



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Staff Associate
Date: October 8, 2021
Subject: Grant Request – JFO #3064

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The VT Agency of Agriculture, Food and Markets has requested an expedited review of JFO #3064. Please respond by Monday, October 18, 2021.**

JFO #3064 – \$500,000 to the VT Agency of Agriculture, Food and Markets from the National Institute of Food and Agriculture/USDA. Funds to provide expanded stress and mental health services to Vermont Farmers. One (1) limited-service position, Agriculture Development Specialist, to coordinate outreach and services. Position is .5 FTE and is funded through August 31, 2022.

[Received October 7, 2021]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Members will be polled on Monday, October 18, 2021 if they have not responded before then.

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

Grant Summary:	This is a \$500,000 grant from the USDA Farm and Ranch Stress Assistance Network to AAFM to collaborate with the AHS Farm First program to provide expanded stress and mental health services to VT Farmers, includes funding a new a 0.5 FTE LSP.
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Date:	9/7/2021
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Department:	Agency of Agriculture, Food and Markets
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Legal Title of Grant:	Vermont's Plan for Further Developing the Farm and Ranch Stress Assistance Network
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Federal Catalog #:	10.525
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Grant/Donor Name and Address:	Awards Management Division, National Institute of Food and Agriculture/USDA, 805 Pennsylvania Ave, Kansas City, MO 64105
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Grant Period:	From: 9/1/2021	To: 8/31/2022
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Grant/Donation	\$500,000
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	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$375,261	\$124,739	\$	\$500,000	This grant has no state match requirement.

Position Information:	# Positions	Explanation/Comments
	1	This is a 0.5 FTE position 100% federally funded by this grant.

Additional Comments:	12a of the AA-1 form indicates equipment and space is both presently available and can be obtained with available funds. AAFM has clarified that there is space available for this position, but equipment and supplies will be paid for with grant funds.
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Department of Finance & Management		(Initial)
Secretary of Administration		(Initial)
Sent To Joint Fiscal Office		Date



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

BASIC GRANT INFORMATION				
1. Agency:	Agriculture, Food & Markets			
2. Department:				
3. Program:	USDA Farm and Ranch Stress Assistance Network -State Departments of Agriculture			
4. Legal Title of Grant:	Vermont's Plan for Further Developing the Farm and Ranch Stress Assistance Network			
5. Federal Catalog #:	10.525			
6. Grant/Donor Name and Address:	Awards Management Division National Institute of Food and Agriculture/USDA 805 Pennsylvania Ave Kansas City, MO 64105			
7. Grant Period:	From:	9/1/2021	To:	8/31/2022
8. Purpose of Grant:	<p>The Vermont Agency of Agriculture, Food and Markets will collaborate with AHS Farm First program to provide expanded stress and mental health services to Vermont Farmers. The program will build on programs of the USDA Farm and Ranch Stress Assistance Network, Northeast of which Farm First is a partner. The expanded service will include:</p> <ul style="list-style-type: none"> •An outreach program to all farms on the issues of stress, the impact to farming and the services available; •A series of trainings for agricultural service providers to assist them to identify and communicate with farmers experiencing stress and connecting these farmers with the services of the Farm First program. Agency of Agriculture will have an embedded employee to assist staff with training and connection of farmers to Farm First services; •Farm First will expand their coordinated service to farmers, sending out a farm coordinator and trained counselors to assess the situation, provide resources and expand follow up services to 12 visits; •Farm First will develop a peer support network of farmers and connect farmers with peer supports through interactive mapping on the website; •Farm First will develop and coordinate behavioral screenings and follow-up intervention sessions directly with farmers; and •Farm First will conduct a needs assessment and analysis of available services for the farmworker community and provide Farm First mental health supports. <p>This program will provide services for Vermont and build upon the services that have been provided by Farm First to farmers. The project summary is limited to 250 words.</p>			
9. Impact on existing program if grant is not Accepted:	Agency of Agricultrre and AHS Farm First program will not be able to expand services to Vermont Farmers.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 22	FY 23	FY	
Personal Services	\$65,541	\$21,847	\$	
Operating Expenses	\$135,723	\$44,893	\$	
Grants	\$173,997	\$57,999	\$	
Total	\$375,261	\$124,739	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$0	
In-Kind	\$	\$	\$	

