



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: July 7, 2008
Subject: JFO #2327

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

JFO #2327 — \$18,000 grant from the Northeast Center for Risk Management Education to the Agency of Agriculture, Food & Markets. These grant funds will be used to improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted to the participants.
[JFO received 06/05/08]

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

cc: Linda Morse, Administrative Assistant
Roger Allbee, Secretary



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative David Zuckerman

From: Nathan Lavery

Date: June 6, 2008

Subject: JFO #2327 (Occupational Spanish class for dairy farmers grant)

Representatives Michael Obuchowski and Shap Smith asked that I forward to you a copy of the enclosed request and cover memo. They are requesting you provide them with your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Rep. Shap Smith
Stephen Klein



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 6, 2008
Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2327 — \$18,000 grant from the Northeast Center for Risk Management Education to the Agency of Agriculture, Food & Markets. These grant funds will be used to improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted to the participants.
[JFO received 06/05/08]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; nlavery@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you have questions or would like this item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by June 20 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Roger Allbee, Secretary

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: Grant to increase basic Spanish language skills and cultural understanding of Vermont dairy farmers that deal with Spanish speaking employees.

TITLE OF GRANT: Occupational Spanish Class for Vermont Dairy Producers—Risk Management Education

FEDERAL CATALOG No.: N/A

GRANTOR / DONOR: The Northeast Center for Risk Management Education
University of Delaware
College of Agriculture and Natural Resources
112 Townsend Hall
Newark, Delaware 19716-2130

DATE: 5/22/08

DEPARTMENT: Agriculture, Food and Markets

GRANT / DONATION: This grant is focused on improving Spanish language skills of Vermont Farmers to help them communicate better with their Hispanic employees.

AMOUNT / VALUE: \$18,000.00

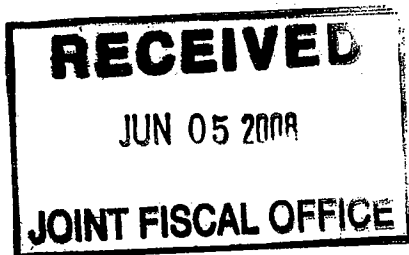
POSITIONS REQUESTED: None

GRANT PERIOD: 4/15/08 to 4/14/09

COMMENTS: There is an additional \$4,000.00 that will come from participating producers to help fund the project costs. The total cost of the project is \$22,000.

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

(INITIAL) JK 5/22/08
(INITIAL) JK 5/27/08
DATE: 6/5/08



3418 0-411

101 0-1000-1000

**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: **Occupational Spanish Class for Vermont Dairy Producers**
 4. Legal Title of Grant: **Risk Management Education**
 5. Federal Catalog No.: **N/A**
 6. Grantor and Office Address: **The Northeast Center for Risk Management Education
 University of Delaware
 College of Agriculture and Natural Resources
 112 Townsend Hall
 Newark, Delaware 19716-2130**

7. Grant Period: From: **07-01-2008** To: **06-30-2009**

8. Purpose of Grant: (Attach additional Sheets if needed)
 To improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted for the participants.

9. Impact on Existing Programs if Grant is not Accepted:
 None

10. Budget Information:	(1st State FY)	(2nd State FY)	(3rd State FY)
	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
EXPENDITURES:			
Personal Services	\$ 12,800.00	\$	\$
Operating Expenses	\$ 9,200.00	\$	\$
Grants	\$	\$	\$
TOTAL	\$ 22,000.00	\$	\$
REVENUES:			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source) <u>University of Delaware – The Northeast Center for Risk Management Education</u>	\$ 18,000.00	\$	\$
<u>Participating Producers (will contribute towards classroom costs and instructor fees)</u>	\$ 4,000.00	\$	\$
TOTAL	\$ 22,000.00	\$	\$

Grants will be allocated to these
 appropriation expenditure accounts

Appropriation Nos.
 DEPTID 2200030000
 FUND 21889
 PROGRAM TBD

Amounts
 \$ 22,000.00

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

[X] YES [] NO

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

X Dave Lane (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.

Dave Lane for Roger Allbee (Signature) 5/21/08 (Date)
Secretary: Agriculture, Food & Markets (Title)

14. Action by Governor:

- [X] Approved
- [] Rejected

[Signature] 5/30/08 (Date)

15. Secretary of Administration:

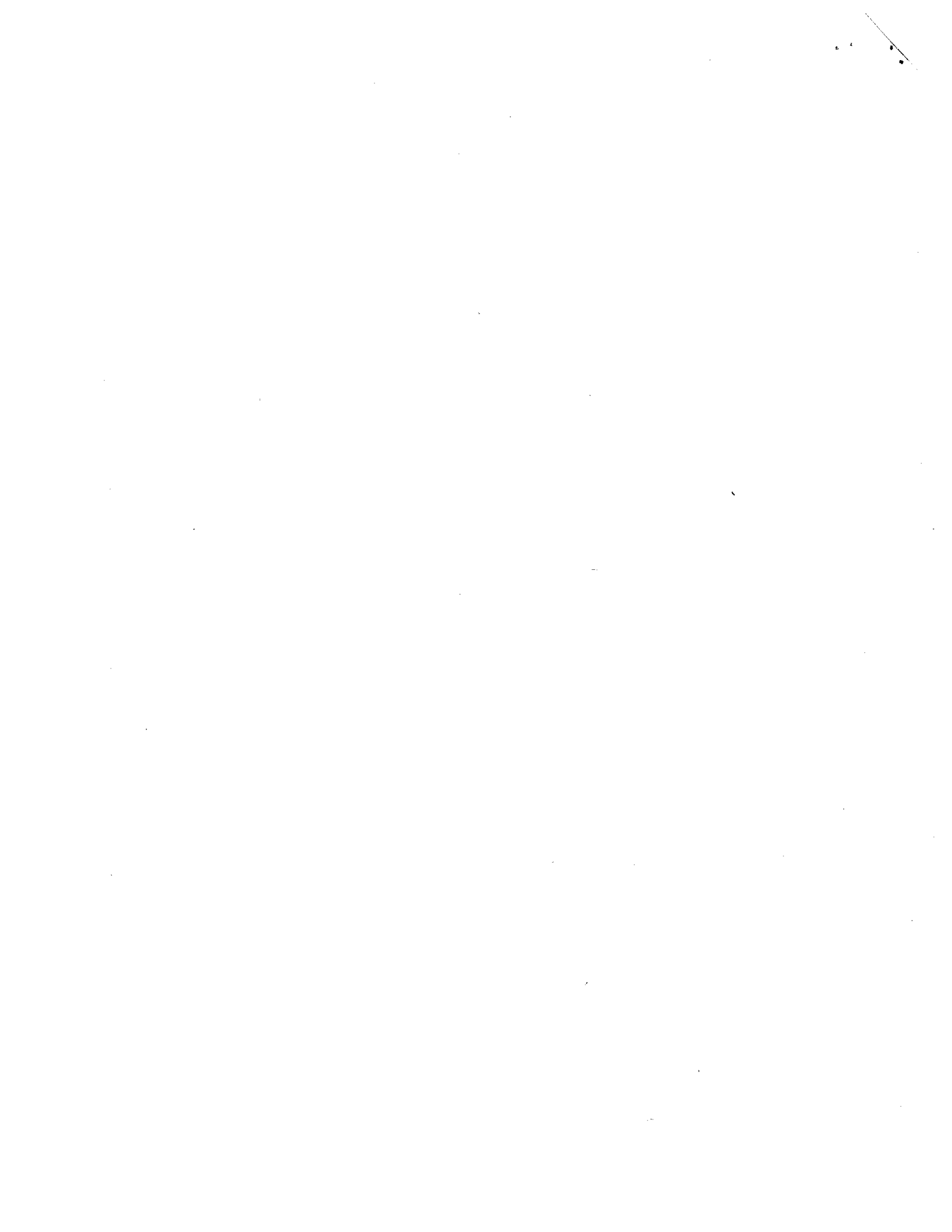
- [X] Request to JFO
- [X] Information to JFO

Ronda P McEnt (Signature) 5/27/08 (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

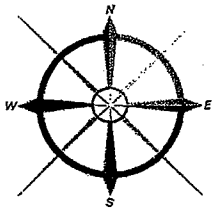
(Signature) (Date)



Occupational Spanish Class for Vermont Dairy Producers

The participating producers will contribute \$4,000.00 towards project costs. This money will go towards paying for class room costs and instructor fees.

