



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

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

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

## MEMORANDUM

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**To:** James Reardon, Commissioner of Finance & Management

**From:** Rebecca Buck, Staff Associate *RB*

**Date:** August 10, 2006

**Subject:** Status of Grant Requests

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

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

*[JFO received 07/11/06]*

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

*[JFO received 07/11/06]*

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

cc: Linda Morse  
Stephen Kerr

**From:** "Morrison, Mary" <Mary.Morrison@state.vt.us>  
**To:** "Michael Obuchowski" <OBIE@leg.state.vt.us>  
**Date:** 7/19/2006 1:26:16 PM  
**Subject:** JFO #2261

Here is the response I received from Diane Bothfield, the program manager for this grant.

How does the \$30,000 that will be provided through the grant interface with the \$300,000 from the E-Board?

\$100,000 for Organic Dairy Transition - being provided to NOFA-VT to hire staff to work directly with dairy farmers on transition. Grant of \$30,000 provides funding for Dairy Ombudsman program - dairy ombudsman begin discussions with dairy farmers on options for their farms. One option may be organic transition. Dairy ombudsman work prior to farmer working with NOFA - VT. Dairy Ombudsman is a resource and provides information to the farmers to determine if organic is the right step for individual farm. Preliminary work with dairy farmer frees up NOFA-VT to work with dairy farmers that have made the commitment to become organic and are in the transition phase. No funding from \$100,000 for organic transition used for Dairy Ombudsman program.

\$100,000 for Temporary Farm Assistance Program - business planning and potential implementation grants. No funding from this \$100,000 will go to support the Dairy Ombudsman program. Dairy Ombudsman will act as a feeder of farms into this program. Team approach on dairy farmers to determine best next steps on the farm: Expansion, on-farm processing, alternative energy - all need business planning and in many cases funding to assist in implementation. Dairy Ombudsman will direct farmers that are best suited to the Temporary Farm Assistance Program. Dairy Ombudsman program will not be involved in the Buy Local Program and will not utilize any funding from the \$100,000 allocated on July 18, 2006.

Grant would be complimentary to the funding provided on July 18 by allowing more access to dairy farmers by the Dairy Ombudsman Program and directing those farmers to the programs supported by the funding provided on July 18.

If you have any other concerns, please let me know. Thanks.

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

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



**From:** Michael Obuchowski  
**To:** Rebecca Buck  
**Date:** 7/19/2006 12:40:32 PM  
**Subject:** Re: Questions from Rep. Obuchowski regarding JFO #2260 and #2261

Thanks.

>>> Rebecca Buck 7/19/2006 9:37 AM >>>

I noticed that. I'll let her know we are looking for **specifics** on how the grant interfaces with the Ag programs funded thru E-Board action yesterday. I just wanted to pass along what I had received. --  
Becky

>>> Michael Obuchowski 7/19/2006 12:17 PM >>>

Still leaves begging the question asked: how grant interfaces with yesterday's board actions.

>>> Rebecca Buck 7/19/2006 9:12 AM >>>

Thanks Mary. I will forward your e-mail to Rep. Obuchowski. When you have the response from Louise Waterman you can e-mail it directly to Rep. Obuchowski with a cc to me. --Becky

>>> "Morrison, Mary" <Mary.Morrison@state.vt.us> 7/19/2006 11:54 AM >>>

Becky,

The program person (Louise Waterman) involved with the \$19,835 grant (JFO #2260) is not in the office today. As soon as I get an answer from her, I will send it along:

For JFO #2261, I have received the following response that you can pass along:

The Vermont Dairy Ombudsman program is an initiative of the Vermont Dairy Task Force in it's 2006 plan of work. The Ombudsman is an employee of the Vermont Agency of Agriculture and will do the following things for Vermont's dairy farmers:

The ombudsman is an official who is designated to assist dairy farmers to overcome the delay, injustice or impersonal delivery of services.