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

Federal Funds:	\$	\$	\$
(Direct Costs)	\$360,136	\$119,697	\$
(Statewide Indirect)	\$	\$	\$
(Departmental Indirect)	\$15,125	\$5,042	\$
Other Funds:	\$	\$	\$
Grant (source)	\$	\$	\$
Total	\$375,261	\$124,739	\$

Appropriation No:	2200011000	Amount:	\$375,261
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Alyson Eastman Agreed by: A.E. (initial)

12. Limited Service Position Information:	# Positions	Title
	1	0.5 FTE Ag Development Specialist
Total Positions	1	

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

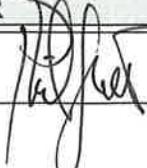
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: E-SIGNED by Alyson Eastman on 2021-08-02 15:10:04 GMT	Date: August 02, 2021
	Title: Deputy Secretary, Agency of Agriculture, Food and Markets	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) Kristin L. Clouser <small>Digitally signed by Kristin L. Clouser Date: 2021.09.09 15:51:03 -04'00'</small>	Date:
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: <input checked="" type="checkbox"/> Accepted		10/6/21
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STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

<input type="checkbox"/>	Rejected	(Governor's signature) 	Date: 10/6/21
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16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

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

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

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

Agency/Department: Agriculture Date: August 12, 2021

Name and Phone (of the person completing this request): Diane Bothfeld

Request is for:

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

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

USDA Farm and Ranch Stress Assistance Network - State Agriculture Department
Vermont's Plan for Further Developing the Farm and Ranch Stress Assistance Network

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

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Agriculture Development Specialist I	0.5 FTE	1 Administration	September 1, 2021 - August 31, 2022

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

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

This position will carry out critical functions within the grant and at the Agency of Agriculture. Agency will hire a 1/2 time Agriculture Development Specialist position to work in conjunction with the subaward entity, Farm First. Develop, implement and evaluate 4 days of trainings to supplement the FRSAN offerings to Ag Service providers, including Agency staff who interact with farms. Work with Agency staff on concerns of individual farmers bringing the Farm First to the individual farm for a teaming approach allowing client intakes to develop a comprehensive service plan including needed follow-up support

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

Diane Bothfeld Digitally signed by Diane Bothfeld Date: 2021.08.12 10:31:53 -04'00' **E-SIGNED by Alyson Eastman on 2021-08-12 14:52:35 GMT**

Signature of Agency or Department Head **Aimee Pope** Date

Digitally signed by Aimee Pope
Date: 2021.08.12 16:12:52 -04'00'

Approved/Denied by Department of **Human Resources** Date

Adam Greshin
Digitally signed by Adam Greshin
Date: 2021.09.07 15:06:19 -04'00'

Approved/Denied by Finance and Management **Kristin L. Clouser** Date

Digitally signed by Kristin L. Clouser
Date: 2021.09.09 15:51:49 -04'00'

Approved/Denied by Secretary of Administration _____ Date

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 10/6/21

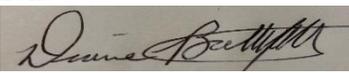
Comments:

Office of the Secretary
116 State Street
Montpelier, VT 05620
www.VermontAgriculture.com

[phone] 802-828-5667
[fax] 802-828-2361

Agency of Agriculture Food & Markets

TO: Adam Greshin, Commissioner of Finance and Management

FROM: Diane Bothfeld, Director of Administrative Services, IV 

DATE: August 2, 2021

REASON: Memo for AA-1 Vermont's Plan for Further Developing the Farm and Ranch Stress Assistance Network

CC: Anson Tebbetts, Secretary and Alyson Eastman, Deputy Secretary

The Agency of Agriculture, Food and Markets has been granted funding for Vermont's Plan for Further Developing the Farm and Ranch Stress Assistance Network USDA Federal Catalog #10.525. This is a USDA funded grant opportunity to build on the regional work of the Farm and Ranch Stress Assistance Network that the Farm First Program has been working on for the past year. Farm First is an entity with the State Vocational Rehabilitation and Employee Assistance Program that has been assisting Vermont Farmers for the last 5 years. The grant to the Agency of Agriculture will strengthen the partnership between the Agency and Farm First and expand services to Vermont farming population.