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The Northeast Center for Risk Management Education

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

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

April 24, 2008

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

Dear Louise,

I am pleased to provide formal notification that your Risk Management Education proposal entitled, "Occupational Spanish Class for Vermont Dairy Producers" has been approved for funding in the amount of \$18,000. The grant will begin July 1, 2008, pending release of funds by USDA, and will end June 30, 2009. Our Contract and Grant Administrator at the University of Delaware will be in contact with you regarding the sub-contracting details.

Enclosed please find two copies of a Letter of Commitment outlining your responsibilities, which we ask each Project Director to sign. Please review the letter, sign it, and return one copy to us in the envelope provided so that it may be included with your subcontract.

All reporting will be conducted online, and is entered through the Risk Management Education Results Verification System – the same system utilized for Pre-Proposals and Full Applications. Instructions for reporting and a link to the Verification System are available on our website (www.necrme.org), under "Grants". We encourage you to keep your reporting activity current. The information you provide will be used to generate reports for Congress, in an effort to ensure the continued flow of educational funds for the Extension Risk Management Education Program.

Again, congratulations on your award. We look forward to working with you over the period of this project, and encourage you to contact us with any questions or concerns.

Sincerely yours,

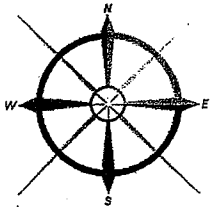
H. Don Tilmon, Director



Cooperative State
Research, Education, and Extension Service







The Northeast Center for Risk Management Education

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

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University of Delaware
Newark, Delaware 19716-2130
Phone: 302-831-6540
FAX: 302-831-0857
www.necrme.org

Grantee Letter of Commitment

Project: *Occupational Spanish Class for Vermont Dairy Producers*

Organization: Vermont Agency of Agriculture, Food and Markets

Project Director: Louise Waterman

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

- Attend the annual Orientation Workshop for NECRME Project Directors, scheduled for October 2, 2008. The meeting will be held at a hotel near the Philadelphia International Airport. If more than one Project Director is involved with the project, only one need attend. (Travel expenses will be reimbursed for one person per project.)
- Submit online Progress Reports by the following dates:
November 1, 2008; February 1, 2009; and May 1, 2009
- Submit a Final Report upon completion of the project (please note that final payment or up to 15% of allocated funds may be withheld until all reporting requirements are met). The Final Report for each project is a public document and will ultimately be available for viewing online in the Ag Risk Education Library.
- Send NECRME copies of educational curriculum, promotional brochures and other workshop materials developed through the project. In conjunction with your reporting activities, you will also be asked to upload or provide links to both promotional and educational materials.
- Include a statement on all printed materials produced for the project, which acknowledges the funding received from NECRME and utilizes both the Center's logo and the CSREES logo (details and the logos are available on the NECRME website – necrme.org – under "Grants").
- Send brief thank you letters to members of your Congressional delegation (for making this funding possible). You will be notified at the appropriate time, and sample letters will be provided.

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

Signature of Project Director: 

Date: 4-28-08

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



Cooperative State
Research, Education, and Extension Service





APPLICATION FOR FEDERAL ASSISTANCE

SF 424 (R&R)

2. DATE SUBMITTED 4/21/08	Applicant Identifier: FEDERAL ASSISTANCE
3. DATE RECEIVED BY STATE	State Application Identifier
4. Federal	

1. * TYPE OF SUBMISSION

Pre-application Application
 Changed/Corrected Application

5. APPLICANT INFORMATION * Organizational DUNS: 809376718

* Legal Name: Vermont Agency of Agriculture, Food & Markets

Department: Administration Division: Administration

* Street1: 116 State Street Street2:

* City: Montpelier County: Washington * State: VT * ZIP Code: 05620-24

* Country: USA

Person to be contacted on matters involving this application

Prefix: * First Name: Louise Middle Name: Last Name: Waterman Suffix:

* Phone Number: 802-828-6900 Fax Number: 802-828-3831 Email: Louise.Waterman@state.vt

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):
03-6000264

7. * TYPE OF APPLICANT:
A

8. * TYPE OF APPLICATION: New
 Resubmission Renewal Continuation Revision

Other (Specify):
 Women Owned Socially and Economically Disadvantaged
 Small Business Organization Type

If Revision, mark appropriate box(es).
 A. Increase Award B. Decrease Award C. Increase Duration
 D. Decrease Duration E. Other (specify):

* Is this application being submitted to other agencies? Yes No

What other Agencies?

9. * NAME OF FEDERAL AGENCY:
USDA CSREES

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
10.500

TITLE: USDA CSREES

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
Occupational Spanish Class for Vermont Dairy Producers

12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)
Vermont - State wide

13. PROPOSED PROJECT:
 * Start Date: July 1, 2008 * Ending Date: June 30, 2009

14. CONGRESSIONAL DISTRICTS OF:
 a. * Applicant: Vermont b. * Project: Vermont

15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: * First Name: Louise Middle Name: Last Name: Waterman Suffix:

Position/Title: Education Coordinator * Organization Name: Vermont Agency of Agriculture, Food & Markets

Department: Division: Administration

* Street1: 116 State Street Street2:

* City: Montpelier County: Washington * State: VT * ZIP Code: 05620-24

* Country: USA

* Phone Number: 802-828-6900 Fax Number: 802-828-3831 * Email: Louise.Waterman@state.vt

16. ESTIMATED PROJECT FUNDING		17. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. * Total Estimated Project Funding	\$18,000.00	a. YES	<input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
b. * Total Federal & Non-Federal Funds		DATE:	
c. * Estimated Program Income		b. NO	<input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372; OR <input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix: * First Name: Dave Roupe Middle Name: * Last Name: Lane Albee Suffix:

* Position/Title: Deputy Secretary * Organization: Vermont Agency of Agriculture, Food & Markets

Department: Division: Administration

* Street1: 116 State Street Street2:

* City: Montpelier County: Washington * State: VT * ZIP Code: 05620-24

* Country: USA

* Phone Number: 802-828-1619 Fax Number: 802-828-2361 * Email: David.Lane@state.vt.us

* Signature of Authorized Representative: [Signature] * Date Signed: 4/22/08

20. Pre-application

RESEARCH & RELATED BUDGET - SECTION A & B, BUDGET PERIOD 1

SECTION A & B, BUDGET PERIOD 1

ORGANIZATIONAL DUNS: 809376718

Budget Type: Project Subaward/Consortium

Enter name of Organization: Vermont Agency of Agriculture

Reset Entries Start Date: 07/01/08 End Date: 06/30/09 Budget Period: 1

(If the Reset Entries button is pressed, please navigate to previous year to enable the submission of the form.)