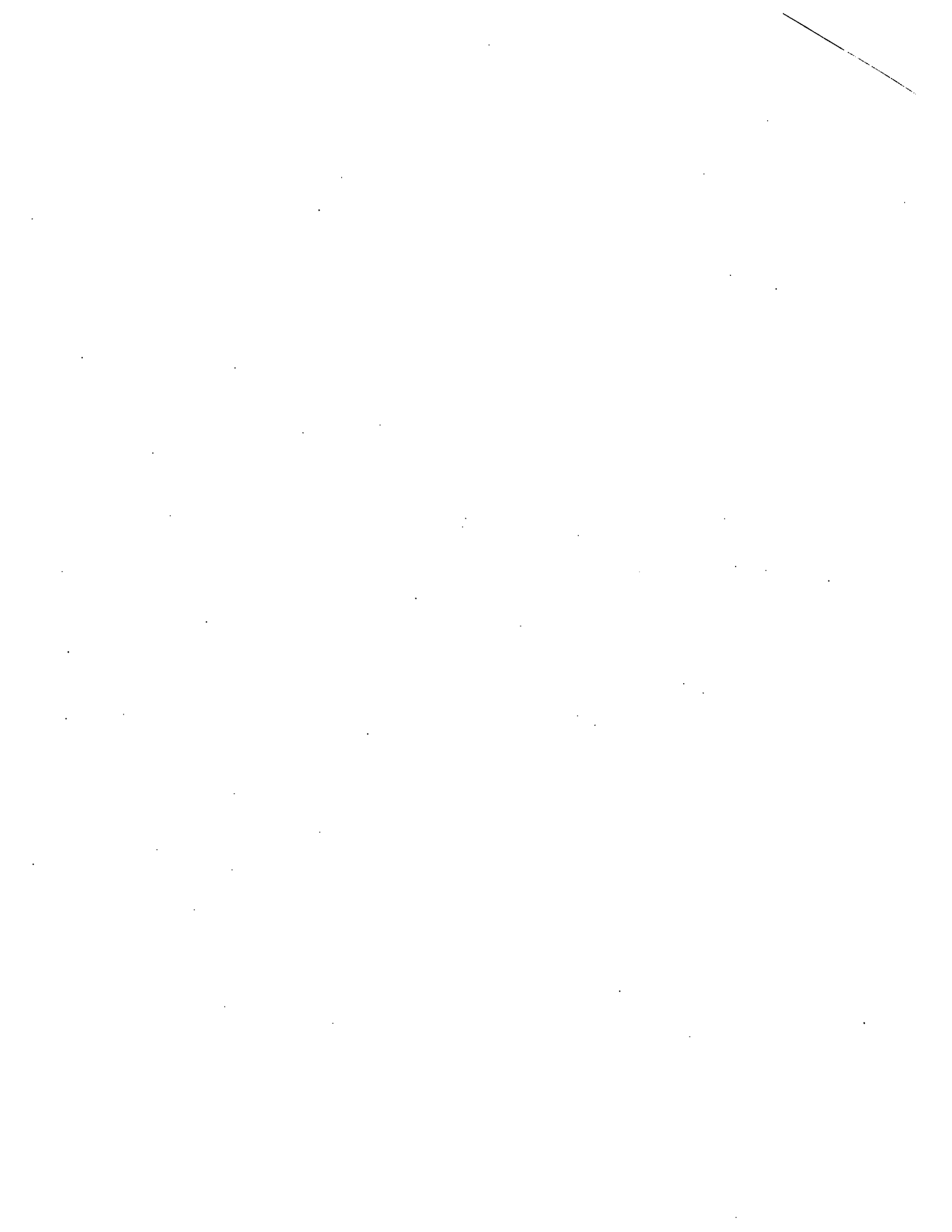
The Dairy Ombudsman will also act as a one stop source for information and resources to dairy farmers.

