.64

Indirect Costs @36.9% of Personnel & Fringe Benefits MTDC \$97,034.33

Federal \$40,430.97

Non-Federal \$56,603.36

Total Award \$500,000

Federal \$250,000

Non-Federal \$250,000

Federal Request – Personnel, Fringe and Indirect \$150,000

This CIG application also requests \$150,000 in Federal funding over 1.5 years towards the direct and indirect costs associated with Vermont Agency of Agriculture, Food and Markets (AAFM) staff contracting with Stone Environmental for Objective #1, and performing the work necessary to achieve the deliverables associated with Objectives #2 and #3. We estimate that this funding would support 2600 hours of work, corresponding to 1.25 FTE. The qualifications of project team members whose time may contribute to this effort are listed in the Project Narrative under "Project Management." Specifically, staff members Judson Peck and Sonia Howlett would particularly contribute to this effort and towards completion of the project objectives.

In our SF-424A budget form, the requested Federal funding for the staff involved in this projects is detailed as follows: \$76,071.75 towards Personnel, \$33,497.28 towards Fringe Benefits, and \$40,430.97. This breakdown is informed by the current pay grade and ratio of benefits to wages of personnel at the Agricultural Water Quality Program Coordinator position level and includes indirect costs at a rate of 36.9% according to a current negotiated indirect cost rate agreement (NICRA) between the applicant and the Federal Government.

Non-Federal Contribution – Personnel, Fringe and Indirect \$210,000

AAFM is able to provide commitment of \$210,000 of in-kind contribution toward this project, which includes \$106,500.45 for Personnel, \$46,896.19 for Fringe Benefits, and \$56,603.36 for associated Indirect Costs as negotiated with NRCS at a rate of 36.9% according to a current negotiated indirect cost rate agreement (NICRA) between the applicant and the Federal Government. This in-kind contribution is based on an estimated 3640 hours of staff time, corresponding to 1.75 FTE, and is based on the same current pay grade and ratio of benefits to wages of personnel at the Agricultural Water Quality Program Coordinator position.

Federal Request – Contractual \$100,000

This CIG application requests \$100,000 in Federal funding from this Conservation Innovation Grant towards modeling and tool modification work in FarmPREP from a third-party contractor. According to cost estimates for this work provided by Stone Environmental, a likely contractor for this service, this level of support will be sufficient to cover the cost of all modifications described in the Project Narrative for Objective #1, Modify FarmPREP. The breakdown for this funding estimates \$30,000 to incorporate baseline modelling into the FarmPREP tool that replicates the assumed land management or agricultural practices associated with different field and crop types in Lake Champlain Basin TMDL SWAT Modeling Assumptions, \$50,000 to use field parameters as specified in the TMDL, such as slope, soil type, and soil drainage to assign a Historic Base Management Assumption to each field, and \$30,000 to develop a web application feature that will allow users to generate a list of entered fields, the related inputs, and resulting modeled phosphorus reduction outputs per farm. We anticipate that this work would occur in the first year of the program and be reimbursed to the Agency at the end of Year 1 following completion of the deliverables associated with Objective #1.

Non-Federal Contribution – Contractual \$40,000

Farms involved with this project will be providing data to the State for the purpose of Objective 2 for this project. In the process of their recruitment and commitment of 10-12 farms as collaborators in this initiative, those participants will be eligible to receive financial assistance through the AAFM Farm Agronomic Practice (FAP) program on a practice payment basis. The reporting involved with this initiative will serve as required submission for FAP funding program, and provide an additional incentive for farms to be participating collaborators. The payments that collaborating farms will receive for practices installed that meet FAP program requirements, as well as serve as data inputs and conservation practices entered into FarmPREP for purposes of this project, will serve as a contribution towards this CIG project. FAP program funding maximum is \$8,000 per farm operation, and with 10 participating farms as collaborators, we estimate at least \$40,000 in contractual contributions towards this initiative.

Responsibilities of the Parties:

If inconsistencies arise between the language in this Statement of Work (SOW) and the General Terms and Conditions

attached to the agreement, the language in this SOW takes precedence.

NRCS will: Review quarterly progress reports. Process payments.

Recipient will:

Submit performance reports on a quarterly basis to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division staff via email to: FPAC.BC.GAD@usda.gov. Reports are due 30 calendar days after the reporting period and are based on the agreement period of performance start date.