A. Senior/Key Person

Prefix	* First Name	Middle Name	* Last Name	Suffix	* Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
1.	Louise		Waterman		PD/PI		12			2500	800	3300
2.												0
3.												0
4.												0
5.												0
6.												0
7.												0
8.												0

9. Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person: 3300

Additional Senior Key Persons:

Add Attachment

Delete Attachment

View Attachment

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)	
<input type="checkbox"/>	Post Doctoral Associates						0	
<input type="checkbox"/>	Graduate Students						0	
<input type="checkbox"/>	Undergraduate Students						0	
<input type="checkbox"/>	Secretarial/Clerical						0	
<input type="checkbox"/>							0	
<input type="checkbox"/>							0	
<input type="checkbox"/>							0	
<input type="checkbox"/>							0	
<input type="checkbox"/>							0	
<input type="checkbox"/>							0	
<input type="checkbox"/>							0	
<input type="checkbox"/>							0	
	Total Number Other Personnel						0	
							Total Other Personnel	0
							Total Salary, Wages and Fringe Benefits (A+B)	3300

RESEARCH & RELATED Budget (A-B) (Funds Requested)

OMB Number: 4040-0001

Expiration Date: 04/30/2008

RESEARCH & RELATED BUDGET - SECTION C, D, & E, BUDGET PERIOD 1

* ORGANIZATIONAL DUNS: 809376718

* Budget Type: Project Subaward/Consortium

Enter name of Organization: Vermont Agency of Agriculture, Forestry & Fisheries

Reset Entries * Start Date: 07/01/08 * End Date: 06/30/09 Budget Period: 1

(If the Reset Entries button is pressed, please navigate to previous year to enable the submission of the

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment Item	* Funds Requested (\$)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11. Total funds requested for all equipment listed in the attached file	
Total Equipment	0

Additional Equipment:

D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	
2. Foreign Travel Costs	
Total Travel Cost	0

E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other <input type="text"/>	
<input type="text"/> Number of Participants/Trainees Total Participant/Trainee Support Costs	0

RESEARCH & RELATED Budget (C-E) (Funds Requested)

OMB Number: 4040-0001
Expiration Date: 04/30/2008

RESEARCH & RELATED BUDGET - SECTION F-K, BUDGET PERIOD 1

Budget Period: 1

* ORGANIZATIONAL DUNS: 809376718

* Budget Type: Project Subaward/Consortium

Enter name of Organization: Vermont Agency of Agriculture, Forestry & Fisheries

* Start Date: 07/01/08 * End Date: 06/30/09 Budget Period: 1

(If the Reset Entries button is pressed, please navigate to previous year to enable the submission of the

F. Other Direct Costs	Funds Requested (\$)
1. Materials and Supplies	2200
2. Publication Costs	
3. Consultant Services	9500
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	3000
7. Alterations and Renovations	
8. Postage for direct mail advertising	
9.	
10.	
Total Other Direct Costs	14700

G. Direct Costs	Funds Requested (\$)
Total Direct Costs (A thru F)	18000

H. Indirect Costs	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.			
2.			
3.			
4.			
Total Indirect Costs			0

Cognizant Federal Agency
(Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)	18000

J. Fee	Funds Requested (\$)

K. * Budget Justification
(Only attach one file.)

Budget Narrative

Project Number: RME-DZK02524

- A. Salaries and Wages – includes salary for 0.05 FTE Project Leader @\$2,500
- B. Fringe Benefits - Includes fringe at 32% of \$2,500 salary for Project Leader for a total of \$800.00
- C. Total Salaries and Fringe Benefits - \$3300.00
- D. Nonexpendable Equipment – None Requested
- E. Materials/Supplies/student books – \$2,200
- E. Travel – None Requested
- F. Publications Costs – None Requested
- G. Computer Costs – None Requested
- H. Student Assistance – None Requested
- I. All Other Direct Costs – Room Cost for 30 classes (6 classes in 5 different locations across the state) = \$3,000. Instructor/Trainer Fees for 44 students in 5 locations statewide = \$9,500
Total Other Direct Costs = \$12,500.00
- J. Total Direct Costs - \$3,300 + \$14,700 = \$18,000.00
- K. *Participating Producers will contribute \$4,000 towards the project costs.
- L. Total Amount Requested = \$18,000.00**

NATIONAL AG
RISK EDUCATION
LIBRARY



Northeast Center for Risk Management Education
2008 Unrestricted Risk Management Education

Grant Proposal

Project Name: Occupational Spanish Class for Vermont Dairy Producers

Project Number: RME-DZK02524

Submitted: 2/27/2008 10:22:28 AM Central Time

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

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

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

Project Summary:

Human resource risk for Vermont dairy businesses can be managed through improved communication skills. One labor management issue for Vermont dairy producers is communicating with a Hispanic workforce. This project will improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted for the participants. Participants will learn a limited number of practical expressions within a short period of time- a total of 24 hours of instruction. The class will follow the Command Spanish® philosophy of teaching highly specific phrases developed for particular occupations and industries. This will not be a traditional Spanish class project. We anticipate 44 Vermont dairy producers will attend the Occupational Spanish class. We will hold the class with certified Command Spanish instructors in 5 different regions across the state to make it convenient for producers to attend class.

Producer Impact:

Our project's targeted results fall within the Human/Personal Risk Management Area. By learning key Spanish phrases and improved cultural understanding, our project participants will improve employee recruitment, management and retention. Improved communications is a key to managing this risk area. Although this project doesn't directly reduce risk such as purchasing crop insurance would, it is an indicator that participants are taking proactive steps to manage this risk area.

One of the greatest risks facing Vermont producers today is the growing and chronic shortage of American labor. The American workforce is getting older, shrinking and more educated. In 1960 one-half of American men dropped out of school. Today that number is 10%. The more educated American generally is not interested in farm labor. Vermont dairy farmers find it increasingly difficult to recruit and hire individuals to fill dairy related positions, especially milker positions.

Out of necessity to get work done on dairy farms, producers began hiring Hispanic workers. This trend began almost a decade ago and has steadily increased. Based on a survey done several years ago, it was estimated one-third of dairy farms in Vermont hire Hispanic workers. The number continues to grow. These workers contribute to over one-half of all milk produced in the state and work on both small and large farms. Hispanic workers have become an essential part of Vermont's dairy industry and are important to the industry's future in Vermont. Without this workforce many farms would be forced out of business.