The Ombudsman can assist farmers in finding information in the following areas:

- \*Business Planning-Finances
- \*Expand Operation
- \*Innovative Technology
- \*Environmental Regulations
- \*Farm Transfer/Estate Planning
- \*Diversifying Operations - organic transition, on-farm processing, alternative energy
- \*On-Farm Management
- \*Futures/Options Risk Management
- \*Availability of Programs (State or National)

The Vermont Dairy Ombudsman is Diane Bothfeld an employee of the Vermont Agency of Agriculture. The Ombudsman program has been active since January 2006 based on limited funding available through the Vermont Agency of Agriculture as a bridge in expectation of approval of acceptance of the grant funding thru UVM - USDA Risk Management Education. The Ombudsman has worked with several farmers - mainly by phone due to limited travel funds available. The listing below shows the numbers of contacts and subject areas through May of 2006:

Ø 115 Farmer contacts - by phone/on - farm/ at other ag related meetings



- Ø 10 on farm meetings
- Ø 7 team meetings - bring a team of experts together on a farm to work on a specific issue
- Ø 101 phone contacts - answering questions on programs available, best resources, determining needs of the dairy farmer

These numbers show the need is there and the acceptance of the grant will allow for the dairy ombudsman to do more on-farm work directly with farmers through the travel budget and salary assistance. The Dairy Ombudsman will work directly with Dairy Farmers on Organic Dairy Transition, the Vermont Target Price Program and the Temporary Farm Assistance Program.

As shown in latest edition of the Agriview which reviewed all disaster assistance programs available to dairy farmers - the dairy ombudsman - Diane Bothfeld was listed as the contact person for further information. The Dairy Ombudsman will guide farmers to the best sources of information during this time of disaster. Also the Dairy Ombudsman has provided to all FSA, UVM Extension, VEDA, Private ag lenders, and others the hay and forage directory updated monthly as a resource to be used with dairy farmers in need of feed. The Dairy Ombudsman will also work with these groups to publish information on different dairy cattle feeding strategies using different crops and grain sources to offset lack of crops in VT for publication in August and September. The Dairy Ombudsman will determine the need for forages as August and September approach and through the MOU with Pennsylvania and New York tap into their resources to determine what feed will be available from those states and or the potential for farmers to donate feed to assist farmers in Vermont.

There is a need by Vermont Dairy Farmers to have a resource to contact as a one-stop shop - one phone call to have assistance in finding the information they need. The grant thru UVM will allow the Dairy Ombudsman to expand her reach to travel to, provide resources for, provide team approaches to solving issues and provide that one-stop shop for information for Vermont's dairy Farmers.

If you need more information on this program, please let me know.

Thanks,  
Mary

Mary Morrison  
Business Manager  
[Mary.Morrison@state.vt.us](mailto:Mary.Morrison@state.vt.us)  
Vt. Agency of Agriculture  
828-3567

**From:** Rebecca Buck  
**To:** mary.morrison@state.vt.us  
**Subject:** Questions from Rep. Obuchowski regarding JFO #2260 and #2261

Good afternoon Mary:

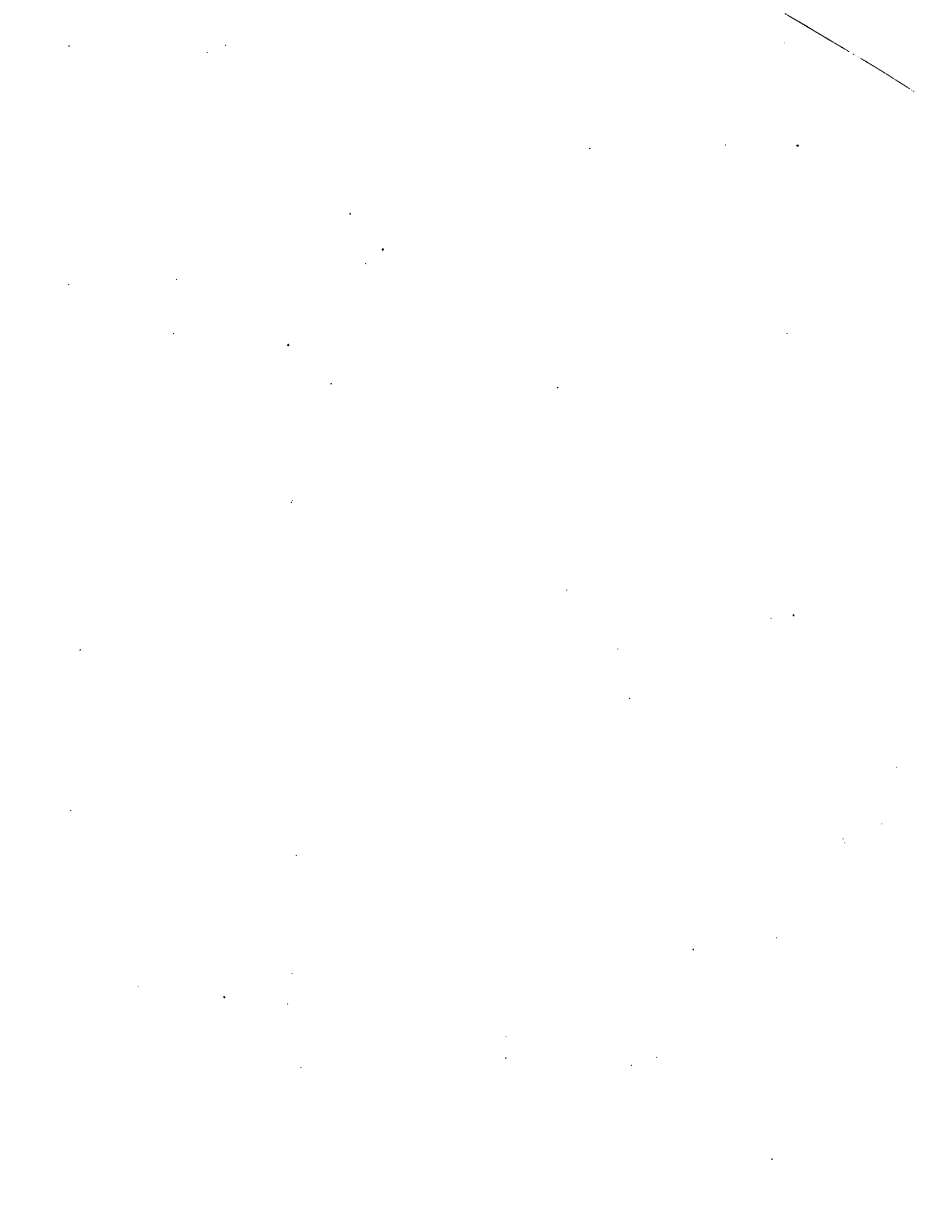
Representative Obuchowski has the following questions with regard to JFO #2260 (\$19,835 grant from USDA thru University of Delaware to Agency of Ag):

- 1) Where are the Hispanic workers concentrated? Is there a specific area of the state?
- 2) Workshops will be offered in 3 regions of the state (Addison, Franklin/Grand Isle, and Orleans/Essex). Why aren't any of the workshops being offered in the southern counties? How will southern counties get services from this grant?
- 3) On page 10 of the grant proposal submission there is an "Original pre-proposal request". The final budget question on this page is regarding other funding for this project. The explanation provided by the Ag Agency references a \$3,200 grant request made to the New York Center for Agricultural Medicine and Health/Northeast Center for Agricultural Health. When did you make that request? What is the status of that grant request?

The next question from Rep. Obuchowski is in regard to JFO #2261 (\$30,000 grant from USDA thru UVM to Agency of Ag for risk management education). As you know the Emergency Board will be meeting on Tuesday, July 18. Among the items for E-Board approval is a general fund transfer of \$8,900,000 for emergency assistance for farms. Approval is being sought for \$8,600,000 of these funds to process payments for emergency assistance for dairy farms under the Vermont Target Price Program and \$300,000 to be used by the Agency of Ag for ag development as follows: \$100,000 for the "Organic Dairy Transition Program", \$100,000 for the "Buy Local Marketing Program", and \$100,000 for the "Temporary Farm Assistance Program". How will the UVM grant complement and be coordinated with the work proposed/taken by the Emergency Board with regard to emergency assistance for farms?

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

**CC:** Belliveau, Maria; Obuchowski, Michael







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**JOINT FISCAL COMMITTEE**  
1 Baldwin Street  
Montpelier, Vermont 05633-5701

## MEMORANDUM

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**To:** Joint Fiscal Committee Members

**From:** Rebecca Buck, Staff Associate *RB*

**Date:** July 13, 2006

**Subject:** Grant Requests

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

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

*[JFO received 07/11/06]*

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

*[JFO received 07/11/06]*

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

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

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

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

JFO #  
2261

STATE OF VERMONT  
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This program is for Commodity Partnerships for Risk Management Education. This partnership agreement with the University of Vermont is entitled "Enhancing Vermont's Dairy Industry's Ability to Thrive and Compete." It will be used to work with the Governor's Dairy Task Force to assess industry education needs, identify priority areas and topics., determine educational goals and methods, and do training and workshops.