There have been several items in the news recently that this grant will assist in addressing, stress in the farm labor community and stress levels in rural communities. Below is the overview of the grant:

The Vermont Agency of Agriculture, Food and Markets will collaborate with Farm First to provided expanded stress and mental health services to Vermont Farmers. The program will build on programs of the USDA Farm and Ranch Stress Assistance Network, Northeast of which Farm First is a partner.

The expanded service will include:

- An outreach program to all farms on the issues of stress, the impact to farming and the services available by the Agency of Agriculture;
- A series of trainings for agricultural service providers to assist them to identify and communicate with farmers experiencing stress and connecting these farmers with the services of the Farm First program. Agency of Agriculture will have an embedded employee to assist staff with training and connection of farmers to Farm First services;
- Farm First will expand their coordinated service to farmers, sending out a farm coordinator and trained counselors to assess the situation, provide resources and expand follow up services to 12 visits;
- Farm First will develop a peer support network of farmers and connect farmers with peer supports through interactive mapping on the website;
- Farm First will develop and coordinate behavioral screenings and follow-up intervention sessions directly with farmers; and
- Agency of Agriculture and Farm First will conduct a needs assessment and analysis of available services for the farmworker community and provide Farm First mental health supports.

This program will provide services for Vermont and build upon the services that have been provided by the Agency of Agriculture and Farm First to farmers.



Please feel free to contact me if you have questions.

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

1. Award No. 2021-70035-35574	2. Amendment No.	3. Proposal Number 2021-09301	4. Period of Performance 09/01/2021 through 08/31/2022	5. Type of Instrument Grant
6. Type of Action New	7. CFDA Number 10.525	8. FAIN 20217003535574	9. Method of Payment ASAP 70035355747003521000	10. CRIS Number 1027249

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

12. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA 805 Pennsylvania Ave Kansas City, MO 64105	13. Awardee Organization AGRICULTURE, FOOD & MARKETS, VERMONT AGENCY OF MONTPELIER, VT 05620-2901
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14. Program Point of Contact: Richard Brent Elrod Telephone: 202-445-5456 richard.elrod@usda.gov	Administrative Point of Contact: Scott Shields Telephone: 816-401-7813 scott.shields@usda.gov	15. Project Director/Performing Organization Diane Bothfeld Vermont Agency of Agriculture, Food and Markets Montpelier, VT 05620-2901
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16. Funding:	<u>Federal</u>	<u>Non-Federal</u>	17. Funds Chargeable			
Previous Total	\$0.00	\$0.00	<u>FY - FDC</u>	<u>Amount</u>	<u>FY - FDC</u>	<u>Amount</u>
+ or -	\$500,000.00	\$0.00	21- 133-70035	\$500,000.00		
Total	\$500,000.00	\$0.00				
Grand Total	\$500,000.00					

18. Title of Proposal
Vermont's Plan for Further Developing the Farm and Ranch Stress Assistance Network

PROVISIONS

This Award incorporates the following:

1. The referenced proposal and any revision thereto - incorporated by reference
2. Research Terms and Conditions and USDA/NIFA Agency-Specific Terms and Conditions (November 2020) at <http://nifa.usda.gov/terms-and-conditions>.
3. General Provisions found in Title 2: 2 CFR Part 400; 2 CFR Part 415; 2 CFR Part 416; 2 CFR Part 418; 2 CFR Part 422; and, Title 7: 7 CFR Part 3430 - all incorporated by reference and found at https://www.nsf.gov/bfa/dias/policy/fedtrc/rtcoverlay_nov20.pdf.
4. The Approved Award Budget
5. NIFA Project Initiation Documents - incorporated by reference
6. Failure to submit complete, accurate, and timely reports may result in possible award delays or enforcement actions. Federal Financial SF-425 forms are to be sent to awards@usda.gov. Project progress reports are to be completed in the REEport portal located at <https://porta.nifa.usda.gov>. Questions regarding access to REEport should be directed to electronic@usda.gov.
7. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown of funds signifies acceptance of award terms and conditions and should commence in a timely manner within the award period. Inquiries regarding ASAP Payment Accounts should be directed to the Financial Management Division at asapcustomerservice@usda.gov.
8. Prohibition against using funds under Grants and Cooperative Agreements with entities that require certain internal confidentiality agreements are referenced at <https://nifa.usda.gov/prohibition-confidentiality-agreements>
9. Pursuant to 2 CFR 200.331, pass-through entities must appropriately monitor subrecipient activities and must convey the requirements of the Federal grant as well as any additional requirements imposed by the pass-through entity. NIFA reserves the right to request and review subaward budget information during or after the Period of Performance of this award. Form AD-1048 or other NIFA approved format must be completed by the approved subawardee(s) and returned to the recipient for retention in the official award file. It is not necessary to send a copy to NIFA. (<https://www.ocio.usda.gov/document/ad-1048>)

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.