Targets - What Participants Will Learn, Achieve, Apply

<u>Target(s) that will happen by end of project</u>	<u>When Measured</u>	<u>Est. Number</u>	<u>How Will You Verify</u>
1 Participants will more fully understand cultural differences within a diverse workforce.	March, 2009	40	end of class evaluation
2 Participants will see an increase in their Hispanic employee's productivity due to the participant's increased communications skills. Work will get done more efficiently and and safely on the participants farm.	March, 2009	30	end of class evaluation
3 Participants will see an increase in their ability to communicate with their Hispanic employees	March, 2009	40	pre and post class evaluation
4 Participants will have an increase ability to speak the Spanish language - in particular phrases used within a dairy operation	March	40	Pre and post student evaluation
5 Participants will learn a limited number of practical and useful expressions in Spanish within a short period of time.	March, 2009	40	pre and post student evaluation

<u>Target(s) that will happen after project</u>	<u>When Measured</u>	<u>Est. Number</u>	<u>How Will You Verify</u>
1 Participants will continue to use their new skills and gain even greater communications skills with their Hispanic employees	September 2009	32	survey
2 Participants will continue learning new phrases from the book on their own after class completion	September 2009	18	survey
3 Participants that show a decrease in employer/employee conflict due to improved communications	September 2009	23	survey

Describe Participant(s):

There are approximately 1100 dairy producers in Vermont. The dairy industry in Vermont generates 80-85% of our agricultural revenue. Hispanic workers have become an essential part of Vermont's dairy industry and are important to the industry's future in Vermont. A survey of Vermont's dairy producers indicates that one-third of all full-time employees on these farms are Hispanic. This number continues to grow. It's not just large farms that have Hispanic workforces; many small farms are starting to utilize this workforce. Producers are utilizing this workforce resource in an attempt to alleviate the labor shortage crisis in the Vermont dairy industry.

We believe we will be successful in getting 48 dairy producers and dairy industry professionals to participate in this project because we have worked and will continue to work with many producers with Hispanic employees on other projects such as offering milker training and calf care workshops in Spanish for Hispanic employees. We have built business relationships and identified needs. These producers have indicated day-to-day on-farm communication and cross-cultural understanding with Spanish speaking employees are two challenges they face with this work force. Cultural and communication issues hamper productivity - impacting farm profitability.

We did a pilot project last winter in Addison and Franklin Counties in Vermont where we developed an Occupation Dairy Spanish course book (with specific input from Vermont dairy producers) with the support of Command Spanish® and then offered an occupational Spanish class to dairy producers. We had 30 producers sign up and begin the class and 27 producers finished the 24 hours of class instruction. 100% of those participants indicated they would recommend a similar class to other producers and 88 % said they were interested in a follow-up class for themselves. We also have interest from producers who heard about the project but did not participate in the pilot project. The success of that pilot project is a driving force behind developing this project proposal. Dairy producers are interested in improving their Spanish language skills to make human resource management easier. We will have success in meeting the challenge of drawing in participants.

A key to the success of this project is working with Vermont dairy producers who are committed to the success of their businesses. Project participants will be producers who are motivated to move forward with improving employee management practices and giving them specific guidance and follow-up to implement changed practices.

Project Steps

	<u>What Project Team Does</u>	<u>What Participants Do</u>	<u>When Measured</u>	<u>Est. Number</u>	<u>How Will You Verify</u>
1	Set up Spanish class dates and locations with collaborators and determine class instructors for each location	Not applicable	August, 2008	4	participation in planning meetings
2	Curricula development with instructors using Command Spanish Occupational Dairy book as the guideline and class book.	Not Applicable	November, 2008	8	class syllabus
3	Project leader will make farm visits to potential project participants	Commit to attending a class and promoting the class to other producers	December 2008	40	one-on-one survey
4	Order class books and prepare class materials	Not Applicable	December, 2008	44	material ready for class
5	Certify two additional instructors in Command Spanish instruction	Not Applicable	December, 2008	2	certification through Command Spanish
6	Set up and advertise classes through flyers in producer newsletters and several press releases in Agriview which is mailed to ~ 75% of dairy producers in VT.	Not Applicable	January, 2009		flyer + registration
7	Inform collaborators and other ag industry leaders on the project details + dates/locations for class. Ask them to promote it to their client base.	Not Applicable	January, 2009	75	email list
8	Make presentations to the two active young dairy farmer discussion groups in VT. Describe the project and ask for participation.	Register for workshop/webinar	January, 2009	50	discussion groups meeting attendance
9	Collect participant registration	Participants will pay for the entire class tuition up front and commit to attending 80% of the classes to be eligible for the scholarship reimbursement.	January, 2009	44	registration and class payment

Project Steps

	<u>What Project Team Does</u>	<u>What Participants Do</u>	<u>When Measured</u>	<u>Est. Number</u>	<u>How Will You Verify</u>
10	Instructors will begin class	Participants will 'weigh in' on what chapters/phrases in the book they would like covered during class. This will increase participant buy-in plus there will not be time during class to cover the entire book	February/March, 2009 after first class	44	survey
11	Instructors will teach class	Participants will commit to doing the homework between classes.	January/February, 2009 after first class	44	in-class feedback
12	Instructors will teach	Participants will practice the new skills by communicating with their Hispanic employees between classes. This is considered the class homework	April, 2009	36	in-class feedback + end of class evaluations
13	Instructors will teach 24 hours of classroom time over a 6 to 8 week period	Participants will attend a minimum of 80% of the classroom hours and be eligible for the scholarship. The scholarship will pay 70% of the tuition cost.	April/May, 2009	38	number of scholarships awarded
14	Assess participants language skill development.	Participate in an individual language assessment survey during the first class and again at the end of the classes.	April/May, 2009	44	assessments and evaluations

Risk Categories: Human

Investor Target Area(s):

Improved:

Employee recruitment, management and retention

Project Description

This project will offer Dairy Occupational Spanish Class to increase producer ability to speak the Spanish language (in particular phrases used within a dairy operation) and increase cross-cultural understanding between producers and Hispanic workers. Cultural and communication issues hamper safety, labor efficiency and productivity - impacting farm profitability.

This course will focus on basic communication skills designed specifically for Vermont Dairy Farmers. Our class will follow the Command Spanish® philosophy of teaching highly specific phrases developed for particular occupations and industries. The basis for this language instruction program is to first define the particular words and phrases needed by Vermont dairy producers - and then to focus on learning that essential Spanish in class. The class goal will be to learn a limited number of practical and useful expressions within a short period of time. This is an action-oriented program targeted to helping get work done efficiently and safely on the farm - it is not a traditional Spanish class.

This project will be similar to a Spanish language immersion program, where language learning does not stop when you leave the classroom. Since the participants have Hispanic employees on their farms, they will be using Spanish every day! The only way to really learn a new language is to practice it. The participants will have plenty of time and countless opportunities to practice their Spanish language skills. Though challenging at first, in no time participants will quickly acquire the Spanish language skills needed to meet the project targets.

The book and CD that were developed for a pilot project last winter, specifically for Vermont dairy producers, with the help of Command Spanish and the Department of Community Development & Applied Economics at UVM, will be used for this project as well.

Classes will be offered in 5 locations across Vermont. Multiple locations will allow us to keep the classes small and at convenient locations for producers.

Classes will run once or twice a week for 4 hours per class for a total of 24 hours of instruction over a 6 to 8 week period. This will allow participants to 'practice' their new skills between class periods.

The student/producer numbers for each class will be small so there will be ample one-on-one guidance to keep the process of human resource risk management moving forward.

Participant scholarship reimbursement will be after the classes are completed to encourage regular attendance.

Tools, curriculum, presenters:

We did a pilot project in Vermont last winter where we developed an Occupational Dairy Spanish course book and CD with specific input from Vermont dairy producers and with the support of Command Spanish®. The book and CD that were developed last year specifically for Vermont dairy producers, with the help of Command Spanish and the Department of Community Development & Applied Economics at UVM, will be used for this project.