Submit SF425 Financial Reports on a quarterly to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to: FPAC.BC.GAD@usda.gov. Reports are due 30 calendar days after the reporting period.. Please note that financial reporting is based on the calendar year.

Submit payment requests to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to: FPAC.BC.GAD@usda.gov on a quarterly basis. Refer to the General Terms and Conditions for more information regarding payment requests.

Expected Accomplishments and Deliverables

Objective #1, Modify FarmPREP

- Historic Base Management Assumptions (HBMA) added into FarmPREP
- HBMA assigned to specific fields in FarmPREP
- Report functionality – list of fields with all inputs and modeled outputs – incorporated in FarmPREP

Objective #2, Recruit Farms and Enter Farm Data

- Ten (10) to twelve (12) farms enter data in FarmPREP
- Survey results received from at least 60% of farm participants
- Participant discussion group held

Objective #3, Analyze and Evaluate Data

- Determine the length of time necessary to input data into FarmPREP a. Correlation between time spent to the number of fields and the number of acres for which data is entered.
- Evaluation of the capacity for modeled reductions from the TMDL Base Load. a. Summary of capacity for reductions by Historic Base Management Assumption and current land use type
b. Recommendations for appropriate threshold to pay above for different land uses
- Evaluation of the cost-effectiveness of a pay-for-performance program based on phosphorus reductions as modeled in FarmPREP. a. Calculation of estimated cost to the state (dollars per pound phosphorus) of producer payments for recorded practices under current practice-based payment programs.
b. Comparison of modeled performance-based P-reductions in FarmPREP to corresponding practice-based P-reductions estimated by the Vermont Department of Environmental Conservation (DEC) BMP Accounting and Tracking Tool (BATT).
c. Report on range of payments for phosphorus that would incentivize producers to participate in a pay-for-performance program.

In addition, the following deliverables will be submitted, as required:

- Semi-annual reports and final report
- Fact sheets: Using FarmPREP, Pay-for-Phosphorus in Vermont
- Participation in at least one event relaying CIG initiative to broader audience, with notification of NRCS technical contact
- Closing event, with notification of NRCS technical contact

Resources Required

N/A

Milestones

- RFP and Contract
- HBMA's in FarmPREP
- HBMA's assigned to fields in FarmPREP
- Farm data in FarmPREP
- Survey drafted
- Reporting possible in FarmPREP
- 10-12 farm data entered
- Surveys received
- Seminar with farm participants held
- Workshop held
- Final report of analysis, results, and outcomes
- Factsheet
- Closing informational meeting(s)

GENERAL TERMS AND CONDITIONS

Please reference the below link(s) for the General Terms and Conditions pertaining to this award:

U.S. DEPARTMENT OF AGRICULTURE FARM PRODUCTION AND CONSERVATION

GENERAL TERMS AND CONDITIONS GRANTS AND COOPERATIVE AGREEMENTS

The Farm Production and Conservation (FPAC) mission area encompasses the following USDA agencies: Natural Resources Conservation Service (NRCS), Farm Service Agency (FSA), Risk Management Agency (RMA), the Commodity Credit Corporation (CCC), and the FPAC Business Center.

I. APPLICABLE REGULATIONS

a. As a condition of this award, the recipient assures and certifies that it has and/or will comply and require subrecipients to comply with the requirements contained in the following statutes and regulations, as applicable. The full text of Code of Federal Regulations references may be found at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> and <http://www.ecfr.gov/>.

(1) 2 CFR Part 25, "Universal Identifier and System of Award Management" (2) 2 CFR Part 170, "Reporting Subaward and Executive Compensation Information" (3) 2 CFR Part 175, "Award Term for Trafficking in Persons" (4) 2 CFR Part 180, "OMB Guidelines to Agencies On Governmentwide Debarment And Suspension (Nonprocurement)" (5) 2 CFR Part 182, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)" (6) 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (7) 2 CFR Part 400, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (8) 2 CFR Part 417, "Nonprocurement Debarment and Suspension" (9) 2 CFR Part 418, "New Restrictions on Lobbying" (10) 2 CFR Part 421, "Requirements for Drug-Free Workplace (Financial Assistance)" (11) 2 CFR Part 422, "Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct"

b. Allowable project costs will be determined in accordance with the authorizing statute, the purpose of the award, and, to the extent applicable, to the type of organizations receiving the award, regardless of tier. The following portions of the Code of Federal Regulations are hereby incorporated by reference. The full text of Code of Federal Regulations references may be found at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> and <http://www.ecfr.gov/>.