Typed Name Hollie Boyd Authorized Departmental Officer	Signature HOLLIE.BOYD	Date 07/29/2021
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RESEARCH & RELATED BUDGET - Cumulative Budget

Award Number: 2021-70035-35574

	Totals (\$)	Totals (\$)
Section A, Senior/Key Person:		21,986.00
Section B, Other Personnel:		45,235.00
Total Number Other Personnel:	1	
Total Salary, Wages and Fringe Benefits (A+B):		67,221.00
Section C, Equipment:		1,500.00
Section D, Travel:		600.00
1. Domestic:	600.00	
2. Foreign:	0.00	
Section E, Participant / Trainee Support Costs:		24,000.00
1. Tuition/Fees/Health Insurance:	0.00	
2. Stipends	24,000.00	
3. Travel:	0.00	
4. Subsistence:	0.00	
5. Other:	0.00	
6. Number of Participants/Trainees:	0	
Section F, Other Direct Costs:		386,512.00
1. Materials and Supplies:	6,796.00	
2. Publications Costs:	0.00	
3. Consultant Services:	0.00	
4. ADP/Computer Services:	0.00	
5. Subawards/Consortium/Contractual Costs:	231,996.00	
6. Equipment or Facility Rental/User Fees:	8,000.00	
7. Alterations and Renovations:	0.00	
8. Other1:	600.00	
9. Other2:	300.00	
10. Other3:	138,820.00	
Section G, Direct Costs (A thru F):		479,833.00
Section H, Indirect Costs:		20,167.00
Section I, Total Direct and Indirect Costs (G + H):		500,000.00
Section J, Fee:		0.00
Section K, Total Costs (I + J)		500,000.00

Budget was reviewed on July 28, 2021

Other 1. Cell phone cost

Other 2. Software upgrade

Other 3. Fee for Service

State: Vermont

Primary Point of Contact Name: Diane Bothfeld

Email Address: diane.bothfeld@vermont.gov

Phone: 802-498-3337

Physical Address: 116 State Street Montpelier, Vermont 05620-2901

Activity (Enter in each row below an activity from the options in Part I for which the state is seeking funding.)	Description	Lead Entity/Partner Responsible	Timeline	Cost
Develop a trained, supported peer network.	Outreach; program design and coordination; training to build resource network of 24 trained peer support farmers by providing 6 community engagement events and two 6-hour training sessions. Farmers seeking to connect with other farmers reach out to trained peers through FF's new website, connecting through a mapped GIS interfaced.	Farm First (FF-VABIR)	9/01/2021 to 8/31/2022	\$84,120.00
Provide Mental Health Behavioral Screening and Intervention to farmers via outreach	FF offers screenings on the farm & compensate farmers for their time to ensure good participation. FF monitors & collect specific outcome data that informs ongoing program development.	Farm First (FF-VABIR)	9/01/2021 to 8/31/2022	\$53,124.00
Outreach and Education Campaign	Extensive outreach and public relations campaign, FF will educate farmers about the nature and importance of getting support for stress they may experience and apprise them of the services available through Farm First.	Farm First (FF-VABIR)	9/01/2021 To 8/31/2022	\$42,500.00