We will also develop class hand-outs that can be laminated and posted at the participant's barn. We certified two instructors in Vermont through Command Spanish® last winter and they are instructors/collaborators for this project. Their additional qualifications are within the collaborator qualification part of this grant proposal. We have also budgeted to certify two more instructors for this project.

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Project Team

Team leader and members:

Louise Waterman, Education Coordinator
Louise.Waterman@state.vt.us

Project collaborators:

- *Vermont Dairy Producers, project participants
- *David Chappelle, Outreach Professional, UVMEXT, dchappel@uvm.edu, Certified Command Spanish instructor
- *Olga Saldarriaga, Cold Hollow Carrer Center, osaldarriaga@enosburgk12.net, Certified Command Spanish instructor
- *Cheryl Mitchell, Addison County Migrant Worker Coalition member, Cheryl.Mitchell@uvm.edu, assist with promoting the project
- *Tim Buskey, Vermont Farm Bureau administrator, TBuskey@gnavt.net, assist with promoting the project

Describe your team's capacity to deliver this project:

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

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

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

Louise Waterman (team leader and AAFM employee) has been working with farmers for a number of years. She is the project coordinator for one RME on-going farm labor management project and several past RME projects, works with producers on farm transfer planning, facilitates a dairy management team, as well as supporting the coordination of the existing Farm Viability Enhancement Program and working with a young farmer discussion group. As such, she is experienced in building business relationships with farmers and other agricultural professionals, coordinating with other service providers, assigning tasks, delegating and follow-through.

Other team capacity information included in 'requested documents'.

Project Review

Project Review

We reviewed three projects in the Ag Risk Education Library:

- *A training Program on Human Risk Management for Producers Using Latino Labor Force
- *Human Resourc Risks and Contingency Planning
- *Labor Risk Management Study Circles

We will enhance our Spanish for Dairy Producer class curriculum with resource material from these projects. For example we will use 'Tips for Farm Employer/Employee Relationships' from 'Labor Risk Management Study Circles' for class discussion and a class hand-out.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: June 6, 2008
Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2327 — \$18,000 grant from the Northeast Center for Risk Management Education to the Agency of Agriculture, Food & Markets. These grant funds will be used to improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted to the participants.
[JFO received 06/05/08]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; nlavery@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you have questions or would like this item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by June 20 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Roger Allbee, Secretary

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: Grant to increase basic Spanish language skills and cultural understanding of Vermont dairy farmers that deal with Spanish speaking employees.

TITLE OF GRANT: Occupational Spanish Class for Vermont Dairy Producers—Risk Management Education

FEDERAL CATALOG No.: N/A

GRANTOR / DONOR: The Northeast Center for Risk Management Education
University of Delaware
College of Agriculture and Natural Resources
112 Townsend Hall
Newark, Delaware 19716-2130

DATE: 5/22/08

DEPARTMENT: Agriculture, Food and Markets

GRANT / DONATION: This grant is focused on improving Spanish language skills of Vermont Farmers to help them communicate better with their Hispanic employees.

AMOUNT / VALUE: \$18,000.00

POSITIONS REQUESTED: None

GRANT PERIOD: 4/15/08 to 4/14/09

COMMENTS: There is an additional \$4,000.00 that will come from participating producers to help fund the project costs. The total cost of the project is \$22,000.

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

(INITIAL) JS 5/22/08
(INITIAL) AKL 5/27/08
DATE: 6/5/08



**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: **Occupational Spanish Class for Vermont Dairy Producers**
 4. Legal Title of Grant: **Risk Management Education**
 5. Federal Catalog No.: **N/A**
 6. Grantor and Office Address: **The Northeast Center for Risk Management Education
 University of Delaware
 College of Agriculture and Natural Resources
 112 Townsend Hall
 Newark, Delaware 19716-2130**

7. Grant Period: From: **07-01-2008** To: **06-30-2009**

8. Purpose of Grant: (Attach additional Sheets if needed)
 To improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted for the participants.

9. Impact on Existing Programs if Grant is not Accepted:
 None

10. Budget Information:	(1st State FY)	(2nd State FY)	(3rd State FY)
	<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>
EXPENDITURES:			
Personal Services	\$ 12,800.00	\$	\$
Operating Expenses	\$ 9,200.00	\$	\$
Grants	\$	\$	\$
TOTAL	\$ 22,000.00	\$	\$
REVENUES:			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(source) <u>University of Delaware – The Northeast Center for Risk Management Education</u>	\$ 18,000.00	\$	\$
<u>Participating Producers (will contribute towards classroom costs and instructor fees)</u>	\$ 4,000.00	\$	\$
TOTAL	\$ 22,000.00	\$	\$

Grants will be allocated to these
 appropriation expenditure accounts

Appropriation Nos.
 DEPTID 2200030000
 FUND 21889
 PROGRAM TBD

Amounts
 \$ 22,000.00

REC'D MAY 2, 2008

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 Dave Lane (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.

Dave Lane for Roger Allbee
(Signature) Secretary: Agriculture, Food & Markets
(Title) (Date) 5/21/08

14. Action by Governor:

- Approved
- Rejected

[Signature]
(Signature) (Date) 5/30/08

15. Secretary of Administration:

- Request to JFO
- Information to JFO

Ronda P. Melton
(Signature) (Date) 5/27/08

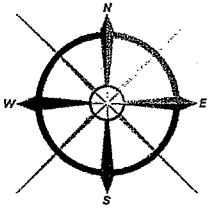
16. Action by Joint Fiscal Committee: (Dates)

- 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)

Occupational Spanish Class for Vermont Dairy Producers

The participating producers will contribute \$4,000.00 towards project costs. This money will go towards paying for class room costs and instructor fees.



The Northeast Center for Risk Management Education

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

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

April 24, 2008

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

Dear Louise,

I am pleased to provide formal notification that your Risk Management Education proposal entitled, "Occupational Spanish Class for Vermont Dairy Producers" has been approved for funding in the amount of \$18,000. The grant will begin July 1, 2008, pending release of funds by USDA, and will end June 30, 2009. Our Contract and Grant Administrator at the University of Delaware will be in contact with you regarding the sub-contracting details.

Enclosed please find two copies of a Letter of Commitment outlining your responsibilities, which we ask each Project Director to sign. Please review the letter, sign it, and return one copy to us in the envelope provided so that it may be included with your subcontract.

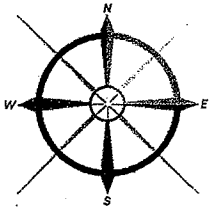
All reporting will be conducted online, and is entered through the Risk Management Education Results Verification System – the same system utilized for Pre-Proposals and Full Applications. Instructions for reporting and a link to the Verification System are available on our website (www.necrme.org), under "Grants". We encourage you to keep your reporting activity current. The information you provide will be used to generate reports for Congress, in an effort to ensure the continued flow of educational funds for the Extension Risk Management Education Program.

Again, congratulations on your award. We look forward to working with you over the period of this project, and encourage you to contact us with any questions or concerns.