(1) 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles And Audit Requirements For Federal Awards" (2) 48 CFR Part 31, "Contract Cost Principles and Procedures" c. For corporate recipients, by accepting this award the recipient acknowledges: (1) that it does not have a Federal tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) that it has not been convicted of a felony criminal violation under any Federal law within 24 months preceding the award, unless a suspending and debaring official of the USDA has considered suspension or debarment of the recipient corporation based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, the agency will annul this agreement and may recover any funds the recipient has expended in violation of the above cited statutory provisions.

II. UNALLOWABLE COSTS

The following costs are not allowed:

a. Costs above the amount authorized for the project. b. Costs incurred after the award period of performance end date. c. Costs not identified in the approved budget or approved budget revisions. d. Profit resulting from Federal financial assistance. Recipients may not earn and keep income resulting from an award. e. Costs of promotional items and memorabilia, including models, gifts, and souvenirs. f. Compensation for injuries to persons or damage to property arising from project activities.

This list is not exhaustive. For general information about the allowability of particular items of costs, please see 2 CFR Part 200, "Subpart E - Cost Principles", or direct specific inquiries to the administrative contact identified in the award.

The allowability of some items of costs may be difficult to determine. To avoid disallowance or dispute of such costs, the recipient may seek prior approval before incurring them. See 2 CFR 200.407. III. PRIOR APPROVAL REQUIREMENTS

Certain items of cost and award revisions require the prior written approval of the awarding agency. The following are the most common situations requiring prior approval. However, this list is not exhaustive, and the recipient is also bound by any other prior approval requirements identified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

a. Pre-award costs.—To receive reimbursement for costs incurred prior to the award date, recipients must request written approval before incurring the costs. This restriction also applies to costs intended to meet cost-share requirements. FPAC agencies will not approve expenses incurred more than 90 calendar days before the period of performance start date. All costs incurred before the period of performance start date, even if approved, are at the recipient's risk (i.e., the Federal awarding agency is under no obligation to reimburse such costs if for any reason the recipient does not receive a Federal award or if the Federal award is less than anticipated and inadequate to cover such costs). b. Revisions to scope, objective, or deliverables.—When it is necessary to modify the scope, objective, or deliverables of an award, the recipient authorized signatory must submit a written request and justification for the change along with the revised scope, objective, or deliverables of the award to the administrative contact. The request should contain the following information: 1. Grant or agreement number 2. Narrative explaining the requested modification to the project scope, objectives, or deliverables 3. A description of the revised scope, objectives, or deliverables

c. Additions or changes to subawards and contracts.—The subawarding, transferring, or contracting out of any work under a Federal award not identified in the original award budget or any changes to subaward or contracts requires prior written approval. The recipient must submit a justification for the proposed subaward/contract, a statement of work to be performed, and a detailed budget for the subaward/contract to the administrative contact. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. d. Change in a key person specified in the application or award.—When there is a change in key personnel, the recipient must request prior written approval for the substitution or change. The request must identify the replacement personnel and provide his or her qualifications.

e. Absence or change in project leadership.—If the approved project director or principal investigator disengages from the project for more than three months or reduces time devoted to the project by 25 percent or more, the recipient must notify the administrative contact in writing, identifying who will be in charge during the project director's absence. The notification must include the qualifications of the replacement.

f. Budget revisions.—Recipients must request prior written approval for deviations from the approved budget in the instances described below. For all budget revisions, the recipient must submit a new SF 424A or 424C and budget narrative to support the request. 1. The inclusion of costs that require prior approval in accordance with Subpart E—Cost Principles of this part or 45 CFR part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR part 31, "Contract Cost Principles and Procedures," as applicable. 2. Where the cumulative amount of transfers of funds among direct cost categories or programs, functions, and activities exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, and where the Federal share of the project exceeds the simplified acquisition threshold. 3. The transfer of funds budgeted for participant support costs to other categories of expense requires prior written approval. Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects. 4. Changes in the approved cost-sharing or matching provided by the recipient. 5. Additional Federal funds needed to complete the project. 6. Changes to negotiated indirect cost rates during the award period of performance. 7. Equipment purchases not specifically identified in the approved budget.