Farm First Program Enhancements	FF will expand it's current program to provide a teaming approach allowing client intakes to develop a comprehensive service plan including needed follow-up support. FF resource staff and the counselor work collaboratively to develop an initial service plan to comprehensively meet the identified means.	Farm First (FF-Voc Rehab)	9/01/2021 to 8/31/2022	\$35,449.60
Farm Worker Support	Conduct a needs assessment and analysis of available services for the farmworker community; provide FF mental health supports, where appropriate.	Agency of Agriculture, Food and Markets	9/01/2021 to 8/31/2022	\$53,500.00
Train and support Ag Service Providers	Develop, implement and evaluate 4 days of trainings to supplement the FRSAN offerings to Ag Service providers, including state staff. The trainings offer information on available supportive resources and informing farmers about connecting with FF counselors which align, and supplements trainings offered by FRSAN NE programming. As providers gain skills regarding communication about challenging subjects, they are prepared to take advantage of support opportunities. Additionally, they are equipped to recognize and respond to potentially urgent and serious situations such as suicidal thinking or alcohol/drug misuse.	Agency of Agriculture, Food and Markets	9/01/2021 to 8/31/2022	\$116,215.25
Management of Award	Oversite of USDA grant funding, indirect costs and supervision of ½ time employee	Agency of Agriculture Food and Markets	9/01/2021 to 8/31/2022	\$59,768.79

Total= \$393,960.39

Grand total of all costs = \$498,953.67

Difference = \$104,993.28

Budget Narrative – Vermont Agency of Agriculture, Food and Markets

Vermont Agency of Agriculture, Food and Markets (Agency) will provide grant oversight and a ½ time position to implement a portion of the scope of work in conjunction with the subaward entity, Farm First.

Personal:

Agency will provide 12% of time of principle investigator, Bothfeld to manage all aspects of the grant to the Agency. Principle investigator is responsible for supervision of ½ time positions, subaward to Farm First, all financial reporting and all program reporting is completed. - \$14,628.91

Agency will hire a ½ time Agriculture Development Specialist position to work in conjunction with the subaward entity, Farm First. Develop, implement and evaluate 4 days of trainings to supplement the FRISAN offerings to Ag Service providers, including Agency staff who interact with farms. Work with Agency staff on concerns of individual farmers bringing the Farm First to the individual farm for a teaming approach allowing client intakes to develop a comprehensive service plan including needed follow-up support. - \$30,098.64

Fringe Benefits

Based on the two positions, fringe benefits including: FICA, Health insurance, dental insurance, retirement, workers compensation and employment assistance program (EAP), the total amount is \$22,493.49

Travel

The principle investigator and the ½ time positions will travel to meetings with the subaward entity Farm First, travel to individual farms and training sessions. The Agency uses fleet cars provided by the state with a flat rate of \$50/day. Twelve trips within the calendar year are expected. \$600.00

Participant Training Support Costs

Participating farmers will be provided a stipend to cover time and expenses to take part in the peer network and behavioral screening activities. \$24,000.00.

Equipment

The ½ time employee will be equipped with a laptop to complete the required meetings and trainings. \$1,500

Supplies

The ½ time employee will be provided with general office supplies to include paper, pens, access to copier, printer and fax, and postage for outreach to individual farmers. The Agency will also provide supplies to the training events which will include easels, large white paper for group participation, name tags, evaluation documents, printing materials, mailing materials and manuals. \$5,750

Construction

There will be no construction costs associated with this grant.

Consultant Services Expenses

The Agency will work with several consultants in this project and provide funding in the following manner:

Speaker Fees – Speakers fees for six community events for the purpose of engaging potential peer participants into the program. \$3,000.

The Agency will engage a consultant to conduct a needs assessment and analysis of available services for the farmworker community. \$53,500.

The Agency will engage a consultant to development and implement a public relations campaign to include outreach activities and video. \$35,000.

The Agency will engage a consultant to develop, implement and evaluate 4 days of trainings to supplement the FRSAN offerings to Ag Service providers, including state staff. \$47,320.

Contract

The Agency will contract with two subaward entities, Vocational Rehabilitation and the Vermont Association of Business, industry and Rehabilitation (VABIR) and State of Vermont Vocational Rehabilitation (parent organizations of Farm First) to complete the attached scope of work. Subaward budget provided. \$231,996.32

Subaward budget narratives:

Budget Justification VABIR

The Farm First program holds a unique role in Vermont’s agricultural community by offering services and resources that support farmer mental health and emotional well-being. The program works collaboratively with the VT Agency of Agriculture, other agricultural service providers, and most importantly directly with farmers and their families. This grant provides an opportunity to build on the successful efforts of the past decade and increase the services and supports that are needed.