Sincerely yours,

H. Don Tilmon, Director





The Northeast Center for Risk Management Education

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

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

Grantee Letter of Commitment

Project: *Occupational Spanish Class for Vermont Dairy Producers*

Organization: Vermont Agency of Agriculture, Food and Markets

Project Director: Louise Waterman

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

- Attend the annual Orientation Workshop for NECRME Project Directors, scheduled for October 2, 2008. The meeting will be held at a hotel near the Philadelphia International Airport. If more than one Project Director is involved with the project, only one need attend. (Travel expenses will be reimbursed for one person per project.)
- Submit online Progress Reports by the following dates:
November 1, 2008; February 1, 2009; and May 1, 2009
- Submit a Final Report upon completion of the project (please note that final payment or up to 15% of allocated funds may be withheld until all reporting requirements are met). The Final Report for each project is a public document and will ultimately be available for viewing online in the Ag Risk Education Library.
- Send NECRME copies of educational curriculum, promotional brochures and other workshop materials developed through the project. In conjunction with your reporting activities, you will also be asked to upload or provide links to both promotional and educational materials.
- Include a statement on all printed materials produced for the project, which acknowledges the funding received from NECRME and utilizes both the Center's logo and the CSREES logo (details and the logos are available on the NECRME website – necrme.org – under "Grants").
- Send brief thank you letters to members of your Congressional delegation (for making this funding possible). You will be notified at the appropriate time, and sample letters will be provided.

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

Signature of Project Director: _____

Date: 4-28-08

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



Cooperative State
Research, Education, and Extension Service



APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

2. DATE SUBMITTED 4/21/08	Applicant Identifier: FEDERAL ASSISTANCE
3. DATE RECEIVED BY STATE	State Application Identifier
4. Federal	

1. * TYPE OF SUBMISSION

Pre-application Application
 Changed/Corrected Application

5. APPLICANT INFORMATION

* Organizational DUNS: 809376718

* Legal Name: Vermont Agency of Agriculture, Food & Markets

Department: Administration Division: Administration

* Street1: 116 State Street Street2:

* City: Montpelier County: Washington * State: VT * ZIP Code: 05620-24

* Country: USA

Person to be contacted on matters involving this application

Prefix: * First Name: Louise Middle Name: Last Name: Waterman Suffix:

* Phone Number: 802-828-6900 Fax Number: 802-828-3831 Email: Louise.Waterman@state.vt.gov

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):
03-6000264

7. * TYPE OF APPLICANT:
A

8. * TYPE OF APPLICATION: New
 Resubmission Renewal Continuation Revision

Other (Specify):
Small Business Organization Type
 Women Owned Socially and Economically Disadvantaged

If Revision, mark appropriate box(es).
 A. Increase Award B. Decrease Award C. Increase Duration
 D. Decrease Duration E. Other (specify):

9. * NAME OF FEDERAL AGENCY:
USDA CSREES

* Is this application being submitted to other agencies? Yes No
What other Agencies? :

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
10.500
TITLE: USDA CSREES

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
Occupational Spanish Class for Vermont Dairy Producers

12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)
Vermont - State wide

13. PROPOSED PROJECT:
* Start Date: July 1, 2008 * Ending Date: June 30, 2009

14. CONGRESSIONAL DISTRICTS OF:
a. * Applicant: Vermont b. * Project: Vermont

15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: * First Name: Louise Middle Name: Last Name: Waterman Suffix:

Position/Title: Education Coordinator * Organization Name: Vermont Agency of Agriculture, Food & Markets

Department: Division: Administration

* Street1: 116 State Street Street2:

* City: Montpelier County: Washington * State: VT * ZIP Code: 05620-24

* Country: USA

* Phone Number: 802-828-6900 Fax Number: 820-828-3831 * Email: Louise.Waterman@state.vt.gov

<p>16. ESTIMATED PROJECT FUNDING</p> <p>a. * Total Estimated Project Funding <input type="text" value="\$18,000.00"/></p> <p>b. * Total Federal & Non-Federal Funds <input type="text"/></p> <p>c. * Estimated Program Income <input type="text"/></p>	<p>17. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</p> <p>a. YES <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input type="text"/></p> <p>b. NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372; OR <input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW</p>
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18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix: * First Name: Middle Name: * Last Name: Suffix:

* Position/Title: * Organization:

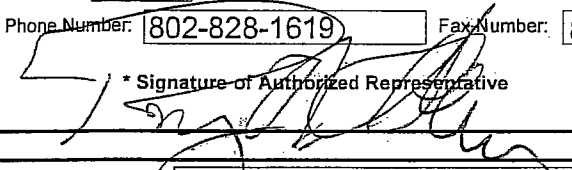
Department: Division:

* Street1: Street2:

* City: County: * State: * ZIP Code:

* Country:

* Phone Number: Fax Number: * Email:

* Signature of Authorized Representative:  * Date Signed:

20. Pre-application

RESEARCH & RELATED BUDGET - SECTION A & B, BUDGET PERIOD 1

SECTION A & B, BUDGET

ORGANIZATIONAL DUNS:

Budget Type: Project Subaward/Consortium

Enter name of Organization:

* Start Date: * End Date: Budget Period: 1

(If the Reset Entries button is pressed, please navigate to previous year to enable the submission of the form.)

A. Senior/Key Person

	Prefix	* First Name	Middle Name	* Last Name	Suffix	* Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
1.		Louise		Waterman		PD/PI		12			2500	800	3300
2.													0
3.													0
4.													0
5.													0
6.													0
7.													0
8.													0

9. Total Funds requested for all Senior Key Persons in the attached file

Total Senior/Key Person

Additional Senior Key Persons:

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)	
<input type="text"/>	Post Doctoral Associates						0	
<input type="text"/>	Graduate Students						0	
<input type="text"/>	Undergraduate Students						0	
<input type="text"/>	Secretarial/Clerical						0	
<input type="text"/>							0	
<input type="text"/>							0	
<input type="text"/>							0	
<input type="text"/>							0	
<input type="text"/>							0	
<input type="text"/>							0	
	Total Number Other Personnel						0	
						Total Other Personnel	0	
	Total Salary, Wages and Fringe Benefits (A+B)							3300

RESEARCH & RELATED Budget (A-B) (Funds Requested)

RESEARCH & RELATED BUDGET - SECTION C, D, & E, BUDGET PERIOD 1

RELATED BUDGET

* ORGANIZATIONAL DUNS:

* Budget Type: Project Subaward/Consortium

Enter name of Organization:

* Start Date: * End Date: Budget Period: 1

(If the Reset Entries button is pressed, please navigate to previous year to enable the submission of the

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

	Equipment item	* Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>
11. Total funds requested for all equipment listed in the attached file		<input type="text"/>
	Total Equipment	<input type="text" value="0"/>

Additional Equipment:

D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	<input type="text"/>
2. Foreign Travel Costs	<input type="text"/>
Total Travel Cost	<input type="text" value="0"/>

E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	
Total Participant/Trainee Support Costs	<input type="text" value="0"/>

RESEARCH & RELATED BUDGET - SECTION F-K, BUDGET PERIOD 1

2008/2009

* ORGANIZATIONAL DUNS: 809376718

* Budget Type: Project Subaward/Consortium

Enter name of Organization: Vermont Agency of Agriculture, Forests & Fisheries

* Start Date: 07/01/08 * End Date: 06/30/09 Budget Period: 1

(If the Reset Entries button is pressed, please navigate to previous year to enable the submission of the

F. Other Direct Costs	Funds Requested (\$)
1. Materials and Supplies	2200
2. Publication Costs	
3. Consultant Services	9500
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	3000
7. Alterations and Renovations	
8. Postage for direct mail advertising	
9.	
10.	
Total Other Direct Costs	14700