g. No-Cost Extensions of Time.—When a no-cost extension of time is required, the recipient authorized signatory must submit a written request to the FPAC administrative contact. Except in very limited circumstances, a no-cost extension of time cannot exceed 12 months. FPAC cannot approve requests for no-cost extensions received after the expiration of the award. In addition, time may not allow extension requests submitted less than 30 calendar days before the period of performance end date to be processed, so recipients are encouraged to submit requests as soon as possible. FPAC agencies cannot approve no-cost extensions requested merely to expend remaining funds. The request must contain the following: 1. Amount of additional time requested 2. Explanation for the need for the extension 3. A summary of progress to date and revised milestones

IV. PAYMENTS

a. Recipients must request reimbursement or advances using a properly completed and executed SF-270, submitted with supporting documentation to either the ezFedGrants system or to the e-mail address specified in the statement of work. FPAC agencies will make payment to the recipient on a reimbursable or advance basis in accordance with the frequency specified in the statement of work.

b. Recipients requesting advances should request payments in amounts necessary to meet their current needs pursuant

to procedures contained in the Federal administrative provisions and 31 CFR Part 205. At the end of each advance period, the recipient must provide a justification (i.e., documentation) showing the amount of advanced funds spent.

c. The method of payment between the recipient and its contractors will be in accordance with the policies and procedures established by the recipient except that the contractors may not use the USDA Office of Financial Management/National Finance Center method to request payments. If the recipient makes advance payments to contractors, the recipient must ensure that the timing of such payments is designed to minimize elapsed time between the advance payment and the disbursement of funds. Recipients must not submit requests from their contractors for review or approval.

d. Accounting records for all costs incurred under this award must be supported by source documentation. Such documentation includes, but is not limited to, canceled checks, paid bills, payroll records, and subaward documents. Labor cost charges to this award must be based upon salaries actually earned and the time actually worked on this award. All project costs must be incurred within the approved project period of this award, including any approved no-cost extension of time. Costs that cannot be supported by source documentation or that are incurred outside of the approved project period and budget may be disallowed and may result in award funds being returned to the Federal Government by the recipient. The level of detail and documentation required to be provided to support any individual payment request is at the discretion of the Government.

e. Recipients must pay all costs incurred (i.e., liquidate obligations) under the award not later than 90 calendar days after the period of performance end date.

V. FINANCIAL REPORTING

a. Recipients must submit a Federal Financial Report (FFR), SF 425 in accordance with the schedule included in the award statement of work. Recipients must submit reports to either the ezFedGrants system or to the email address specified in the statement of work. Failure to submit reports as required may result in suspension or termination of award.

b. The recipient must submit a final financial report no later than 90 days after the period of performance end date. c. The FPAC awarding agency will withhold payments under this award if the recipient is delinquent in submitting required reports.

VI. PERFORMANCE MONITORING AND REPORTING

a. The recipient is responsible for monitoring day-to-day performance and for reporting to FPAC. If the project involves subaward/contractual arrangements, the recipient is also responsible for monitoring the performance of project activities under those arrangements to ensure that approved goals and schedules are met.

b. The recipient must submit a written progress report at the frequency specified in the statement of work to either the ezFedGrants system or to the email address specified in the statement of work. Each report must cover— 1. A comparison of actual accomplishments with the goals and objectives established for the reporting period and, where project output can be quantified, a computation of the costs per unit of output.

2. The reasons why goals and objectives were not met, if appropriate.

3. Additional pertinent information including, where appropriate, analysis and explanation of cost overruns or high unit costs.

c. The recipient must submit a final performance report within 90 calendar days of the period of performance end date. d. The FPAC awarding agency will withhold payments under this award if the recipient is delinquent in submitting required reports.

VII. AUDIT REQUIREMENTS

The recipient is responsible for complying with audit requirements in accordance with 2 CFR 200, Subpart F. A recipient entity that expends \$750,000 or more during the recipient's fiscal year in Federal awards must have a single or program-

specific audit conducted for that year.