Budget Justification for Farm First Sub-award

A. Senior Key Personnel

- 1. Steve Dickens is a Senior Advisor to the project. Mr Dickens is the Director of Research of the Invest EAP Centers for Wellbeing, the parent organization of Farm First. He is Visiting Scholar Emeritus at the T.H. Chan Harvard School of Public Health with a focus on occupational health.*

*Wage and Fringe for Steve Dickens \$114,400.00 (12-month period)
Percent effort 0.075 FTE*

Requested Amount..... \$ 8,580.00

2. *Leanne Porter is Behavioral Screening and Training Manager.
Wage and Fringe for Leanne Porter \$94,640.00 (12-month period)
Percent effort 0.5 FTE
Requested Amount..... \$ 47,320.00*

3. *Kevin Channell is the Peer Program Manager
Wage and Fringe for Kevin Channell \$94,640.00 (12-month period)
Percent effort 0.5 FTE
Requested Amount..... \$ 47,320.00*

Subtotal Key Personnel \$ 103,220.00

B. Other Personnel \$0

Subtotal Other Personnel \$0

C. Equipment – in-kind

D. Travel – in-kind

E. Participant Trainee Support Costs

Subtotal participant trainee support \$ 0

F. Other Direct Costs

1. *Materials and supplies*

The Outreach and Education initiative will utilize funds for development and dissemination of communication materials to support the initiative.

Costs \$ 2,000.00

2. *Consultant*

Provide support for outreach campaign and training coordination..... \$ 7,500.00

Subtotal other direct costs \$ 9,500.00

TOTAL DIRECT COSTS \$ 112,720.00

Indirect Costs De minimis 10% \$ 11,272.00

Total Funds Requested for Farm First Sub-award \$ 123,992.00

Budget Narrative

In collaboration with Vermont’s Agency of Agriculture, Food and Markets, and the support of FR SAN-NE, the Farm First program – a collaboration between the Vocational Rehabilitation and the Vermont Association of Business, industry and Rehabilitation (VABIR) – will greatly expand its scope of work to provide resources and support to reduce the stress experienced by Vermont’s farmers, farm families, and farmworkers. The partnership between the Vermont Agency and Farm First is long-standing and over the years many effective strategies and practices have been implemented. This proposal builds on the lessons learned to-date and focuses on key areas of continued unmet need. Key areas of focus are delineated below.

Peer Support Network

Farm First is requesting a significant portion of the budget for this initiative. The work is a multi-step process which will ground the new program in a sustainable structure. Farm First will host community events, welcoming the farm community (including both farmers and agricultural service providers) to come together to connect, socialize and share ideas while learning about farm stress and its impacts. Following discussion on the topic, participants will be invited to become peer supports to assist farmers who are struggling. Volunteers will then participate in the training sessions offered to equip them to be skilled in providing meaningful support. Stipends will be paid to farmers for their participation in the training. Our expectation is that it is likely approximately 50 farmers will attend the community events and we are estimating that 24 of those will continue through the training and be available to provide peer support going forward.

We will dedicate a 0.5 FTE staff person to develop, implement, and oversee the peer program. This staff person will manage the planning and logistics of six community events for the purpose of engaging potential peer participants into the program. They will design and present effective trainings to enable peers to be effective in their work. The trainings will include an overview of resources available to assist farmers as well as basic training in how to actively listen and provide non-judgmental support. We will develop a system for assessing the effectiveness of these strategies in building the peer network to inform next-step planning.

Budget Line Item

<i>Other Personnel</i>	<i>0.5 FTE - Salary and Fringe</i>	<i>\$47,320.00</i>
	<i>Total Peer Support Network Budget</i>	<i>\$47,320.00</i>

Behavioral Health and Wellness Initiative

The Behavioral Health and Wellness Initiative will be staffed utilizing 0.2 FTE of a Farm First counselor who will be able to divide their time serving clients in both this program and in the efforts to enhance the current Farm First service provision as is described below. The program will also include 0.2% of an FTE to develop the program structure and oversee the day-to-day implementation.

Behavioral health research has demonstrated that providing information to someone about the status of their screen is an effective way to engage that person in a discussion that frequently

results in improved health outcomes. We will target providing this service to up to 50 farmers during the term of the grant.