G. Direct Costs	Funds Requested (\$)
Total Direct Costs (A thru F)	18000

H. Indirect Costs	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.			
2.			
3.			
4.			
Total Indirect Costs			0

Cognizant Federal Agency
 (Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H)	18000

J. Fee	Funds Requested (\$)

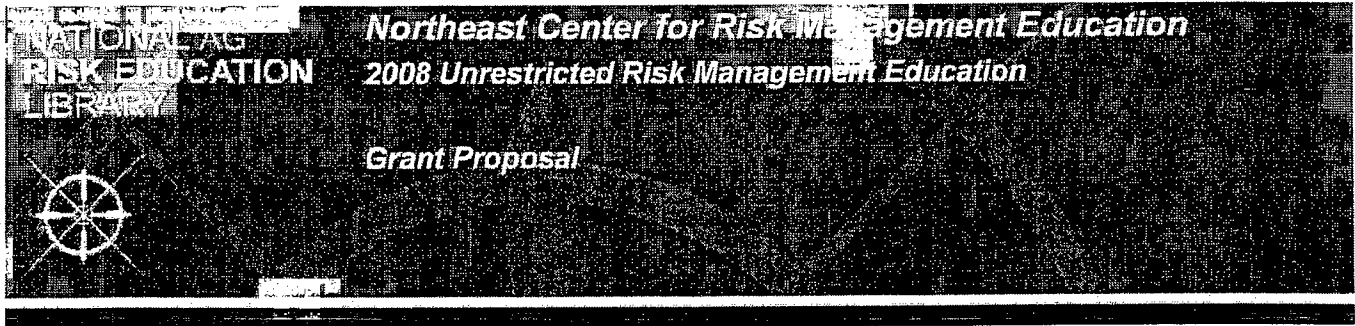
K. * Budget Justification
 (Only attach one file.)

Budget Narrative

Project Number: RME-DZK02524

- A. Salaries and Wages – includes salary for 0.05 FTE Project Leader @\$2,500
- B. Fringe Benefits - Includes fringe at 32% of \$2,500 salary for Project Leader for a total of \$800.00
- C. Total Salaries and Fringe Benefits - \$3300.00
- D. Nonexpendable Equipment – None Requested
- E. Materials/Supplies/student books – \$2,200
- E. Travel – None Requested
- F. Publications Costs – None Requested
- G. Computer Costs – None Requested
- H. Student Assistance – None Requested
- I. All Other Direct Costs – Room Cost for 30 classes (6 classes in 5 different locations across the state) = \$3,000. Instructor/Trainer Fees for 44 students in 5 locations statewide = \$9,500
Total Other Direct Costs = \$12,500.00
- J. Total Direct Costs - \$3,300 + \$14,700 = \$18,000.00
- K. *Participating Producers will contribute \$4,000 towards the project costs.

L. Total Amount Requested = \$18,000.00



Project Name: Occupational Spanish Class for Vermont Dairy Producers

Project Number: RME-DZK02524

Submitted: 2/27/2008 10:22:28 AM Central Time

Project Director: Louise Waterman
Vermont Agency of Agriculture, Food and Markets
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Project Summary:

Human resource risk for Vermont dairy businesses can be managed through improved communication skills. One labor management issue for Vermont dairy producers is communicating with a Hispanic workforce. This project will improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted for the participants. Participants will learn a limited number of practical expressions within a short period of time- a total of 24 hours of instruction. The class will follow the Command Spanish® philosophy of teaching highly specific phrases developed for particular occupations and industries. This will not be a traditional Spanish class project. We anticipate 44 Vermont dairy producers will attend the Occupational Spanish class. We will hold the class with certified Command Spanish instructors in 5 different regions across the state to make it convenient for producers to attend class.

Producer Impact:

Our project's targeted results fall within the Human/Personal Risk Management Area. By learning key Spanish phrases and improved cultural understanding, our project participants will improve employee recruitment, management and retention. Improved communications is a key to managing this risk area. Although this project doesn't directly reduce risk such as purchasing crop insurance would, it is an indicator that participants are taking proactive steps to manage this risk area.

One of the greatest risks facing Vermont producers today is the growing and chronic shortage of American labor. The American workforce is getting older, shrinking and more educated. In 1960 one-half of American men dropped out of school. Today that number is 10%. The more educated American generally is not interested in farm labor. Vermont dairy farmers find it increasingly difficult to recruit and hire individuals to fill dairy related positions, especially milker positions.

Out of necessity to get work done on dairy farms, producers began hiring Hispanic workers. This trend began almost a decade ago and has steadily increased. Based on a survey done several years ago, it was estimated one-third of dairy farms in Vermont hire Hispanic workers. The number continues to grow. These workers contribute to over one-half of all milk produced in the state and work on both small and large farms. Hispanic workers have become an essential part of Vermont's dairy industry and are important to the industries future in Vermont. Without this workforce many farms would be forced out of business.

Targets - What Participants Will Learn, Achieve, Apply

<u>Target(s) that will happen by end of project</u>	<u>When Measured</u>	<u>Est. Number</u>	<u>How Will You Verify</u>
1 Participants will more fully understand cultural differences within a diverse workforce.	March, 2009	40	end of class evaluation
2 Participants will see an increase in their Hispanic employee's productivity due to the participant's increased communications skills. Work will get done more efficiently and and safely on the participants farm.	March, 2009	30	end of class evaluation
3 Participants will see an increase in their ability to communicate with their Hispanic employees	March, 2009	40	pre and post class evaluation
4 Participants will have an increase ability to speak the Spanish language - in particular phrases used within a dairy operation	March	40	Pre and post student evaluation
5 Participants will learn a limited number of practical and useful expressions in Spanish within a short period of time.	March, 2009	40	pre and post student evaluation

<u>Target(s) that will happen after project</u>	<u>When Measured</u>	<u>Est. Number</u>	<u>How Will You Verify</u>
1 Participants will continue to use their new skills and gain even greater communications skills with their Hispanic employees	September 2009	32	survey
2 Participants will continue learning new phrases from the book on their own after class completion	September 2009	18	survey
3 Participants that show a decrease in employer/employee conflict due to improved communications	September 2009	23	survey

Describe Participant(s):

There are approximately 1100 dairy producers in Vermont. The dairy industry in Vermont generates 80-85% of our agricultural revenue. Hispanic workers have become an essential part of Vermont's dairy industry and are important to the industry's future in Vermont. A survey of Vermont's dairy producers indicates that one-third of all full-time employees on these farms are Hispanic. This number continues to grow. It's not just large farms that have Hispanic workforces; many small farms are starting to utilize this workforce. Producers are utilizing this workforce resource in an attempt to alleviate the labor shortage crisis in the Vermont dairy industry.

We believe we will be successful in getting 48 dairy producers and dairy industry professionals to participate in this project because we have worked and will continue to work with many producers with Hispanic employees on other projects such as offering milker training and calf care workshops in Spanish for Hispanic employees. We have built business relationships and identified needs. These producers have indicated day-to-day on-farm communication and cross-cultural understanding with Spanish speaking employees are two challenges they face with this work force. Cultural and communication issues hamper productivity - impacting farm profitability.