VIII. SPECIAL PROVISIONS

a. The recipient assures and certifies that it will comply with the minimum-wage and maximum-hour provisions of the Federal Fair Labor Standards Act.

b. Employees of FPAC agencies will participate in efforts under this agreement solely as representatives of the United States. They may not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of the recipient. They also may not assist the recipient with efforts to lobby Congress or to raise money through fundraising efforts. Further, FPAC employees must report to their immediate supervisor any negotiations with the recipient concerning future employment and must refrain from participation in projects or agreements with such recipients.

c. Employees of the recipient will not be considered Federal employees or agents of the United States for any purposes under this agreement. d. Except in very limited circumstances (e.g., construction agreements), no agreement period of performance can exceed a total of five years, including extensions. e. Recipients who engage or assist in scientific related activities on behalf of USDA must uphold the principles of scientific integrity established by Departmental Regulations 1074-001, Scientific Integrity. Covered activities include engaging in, supervising, managing, and reporting scientific work; analyzing and publicly communicating information resulting from scientific work; and utilizing information derived from scientific work in policy and decision making. f. Recipients of awards under covered programs (as defined in Executive Order 13858, January 31, 2019) are hereby notified that they are encouraged to use, to the greatest extent practicable, iron and aluminum as well as steel, cement, and other manufactured products produced in the United States in every contract, subcontract, purchase order, or subaward that is chargeable under the award. "Covered program" means a program that provides financial assistance for the alteration, construction, conversion, demolition, extension, improvement, maintenance, construction, rehabilitation, or repair of an infrastructure project in the United States. However, it does not include programs for which a domestic preference is inconsistent with law or programs providing financial assistance that are subject to comparable domestic preferences. g. The recipient and its employees are prohibited from promoting, recommending, or discussing the availability of specific commercial products or services with FPAC agency clients in the course of carrying out activities under this agreement, including any products or services offered by the recipient, except as may be specifically allowed in the agreement.

IX. PATENTS, INVENTIONS, COPYRIGHTS, AND ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER

a. Allocation of rights of patents, inventions, and copyrights must be in accordance with 2 CFR Part 200.315. This regulation provides that small businesses normally may retain the principal worldwide patent rights to any invention developed with USDA support.

b. In accordance with 37 CFR Section 401.14, each subject invention must be disclosed to the Federal agency within 2 months after the inventor discloses it in writing to contractor personnel responsible for patent matters. Invention disclosure statements pursuant to 37 CFR Section 401.14(c) must be made in writing to:

Farm Production and Conservation Business Center Grants and Acquisitions Division 1400 Independence Avenue, SW.
Room 6819 South Building Washington, DC 20250

c. USDA receives a royalty-free license for Federal Government use, reserves the right to require the patentee to license others in certain circumstances, and requires that anyone exclusively licensed to sell the invention in the United States must manufacture it domestically.

d. The following acknowledgment of USDA support must appear in the publication of any material, whether copyrighted or not, and any products in electronic formats (World Wide Web pages, computer programs, etc.) that is substantially based upon or developed under this award:

"This material is based upon work supported by the U.S. Department of Agriculture, under agreement number [recipient should enter the applicable award number here]."

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must include the following statement:

"Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Agriculture. In addition, any reference to specific brands or types of products or services does not constitute or imply an endorsement by the U.S. Department of Agriculture for those products or services."

e. All publications printed with Federal Government funds will include the most current USDA nondiscrimination statement, available from the Public Affairs Division, Civil Rights Division, or on the USDA home page. If the material is too small to permit the full nondiscrimination statement to be included, the material must, at a minimum, include the statement:

"USDA is an equal opportunity provider and employer."

The recipient is responsible for ensuring that an acknowledgment of USDA is made during news media interviews, including popular media such as radio, television, and news magazines, that discuss work funded by this award in a substantial way.

X. COST-SHARING REQUIREMENTS

a. If the award has specific cost-sharing requirements, the cost-sharing participation in other projects may not be counted toward meeting the specific cost-share requirement of this award and must come from non-Federal sources unless otherwise stated in the applicable program authorizing statute. b. Cost share must be documented on each SF 425 and SF 270 and in source documentation as it is provided by the recipient or third party. The required cost-share or matching ratio must be met by the end of the agreement period of performance; however, it does not have to be maintained for every payment request.