Budget

<i>Other personnel</i>	<i>0.25 BHWI Program Coordination</i>	<i>\$23,660.00</i>
<i>Other Direct Costs</i>	<i>Materials and Supplies</i>	<i>\$2,000.00</i>
	<i>Total Screening and Intervention Budget</i>	<i>\$25,660.00</i>

Agricultural Service Provider Training

Updated training and information about how to best support mental health and emotional well-being is critical for those on the front lines with farmers. This group includes a wide-array of professionals from various organizations, as well as the Agency staff. The State of Vermont wants to ensure that service providers have a standardized set of skills and the knowledge they need to be effective in assisting farmers who are experiencing considerable stress. Skill based training that allows for practice and coaching will result in the ability of agricultural service providers to effectively recognize mental health needs, respond in a helpful and supportive fashion, and to connect farmers with Farm First and other professionals as appropriate.

The role of developing and implementing effective training will be a joint effort across Farm First and the Agency of Agriculture. Farm First VABIR will dedicate 0.25 FTE staff to this initiative. This staff person (the same individual identified as working 0.25 FTE on the Behavioral Health and Wellness Initiative) will partner with the new position described in the budget submitted by the Agency of Agriculture. This team will create, develop, implement and evaluate these trainings along with a contractor hired by the Agency of Agriculture.

<i>Other personnel</i>	<i>0.25 FTE</i>	<i>\$23,660.00</i>
	<i>Agricultural Service Provider Training Budget</i>	<i>\$23,660.00</i>

Outreach and Education Campaign

Although there is general familiarity of Farm First in the farm community, many individual farmers still have never heard of it, nor are farmers necessarily aware of the stress support resources available through the program. Through this extensive outreach and public relations campaign, we will both educate farmers about the nature and importance of getting support for stress they may experience and apprise them of the services available through Farm First. We will dedicate a 0.2 FTE consultant to overseeing this initiative.

<i>Other personnel</i>	<i>0.2 FTE</i>	<i>\$7,500.00</i>
	<i>Outreach Program Budget</i>	<i>\$7,500.00</i>

Program Management and Oversight

<i>Requested Amount.....</i>		<i>\$ 53,913.60</i>
	<i>Subtotal Other Personnel</i>	<i>\$ 53,913.60</i>
<i>I. Equipment – in-kind</i>		
<i>J. Travel – in-kind</i>		
<i>K. Participant Trainee Support Costs</i>		
	<i>Subtotal participant trainee support</i>	<i>\$ 0</i>
<i>L. Other Direct Costs</i>		
<i>3. Consultant Services</i>		
<i>A consultant will be contracted to provide expertise in marketing and communications needed to develop and implement the outreach and education plan. A second consultant will be contracted with to analyze data from Behavioral Wellness Initiative.</i>		
<i>Costs</i>		<i>\$10,800.00</i>
	<i>Subtotal other direct costs</i>	<i>\$ 10,800.00</i>
	<i>TOTAL DIRECT COSTS</i>	<i>\$ 93,913.60</i>
<i>Indirect Costs</i>	<i>Agency average of 15%</i>	<i>\$ 14,087.52</i>
<i>Total Funds Requested for VR Farm First Sub-award</i>		<i>\$ 108,004.32</i>

Budget Narrative

In collaboration with Vermont’s Agency of Agriculture, Food and Markets, and the support of FR SAN-NE, the Farm First – a collaboration between the Vocational Rehabilitation and the Vermont Association of Business, industry and Rehabilitation (VABIR) – will greatly expand its scope of work to provide resources and support to reduce the stress experienced by Vermont’s farmers, farm families, and farmworkers. The partnership between the Vermont Agency and Farm First is long-standing and over the years many effective strategies and practices have been implemented. This proposal builds on the lessons learned to-date and focuses on key areas of continued unmet need. Key areas of focus are delineated below.

Peer Support Network

Farm First is requesting a significant portion of the budget for this initiative. The work is a multi-step process which will ground the new program in a sustainable structure. Farm First will host community events, welcoming the farm community (including both farmers and agricultural service providers) to come together to connect, socialize and share ideas while

learning about farm stress and its impacts. Following discussion on the topic, participants will be invited to become peer supports to assist farmers who are struggling. Volunteers will then participate in the training sessions offered to equip them to be skilled in providing meaningful support. Stipends will be paid to farmers for their participation in the training. Our expectation is that it is likely approximately 50 farmers will attend the community events and we are estimating that 24 of those will continue through the training and be available to provide peer support going forward.