FEDERAL CATALOG No.:

GRANTOR / DONOR: The University of Vermont  
Grant and Contract Accounting  
223 Waterman Building  
Burlington, Vermont 05405

DATE: 6/27/06

DEPARTMENT: Agriculture, Food and Markets

GRANT / DONATION: Education efforts funded through this subgrant from the University of Vermont (this is from a USDA grant to UVM) will concentrate on the areas of production, marketing, financial and environmental risk to Vermont dairy producers.

AMOUNT / VALUE: \$30,000.00

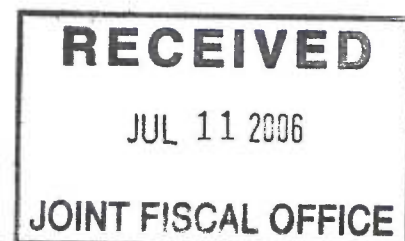
POSITIONS REQUESTED: None

GRANT PERIOD: 10/1/05 to 9/30/06

COMMENTS:

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

(INITIAL) SM 6/29/06  
(INITIAL) MB 6.29.06  
DATE: 7/5/06



Agency of Agriculture  
116 State Street, Drawer 20  
Montpelier, VT 05620-2901  
[www.VermontAgriculture.com](http://www.VermontAgriculture.com)

## Memorandum

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

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Here is an AA-1 for a sub-grant that we received from the University of Vermont. The period of performance was supposed to start January 1, 2006. Please process this as soon as possible.

Thanks.

REC'D MAY 03 2006



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

**FORM AA-1**  
 (Rev. 9-90)

1. Agency: \_\_\_\_\_  
 2. Department: **Vermont Agency of Agriculture, Food & Markets**  
 3. Program: **Commodity Partnerships for Risk Management Education**  
 4. Legal Title of Grant **Enhancing Vermont's Dairy Industry's Ability to Thrive and Compete**  
 5. Federal Catalog No.: **10.457 USDA Contract #05 IE 08310123**  
 6. Grantor and Office Address: **The University of Vermont**  
   **Grant & Contract Accounting**  
   **223 Waterman Building**  
   **Burlington, VT 05405**

7. Grant Period: \_\_\_\_\_ From: **10-1-05** To: **9-30-06**

Purpose of Grant: (Attach additional Sheets if needed)

The purpose of this partnership agreement deliberate with the Governor's Dairy Task Force to assess industry education needs, identify priority areas and topics, determine educational goals and methods, deliver training and workshops, and evaluate program results. Education efforts will concentrate on areas of production, marketing, financial and environmental risk to Vermont dairy producers.

9. Impact on Existing Programs if Grant is not Accepted: The Vermont Agency of Agriculture provides information and assistance to dairy farmers in Vermont. Without these grant funds there will be no travel dollars to visit farmers to determine the proper type of assistance. The Governor has called for increased assistance for dairy farmers in Fiscal year 2007. Without this grant, this program of assistance will not be carried out.

10. Budget Information:	(1st State FY)	(2nd State FY)	(3rd State FY)
	<u>FY 2006</u>	<u>FY 2007</u>	<u>FY 2008</u>
<b>EXPENDITURES:</b>			
Personal Services	\$ 10,000.	\$ 10,000.	\$
Operating Expenses	\$ 5,000.	\$ 5,000.	\$
Grants	\$	\$	\$
<b>TOTAL</b>	<b>\$ 15,000.</b>	<b>\$ 15,000.</b>	<b>\$</b>
<b>REVENUES:</b>			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source) <u>University of Vermont</u>	\$ 15,000.	\$ 15,000.	\$
<b>TOTAL</b>	<b>\$ 15,000.</b>	<b>\$ 15,000.</b>	<b>\$</b>

Grants will be allocated to these appropriation expenditure accounts

Appropriation Nos.  
 DEPTID 2200030000  
 FUND 21889  
 PROGRAM 26842

Amounts  
 \$ 30,000.