c. Should the recipient become aware that it may be unable to provide the cost-sharing amount identified in this award, it must— 1. Immediately notify the FPAC administrative contact of the situation. 2. Specify the steps it plans to take to secure replacement cost sharing. 3. Indicate the plans to either continue or phase out the project in the absence of cost sharing. If the recipient's plans are not acceptable to FPAC, the award may be subject to termination. FPAC modifications to proposed cost sharing revisions are made on a case-by-case basis. Failure by the recipient to notify FPAC in accordance with this section may result in the disallowance of some or all the costs charged to the award, the subsequent recovery by FPAC of some of the FPAC funds provided under the award, and possible termination of the award. It may constitute a violation of the terms and conditions of the award so serious as to provide grounds for subsequent suspension or debarment.

d. The recipient must maintain records of all project costs that are claimed by the recipient as cost sharing as well as records of costs to be paid by FPAC. If the recipient's cost participation includes in-kind contributions, the basis for determining the valuation for volunteer services and donated property must be documented.

e. Recipients must provide notification to the agency administrative contact when adding or replacing sources of cost-share contributions.

XI. PROGRAM INCOME

Program income is the gross revenue generated by a Federally funded activity earned during the performance period of the award. Program income may be earned by recipients from fees charged for conference or workshop attendance, from rental fees earned from real property or equipment acquired with Federal funds, or from the sale of commodities or items developed under the grant or cooperative agreement. It must fall within the guidelines at 2 CFR 200.307. Unless identified and addressed in the award, the recipient must provide notification to the administrative contact and request the manner it would like to treat the income (i.e., deductive or additive). Program income may be used to meet recipient cost-share requirements with the approval of the Government. All program income must be reported on the applicable SF 270 and SF 425.

XII. NONEXPENDABLE EQUIPMENT

Recipients purchasing equipment or products with funds provided under this award are encouraged to purchase only American-made equipment and products. Title to nonexpendable equipment purchased with award funds will vest in the recipient upon completion of the award project and acceptance by FPAC of required final reports. When equipment is no longer needed by the recipient and the per-unit fair market value is less than \$5,000, the recipient may retain, sell, or dispose of the equipment with no further obligation to FPAC. However, if the per-unit fair market value is \$5,000 or more, the recipient must submit a written request to the FPAC administrative contact for disposition instructions.

XIII. LIMIT OF FEDERAL LIABILITY

The maximum financial obligation of FPAC to the recipient is the amount of funds indicated in the award as obligated by FPAC. However, if an erroneous amount is stated on the approved budget, or any supporting document relating to the award, FPAC will have the unilateral right to make the correction and to make an appropriate adjustment in the FPAC share of the award to align with the Federal amount authorized.

XIV. MODIFICATIONS AND TERMINATIONS

The parties may amend this award through an exchange of correspondence between the authorized signatory of each or via formal amendment document. The award is subject to termination if FPAC determines that the recipient has failed to comply with the terms and conditions of the award. If the award is terminated, the guidelines at 2 CFR 200.339-42 will govern the obligations of the parties.

XV. PRIVACY ACT AND PROHIBITION AGAINST CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS

a. Activities performed under this award may involve access to confidential and potentially sensitive information about governmental and landowner issues. The term "confidential information" means proprietary information or data of a personal nature about an individual, or information or data submitted by or pertaining to an organization. This information must not be disclosed without the prior written consent of FPAC.

b. The recipient's personnel will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. Section 552a, and implementing regulations and policies with respect to systems of records determined to be subject to the Privacy Act. The recipient's personnel must also comply with privacy of personal information relating to natural resources conservation programs in accordance with section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (Public Law 107-171).

c. The recipient agrees to comply with the "Prohibition Against Certain Internal Confidentiality Agreements:"

1. You may not require your employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. 2. You must notify your employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this award provision are no longer in effect. 3. The prohibition in paragraph (1) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information. 4. If FPAC determines that you are not in compliance with this award provision, FPAC: i. Will prohibit your use of funds under this award, in accordance with sections 743 and 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; ii. May pursue other remedies available for your material failure to comply with award terms and conditions. XVI. ACKNOWLEDGMENT OF SECTION 1619 COMPLIANCE

The recipient agrees to comply with FPAC guidelines and requirements regarding the disclosure of information protected under Section 1619 of the Food, Conservation, and Energy Act of 2008 (PL 110-246), 7 U.S.C. 8791 as described below.

a. Responsibilities. 1. Acceptance of this award indicates acknowledgment and understanding that the recipient is legally bound by Federal statute to comply with the provisions of Section 1619 and that the recipient will not subsequently disclose information protected by section 1619 to any individual or organization that is not directly covered by this award. Any such subsequent disclosure of the protected information (except as permitted under Section 1619) will be considered a violation of Section 1619. The recipient will be held responsible should disclosure of the protected information occur.