We will dedicate a 0.05 FTE consultant to provide organizational assistance to support the peer program. This staff person will manage the planning and logistics of six community events for the purpose of engaging potential peer participants into the program.

Budget Line Item

<i>Other Direct Cost</i>	<i>0.05 FTE consultant</i>	<i>\$6,800.00</i>
	Total Peer Support Network Budget	\$6,800.00

Behavioral Health and Wellness Initiative

The Behavioral Health and Wellness Initiative will be staffed utilizing 0.25% of an FTE of a Farm First counselor who will be able to divide their time serving clients in both this program and in the efforts to enhance the current Farm First service provision as is described below. Behavioral health research has demonstrated that providing information to someone about the status of their screen is an effective way to engage that person in a discussion that frequently results in improved health outcomes. We will target providing this service to up to 50 farmers during the term of the grant.

Budget

<i>Other personnel</i>	<i>0.25 Farm First counselor</i>	<i>\$22,464.00</i>
	Total Screening and Intervention Budget	\$22,464.00

Farm First Enhancements

We propose two significant enhancements to our extant Farm First services. Currently, our Farm First Resource Coordinator initially meets with farmers. The Resource Coordinator can then connect farmers experiencing considerable stress with a Farm First counselor. Not all farmers take advantage of that referral and the Resource Coordinator often becomes bogged down in providing ongoing emotional support to the farmer. With our enhanced approach, a Farm First Counselor will join the Resource Coordinator in the initial meeting with the farmers. This will provide a natural and easy way for the counselor to continue to engage and provide emotional support to the farmer as necessary.

Second, monetary restrictions have kept us from allowing our counselors to meet with farmers more than a handful of times. This is unfortunate as a number of these farmers have reached out to ask for help, are provided some support, but then must be referred to an outside mental health

provider. Few of course accept that referral. Farm First counselors are perceived as friendly support people who care about farmers. They are not necessarily perceived of as mental health counselors, nor is that their role – the services delivered are of a general support and social work nature – not services that would be reimbursable mental health expenses. With our new enhancements, we will extend the amount of time that Farm First Counselors can spend with farmers to up to a dozen meetings. Our counselors believe that this will be more than sufficient time to provide the necessary support that most farmers are seeking.

To support this plan, the budget includes utilizing the equivalent of 0.35 of an FTE for the work provided by Farm First Counselors. The additional programmatic support for these enhancements will be supported under the current program structure without a need for additional staffing.

Budget Farm First Enhancement

<i>Other personnel</i>	<i>0.35 Farm First counselors</i>	<i>\$31,449.60</i>
<i>Other Direct Costs</i>	<i>Contracted counselors (to supplement staff as needed)</i>	<i>\$4,000.00</i>
	<i>Farm first Program Staff will provide coordination and absorb that cost into current funding</i>	
	<i>Farm First Enhancement Budget</i>	<i>\$35,449.60</i>

Program Management and Oversight

In her role of Farm First Manager and a member of the FR SAN-NE leadership structure, Karen Crowley is well positioned to supervision and oversight of oversee the work across the program. A highly experienced manager with expertise in organization development work, Ms. Crowley will implement programming using approaches that will support high-efficiency, collaboration, innovative ideas, and a results-oriented approach. Additionally, Farm First program manager is supported by Steven Dickens in an advisory role for the program.

Karen Crowley, Program Manager, 0.25 FTE Salary and Fringe *\$29,203.20*

Total Management Budget ***\$29,203.00***

TOTAL DIRECT COSTS ***\$ 93,916.80***

Other Costs

The Agency other costs will include software upgrade, monthly cell phone fee, facility rental to hold training, peer network and behavioral screening, and fee for space rental costs. \$8,900

Indirect Costs

The Agency will utilize the 30% indirect rate. The Agency's calculated and approved federal indirect rate is 31.10% and the total indirect charge is lower using the 30% rate. Indirect funds will cover business office expense for contract management with subawardee, financial support and reporting. The total \$20,166.31

TOTAL DIRECT COSTS	\$ 478,787.36
Agency Indirect Costs	\$ 20,166.31
Total Funds Requested for Farm First Sub-award	\$ 498,953.67

Organizational Chart for Vermont Agency of Agriculture Food and Markets – Administration Division

JFO Grant #3064