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

YES

NO

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

X \_\_\_\_\_ (Date)

12a. Please list any requested Limited Service Positions:

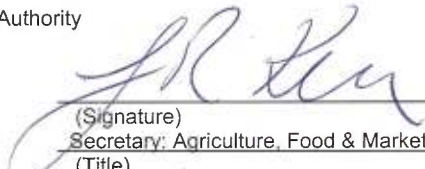
Titles	Number of Positions
TOTAL	

12b. Equipment and space for these positions:

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

13. Signature of Appointing Authority

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

  
 \_\_\_\_\_  
 (Signature)  
 Secretary, Agriculture, Food & Markets  
 (Title)

04/07/06 (Date)

14. Action by Governor:

- Approved
- Rejected

  
 \_\_\_\_\_  
 (Signature)

7/3/06 (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

  
 \_\_\_\_\_  
 (Signature)

6-29-06 (Date)

16. Action by Joint Fiscal Committee:

(Dates)

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

\_\_\_\_\_  
(Signature)

(Date)

Agency of Agriculture  
116 State Street, Drawer 20  
Montpelier, VT 05620-2901  
[www.VermontAgriculture.com](http://www.VermontAgriculture.com)

Vermont Agency of Agriculture, Food & Markets Request for Grant Acceptance  
Program: Commodity Partnerships for Risk Management Education  
Grantor: The University of Vermont

Note: The Ombudsman position mentioned in the back-up materials is a current employee. This grant will pay a portion of that position's salary, benefits and operating expenses.

*Mary Morrin  
Business Manager  
Agency of Agriculture  
June 28, 2006*

UVM ID <span style="border: 1px solid black; padding: 2px;">19131</span>		<b>Subaward Agreement</b>	
Institution/Organization ("UVM") Name: The University of Vermont and State Agricultural College Address: 85 South Prospect Street, 340 Waterman Bldg Burlington, VT 05405-0160		Institution/Organization ("SUBAWARDEE") Name: VT Agency of Agriculture, Food and Markets Address: 116 State Street, Drawer 20 Montpelier, VT 05620-2901 EIN No.:	
Prime Award No. 05-IE-0831-0123		Subaward No. 19131 Initial 2006	
Awarding Agency USDA RMA		CFDA No. 10.457	
Subaward Period of Performance January 1, 2006 through September 30, 2006		Amount Funded this Action \$30,000.00	Total Funded to Date \$30,000.00
Project Title Enhancing Vermont's Dairy Industry's Ability to Thrive in a Competitive Market		Required Cost Share \$0.00	
Reporting Requirements [Check here if applicable: <input checked="" type="checkbox"/> See Attachment 4]			
<b>Terms and Conditions</b>			
<p>1) UVM hereby awards a cost reimbursable subaward, as described above, to Subawardee. The statement of work and budget for this subaward are as shown in Attachment 5. In its performance of subaward work, Subawardee shall be an independent entity and not an employee or agent of UVM.</p> <p>2) UVM shall reimburse Subawardee not more often than monthly for allowable costs. All invoices shall be submitted using Subawardee's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), subaward number, and certification as to truth and accuracy of invoice. <i>Invoices that do not reference UVM's subaward number shall be returned to Subawardee.</i> Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 3.</p> <p>3) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL," must be submitted to UVM's Financial Contact NOT LATER THAN sixty (60) days after subaward end date. The final statement of costs shall constitute Subawardee's final financial report.</p> <p>4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subawardee.</p> <p>5) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Project Director, as shown in Attachment 3. Technical reports are required as shown above, "Reporting Requirements."</p> <p>6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official, as shown in Attachment 3.</p> <p>7) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.</p> <p>8) Either party may terminate this agreement with thirty days written notice to the appropriate party's Administrative Contact, as shown in Attachment 3. UVM shall pay Subawardee for termination costs as allowable under OMB Circular A-21 or A-122, as applicable.</p> <p>9) No-cost extensions require the approval of the UVM. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3, not less than thirty days prior to the desired effective date of the requested change.</p> <p>10) The Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2.</p> <p>11) By signing below Subawardee makes the certifications and assurances shown in Attachments 1 and 2.</p>			
By an Authorized Official of UVM:		By an Authorized Official of SUBAWARDEE:	
_____ Ruth Farrell, Associate Vice President for Research Administration Name & Title		_____ Name & Title	