2. Acceptance of this award legally binds every owner, manager, supervisor, employee, contractor, agent, and representative of the recipient to comply with the provisions in Section 1619. The recipient must consult with FPAC prior to providing protected information to an entity or individual outside of the recipient and as necessary to implement the program to ensure that such release is permissible.

3. The recipient will use the protected information only to perform work that is directly connected to this award. Use of the protected information to perform work that is not directly connected to this award is expressly prohibited.

4. The recipient must internally restrict access to the protected information to only those individuals who have a demonstrated need to know the protected information to perform work under this award.

5. The provisions in Section 1619 are continuing obligations. Even when the recipient is no longer a recipient, or when individuals currently affiliated with the recipient become no longer so affiliated, every person having been provided access to the protected information will continue to be legally bound to comply with these provisions.

6. The recipient must notify all managers, supervisors, employees, contractors, agents, and representatives about this provision and the requirements of Section 1619. Notifications about the existence of this provision must be made to those individuals who are new to the organization and periodic notifications must be sent throughout the organization (as well as to all contractors and agents) to remind all about the ongoing and continuing requirements.

7. When the recipient is unsure whether particular information is covered or protected by Section 1619, the recipient must consult with FPAC to determine whether the information must be withheld.

8. Use of the protected information for any purpose is expressly prohibited after the period of performance end date of this award. Upon the award end date, any protected information provided under this award must be immediately destroyed or returned to FPAC. The recipient must provide to FPAC written certification that the protected information (paper copy, electronic copy, or both) has been properly destroyed, removed from any electronic storage media, or both.

9. Any State's "sunshine law," "open records act" or other version of the Freedom of Information Act is superseded by section 1619 under the Supremacy Clause of the U.S. Constitution. Accordingly, information protected from disclosure by section 1619 must not be released under such State laws.

b. Protected Information.

1. Examples of the types of information prohibited by disclosure under Section 1619 include, but are not limited to, the following:

i. State identification and county number (where reported and where located). ii. Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information. iii. Farm, tract, field, and contract numbers. iv. Production shares and share of acres for each Farm Serial Number (FSN) field. v. Acreage information, including crop codes. vi. All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System. vii. Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner. viii. Location of conservation practices.

2. Section 1619 allows disclosure of "payment information (including payment information and the names and addresses of recipients of payments) under any Department program that is otherwise authorized by law" (emphasis added). The names and payment information of producers generally may be provided to the public; however, the recipient shall consult with FPAC if there is any uncertainty as to the provision of such information.

3. Section 1619 also allows disclosure of otherwise protected information if "the information has been transformed into a statistical or aggregate form without naming any—(i) individual owner, operator, or producer; or (ii) specific data gathering cite." The recipient must consult with FPAC as to whether specific information falls within this exception prior to relying on this exception.

c. Violations. The recipient will be held responsible for violations of this provision and Section 1619. A violation of this provision by the recipient may result in action by FPAC, including termination of the underlying Federal award.

d. Effective Period. The requirements of this provision is effective on the date of the final signature and will continue until FPAC notifies the recipient that it is no longer required based on changes in applicable Federal law.

XVII. AWARD CLOSEOUT

a. Award closeout is the process by which FPAC determines that all required project activities have been performed satisfactorily and all necessary administrative actions have been completed. b. The recipient must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the agreement, including documentation showing that match or cost-share requirements have been met. The awarding agency may approve extensions when requested by the recipient. c. Unless the awarding agency authorizes an extension, the recipient must liquidate all obligations incurred under the agreement not later than 90 calendar days after the end date of the period of performance. d. Recipients must submit all requests for reimbursements no later than 90 calendar days after the end date of the period of performance. e. The recipient must promptly refund any balances of unobligated cash that the awarding agency paid in advance or paid and that are not authorized to be retained by the recipient for use in other projects. See OMB Circular A-129 and see §200.345 Collection of amounts due, for requirements regarding unreturned amounts that become delinquent debts. f. Recipients must retain all records pertaining to the agreement in accordance with 2 CFR 200.333-337 and any additional requirements included in the agreement statement of work. g. Recipients must follow disposition requirements for property acquired with award funds in accordance with 2 CFR 200.310-316.