We did a pilot project last winter in Addison and Franklin Counties in Vermont where we developed an Occupation Dairy Spanish course book (with specific input from Vermont dairy producers) with the support of Command Spanish® and then offered an occupational Spanish class to dairy producers. We had 30 producers sign up and begin the class and 27 producers finished the 24 hours of class instruction. 100% of those participants indicated they would recommend a similar class to other producers and 88 % said they were interested in a follow-up class for themselves. We also have interest from producers who heard about the project but did not participate in the pilot project. The success of that pilot project is a driving force behind developing this project proposal. Dairy producers are interested in improving their Spanish language skills to make human resource management easier. We will have success in meeting the challenge of drawing in participants.

A key to the success of this project is working with Vermont dairy producers who are committed to the success of their businesses. Project participants will be producers who are motivated to move forward with improving employee management practices and giving them specific guidance and follow-up to implement changed practices.

Project Steps

	<u>What Project Team Does</u>	<u>What Participants Do</u>	<u>When Measured</u>	<u>Est. Number</u>	<u>How Will You Verify</u>
1	Set up Spanish class dates and locations with collaborators and determine class instructors for each location	Not applicable	August, 2008	4	participation in planning meetings
2	Curricula development with instructors using Command Spanish Occupational Dairy book as the guideline and class book.	Not Applicable	November, 2008	8	class syllabus
3	Project leader will make farm visits to potential project participants	Commit to attending a class and promoting the class to other producers	December 2008	40	one-on-one survey
4	Order class books and prepare class materials	Not Applicable	December, 2008	44	material ready for class
5	Certify two additional instructors in Command Spanish instruction	Not Applicable	December, 2008	2	certification through Command Spanish
6	Set up and advertise classes through flyers in producer newsletters and several press releases in Agriview which is mailed to ~ 75% of dairy producers in VT.	Not Applicable	January, 2009		flyer + registration
7	Inform collaborators and other ag industry leaders on the project details + dates/locations for class. Ask them to promote it to their client base.	Not Applicable	January, 2009	75	email list
8	Make presentations to the two active young dairy farmer discussion groups in VT. Describe the project and ask for participation.	Register for workshop/webinar	January, 2009	50	discussion groups meeting attendance
9	Collect participant registration	Participants will pay for the entire class tuition up front and commit to attending 80% of the classes to be eligible for the scholarship reimbursement.	January, 2009	44	registration and class payment

Project Steps

	<u>What Project Team Does</u>	<u>What Participants Do</u>	<u>When Measured</u>	<u>Est. Number</u>	<u>How Will You Verify</u>
10	Instructors will begin class	Participants will 'weigh in' on what chapters/phrases in the book they would like covered during class. This will increase participant buy-in plus there will not be time during class to cover the entire book	February/March, 2009 after first class	44	survey
11	Instructors will teach class	Participants will commit to doing the homework between classes.	January/February, 2009 after first class	44	in-class feedback
12	Instructors will teach	Participants will practice the new skills by communicating with their Hispanic employees between classes. This is considered the class homework	April, 2009	36	in-class feedback + end of class evaluations
13	Instructors will teach 24 hours of classroom time over a 6 to 8 week period	Participants will attend a minimum of 80% of the classroom hours and be eligible for the scholarship. The scholarship will pay 70% of the tuition cost.	April/May, 2009	38	number of scholarships awarded
14	Assess participants language skill development.	Participate in an individual language assessment survey during the first class and again at the end of the classes.	April/May, 2009	44	assessments and evaluations

Risk Categories: Human

Investor Target Area(s):

Improved:

Employee recruitment, management and retention

Project Description

This project will offer Dairy Occupational Spanish Class to increase producer ability to speak the Spanish language (in particular phrases used within a dairy operation) and increase cross-cultural understanding between producers and Hispanic workers. Cultural and communication issues hamper safety, labor efficiency and productivity - impacting farm profitability.

This course will focus on basic communication skills designed specifically for Vermont Dairy Farmers. Our class will follow the Command Spanish® philosophy of teaching highly specific phrases developed for particular occupations and industries. The basis for this language instruction program is to first define the particular words and phrases needed by Vermont dairy producers - and then to focus on learning that essential Spanish in class. The class goal will be to learn a limited number of practical and useful expressions within a short period of time. This is an action-oriented program targeted to helping get work done efficiently and safely on the farm - it is not a traditional Spanish class.

This project will be similar to a Spanish language immersion program, where language learning does not stop when you leave the classroom. Since the participants have Hispanic employees on their farms, they will be using Spanish every day! The only way to really learn a new language is to practice it. The participants will have plenty of time and countless opportunities to practice their Spanish language skills. Though challenging at first, in no time participants will quickly acquire the Spanish language skills needed to meet the project targets.

The book and CD that were developed for a pilot project last winter, specifically for Vermont dairy producers, with the help of Command Spanish and the Department of Community Development & Applied Economics at UVM, will be used for this project as well.

Classes will be offered in 5 locations across Vermont. Multiple locations will allow us to keep the classes small and at convenient locations for producers.

Classes will run once or twice a week for 4 hours per class for a total of 24 hours of instruction over a 6 to 8 week period. This will allow participants to 'practice' their new skills between class periods.

The student/producer numbers for each class will be small so there will be ample one-on-one guidance to keep the process of human resource risk management moving forward.

Participant scholarship reimbursement will be after the classes are completed to encourage regular attendance.

Tools, curriculum, presenters:

We did a pilot project in Vermont last winter where we developed an Occupational Dairy Spanish course book and CD with specific input from Vermont dairy producers and with the support of Command Spanish®. The book and CD that were developed last year specifically for Vermont dairy producers, with the help of Command Spanish and the Department of Community Development & Applied Economics at UVM, will be used for this project.

We will also develop class hand-outs that can be laminated and posted at the participant's barn. We certified two instructors in Vermont through Command Spanish® last winter and they are instructors/collaborators for this project. Their additional qualifications are within the collaborator qualification part of this grant proposal. We have also budgeted to certify two more instructors for this project.

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Project Team

Team leader and members:

Louise Waterman, Education Coordinator
Louise.Waterman@state.vt.us

Project collaborators:

- *Vermont Dairy Producers, project participants
- *David Chappelle, Outreach Professional, UVMEXT, dchappel@uvm.edu, Certified Command Spanish instructor
- *Olga Saldarriaga, Cold Hollow Carrer Center, osaldarriaga@enosburgk12.net, Certified Command Spanish instructor
- *Cheryl Mitchell, Addison County Migrant Worker Coalition member, Cheryl.Mitchell@uvm.edu, assist with promoting the project
- *Tim Buskey, Vermont Farm Bureau administrator, TBuskey@gmavt.net, assist with promoting the project

Describe your team's capacity to deliver this project:

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

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

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

Louise Waterman (team leader and AAFM employee) has been working with farmers for a number of years. She is the project coordinator for one RME on-going farm labor management project and several past RME projects, works with producers on farm transfer planning, facilitates a dairy management team, as well as supporting the coordination of the existing Farm Viability Enhancement Program and working with a young farmer discussion group. As such, she is experienced in building business relationships with farmers and other agricultural professionals, coordinating with other service providers, assigning tasks, delegating and follow-through.

Other team capacity information included in 'requested documents'.

Project Review

Project Review

We reviewed three projects in the Ag Risk Education Library:

- *A training Program on Human Risk Management for Producers Using Latino Labor Force
- *Human Resourc Risks and Contingency Planning
- *Labor Risk Management Study Circles

We will enhance our Spanish for Dairy Producer class curriculum with resource material from these projects. For example we will use 'Tips for Farm Employer/Employee Relationships' from 'Labor Risk Management Study Circles' for class discussion and a class hand-out.