**Attachment 1  
Subaward Agreement**

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

**Certification Regarding Lobbying**

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

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

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

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

**Debarment, Suspension, and Other Responsibility Matters**

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

**OMB Circular A-133 Assurance**

Subawardee assures UVM that it complies with A-133 and that it will notify UVM of completion of required audits and of any adverse findings, which impact this subaward.

**Attachment 2  
Subaward Agreement  
USDA**

**Certifications/Assurances:**

1. As a condition of this Subaward, the Subawardee assures and certifies that it is in compliance with and will comply in the course of this Subaward with all applicable laws, regulations, Executive Orders and other generally applicable requirements, including those set out in 7 CFR 3015.205(b), which hereby are incorporated in this Subaward by reference. In addition, the following assurances/certifications are made and verified by the official signing for Subawardee on the face page of this Subaward. 1) 7 CFR 3018 (Lobbying); 2) 7 CFR 3017.600 (Drug-Free Workplace).

**General terms and conditions:**

1. The restrictions on the expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent.
2. 7 CFR Part 3015, 3017, 3018 and 3019.
3. General Terms and Conditions A dated February 1, 2005 except for the following (available at <http://www.csrees.usda.gov/business/awards/awardterms.html>) :
  - a. The right to initiate a no cost-time extension of the end date provided by Article 4 is replaced by the need to obtain prior written approval from the UVM;
  - b. The payment mechanism described in Article 7 and the financial reporting requirements in Article 8 are replaced with Terms and Conditions (1) through (4) of this agreement; and
  - c. Any prior approvals are to be sought from the UVM and not the Federal Awarding Agency.
4. Title to equipment costing \$5,000 or more and acquired by the subawardee with funds provided under this award shall vest in the subawardee. When the equipment is no longer needed by the subawardee and the per unit fair market value is less than \$5,000, the subawardee may retain, sell, or dispose of the equipment with no further obligation to the UVM. If, on the other hand, the per unit fair market value is \$5,000 or more, then the subawardee must submit a written request to the UVM for disposition instructions.

**Special terms and conditions:** [Institutions may include the following optional clauses.]

1. Copyrights

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

2. Data Rights

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

[Do not add a Patent or Inventions Clause. The prime grant governs rights to patents and inventions. Prime grantee cannot obtain rights in the subawardee's subject inventions as a part of consideration for the subaward. Should it be necessary, the Federal Government can authorize the prime grantee's right to practice a subawardee's subject invention (as well as subject data or copyrights) on behalf of the Federal Government.]

**Other Special Terms and Conditions:**

1. See Attached  
 2. Described Below

No Other Special Terms and Conditions Described

**Attachment 3  
Subaward Agreement**

UVM Contacts	Subawardee Contacts
<b>Administrative Contact</b> Name: Eugenie Chao Office of Sponsored Programs Address: 340 Waterman Bldg, 85 South Prospect Street Burlington, VT 05405-0160 Telephone: (802) 656-3360 Fax: (802) 656-1326 Email: y.chao@uvm.edu	<b>Administrative Contact</b> Name: Address: Telephone: Fax: Email:
<b>Principal Investigator</b> Name: Robert Parsons Address: 204 Morrill Hall University of Vermont Burlington, VT 05405 Telephone: (802) 656-2109 Fax: Email: bob.parsons@uvm.edu	<b>Project Director</b> Name: Address: Telephone: Fax: Email:
<b>Financial Contact</b> Name: Marcy Whittle, Director Grant & Contract Accounting Services Address: 223 Waterman Building Burlington, VT 05405-0160 Telephone: (802) 656-2986 Fax: (802) 656-8604 Email: marcy.whittle@uvm.edu	<b>Financial Contact</b> Name: Address: Telephone: Fax: Email:
<b>Authorized Official</b> Name: Ruth Farrell, Associate Vice President for Research Administration Office of Sponsored Programs Address: 340 Waterman Building Burlington, VT 05405-0160 Telephone: (802) 656-3360 Fax: (802) 656-1326 Email: ospuvm@uvm.edu	<b>Authorized Official</b> Name: Address: Telephone: Fax: Email:

**ATTACHMENT 4  
SUBAWARD AGREEMENT**

**Reporting Requirements**

[Enter specifics]

UVM Principal and Subawardee Project Director may discuss current activities and assess progress on the project during visits to the two sites, telephone conversations, and in informal written reports. Subawardee will submit formal progress reports to the Principal Investigator at UVM on a regular basis. Subawardee agrees to provide UVM with all documentation and reports necessary for UVM to complete all reports required by the funding agency in a timely manner (e.g., IRB approvals, patent or invention statements, expenditure reports, progress reports).

Additional Reporting Requirements:

## Attachment 5

### Scope of Work

The Vermont Agency of Agriculture, Food, and Markets proposes to cooperate with the University of Vermont in the funding of a "Dairy Ombudsman" who will work with the Vermont Governor's Dairy Task Force under the following guidelines.

Role: The Dairy Ombudsman will assist Vermont's dairy farmers to obtain information, training and resources such as consultants to improve risk management skills that will ultimately enhance farm income and survivability. The Governor's Dairy Task Force has set a goal for Vermont's dairy farmers to achieve profitability of 8% return on assets.

The Dairy Ombudsman will be an employee of the Vermont Agency of Agriculture, Foods and Markets. Part of the person's salary will be paid from the USDA/RMA Dairy Commodity Agreement secured to the University of Vermont entitled "Enhancing Vermont's Dairy Industry's Ability to Thrive in a Competitive Economy." We expect 35% of this person's time to be concentrated on activities related to producer risk management education through activities identified as priorities by the Vermont Dairy Task Force.

The Dairy Ombudsman will conduct education activities through use of a web site, farm visits and phone contacts. The Ombudsman will provide one on one assistance to dairy farmers and in small groups on production, marketing, financial, and legal risk management topics that will include:

- Farm Expansion
- Innovative Technology for alternative energy production
- Business Planning and Financial management
- Environmental Regulations
- Farm Transfer/Estate Planning
- Diversification of Farming Operation
- Use of Futures/Options for milk marketing
- Availability of other state and federal programs.

The employee will commit 35% of their time to ombudsman position. The person will maintain records on contacts and activities that will be reported to Robert Parsons, University of Vermont, for RMA reporting purposes.

Specific Dairy Ombudsman activities related to the 35 % time effort includes:

1. Present programs at dairy related events from January to Sept. (Expected attendance = 350): a) UVM Extension workshops, b) Farm Credit Annual Meeting, and c) Dairy Cooperative Meetings
2. Conduct farm visits at request of dairy farmers on individual specific issues. (Expected 40 farm visits.)
3. Conduct phone consultations with farmers on topics of interest to dairy farmers. (Expect 60 phone contacts.)
4. Provide Vermont dairy farmers with an information manual on programs and service offered by educational and service providers including UVM Extension, UVM College of Agriculture and Life Sciences, Farm Bureau, Agency of Agriculture, Agency Of Natural Resource, NRCS and Farm Services Agency.
5. Attend regional and national dairy meetings to obtain newest and best information
6. Design website containing contacts and consultant availability.
7. Coordinate and facilitate training for service providers, consultants, and educators on new issue technologies from topic area experts that will enable farmers to receive risk management assistance from the above service providers.
8. Coordinate production and distribution on information on risk management topics through pamphlets and new articles.
9. Report all contacts and activities for quarterly reports to RMA.

For these activities the University of Vermont will pay the Vermont Agency of Agriculture the sum of \$30,000 which includes \$20,000 for salary and benefits, \$8000 for travel, and \$2,000 for meeting costs.

#### **Budget**

Salary and Benefits	\$20,000.00
Travel	\$8,000.00
Meeting Costs	\$2,000.00
<b>Total</b>	<b>\$30,000.00</b>