MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: August 26, 2009
Subject: JFO #2387

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

JFO #2387 — $19,425 grant from the University of Delaware Research Office to the Agency of Agriculture, Food and Markets. These grant funds will be used to work directly with Vermont dairy producers on the development and implementation of farm transfer plans.
[JFO received 7/27/09]

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: Roger Allbee, Secretary
MEMORANDUM

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: July 29, 2009  
Subject: Grant request  

Enclosed please find one (1) request that the Joint Fiscal Office has received from the administration.

JFO #2387 — $19,425 grant from the University of Delaware Research Office to the Agency of Agriculture, Food and Markets. These grant funds will be used to work directly with Vermont dairy producers on the development and implementation of farm transfer plans.  

[JFO received 7/27/09]

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) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by August 12 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

cc: James Reardon, Commissioner  
Roger Allbee, Secretary
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Date: July 29, 2009
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cc: James Reardon, Commissioner
Roger Allbee, Secretary
### STATE OF VERMONT
### FINANCE & MANAGEMENT GRANT REVIEW FORM

| Grant Summary: | This grant provides funding to allow the Agency of Agriculture to work one on one with dairy producers on issues related to farm transfer planning. The program will be conducted over two state fiscal years, FY10 and FY11. |
| Date: | 7/16/2009 |
| Department: | Agriculture, Food and Markets |
| Legal Title of Grant: | Risk Management Education: Farm Business Transfer Planning |
| Federal Catalog #: | NA |
| Grant/Donor Name and Address: | University of Delaware, Research Office, 210 Hullihen Hall, Newark DE 19716 |
| Grant Period: From: | 7/1/2009 |
| To: | 12/31/2010 |
| Grant/Donation | $19,425 |

<table>
<thead>
<tr>
<th>SFY 1</th>
<th>SFY 2</th>
<th>SFY 3</th>
<th>Total</th>
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<tr>
<td>$12,950</td>
<td>$6,475</td>
<td>$</td>
<td>$19,425</td>
<td>There is no requirement for a state match to this grant</td>
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<table>
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<tr>
<th>Position Information:</th>
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<th>Explanation/Comments</th>
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<tr>
<td># Positions</td>
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<td></td>
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| Additional Comments: | The University of Delaware got a grant from the USDA and is subgranting a portion of that grant to VT Agency of Agriculture, Food and Markets to do this project. |

<table>
<thead>
<tr>
<th>Department of Finance &amp; Management</th>
<th>(Initial)</th>
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<tbody>
<tr>
<td>Secretary of Administration</td>
<td>(Initial)</td>
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<tr>
<td>Sent To Joint Fiscal Office</td>
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Department of Finance & Management
Version 1.1 - 10/15/08
Page 1 of 2
### Basic Grant Information

1. **Agency:** Agency of Agriculture, Food & Markets
2. **Department:**
3. **Program:** Farm Business Transfer Planning for Vermont Dairy Producers
4. **Legal Title of Grant:** Risk Management Education: Farm Business Transfer Planning
5. **Federal Catalog #:** N/A
6. **Grant/Donor Name and Address:**
   - University of Delaware
   - Research Office
   - 210 Hullihen Hall
   - Newark, DE 19716
7. **Grant Period:**
   - From: 7/1/2009
   - To: 12/31/2010
8. **Purpose of Grant:**
   - The Agency of Agriculture will work with Vermont dairy producers on issues related to farm transfer planning.
9. **Impact on existing program if grant is not Accepted:**
   - None.

### Budget Information

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<th>Expenditures</th>
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<th>SFY 2 FY 2011</th>
<th>SFY 3 FY</th>
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<td>Grants</td>
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<td><strong>Total</strong></td>
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<td>$6,475</td>
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<td>$</td>
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<td>$6,475</td>
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<tr>
<td><strong>Total</strong></td>
<td>$12,950</td>
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</tbody>
</table>

**RECO** JUL 07 2008
STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE  (Form AA-1)

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts?  □ Yes  □ No
   If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Roger Allbee  Agreed by: __________________________ (initial)

12. Limited Service Position Information:

   # Positions  Title

   Total Positions

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: __________________________ Date: 6/24/09
Title: __________________________
Signature: __________________________ Date:
Title: __________________________

14. ACTION BY GOVERNOR

☐ Check One Box: Accepted
☐ Rejected

(Governor's signature)  Date: 7/22/09

15. SECRETARY OF ADMINISTRATION

☐ Check One Box: Request to JFO
☐ Information to JFO

(Secretary's signature or designee)  Date: 7/22/09

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

☐ Request Memo  ☐ Notice of Donation (if any)
☐ Dept. project approval (if applicable)  ☐ Grant (Project) Timeline (if applicable)
☐ Notice of Award  ☐ Request for Extension (if applicable)
☐ Grant Agreement  ☐ Form AA-1PN attached (if applicable)
☐ Grant Budget

End Form AA-1
Grantee Letter of Commitment

Project: Farm Business Transfer Planning for Vermont Dairy Producers

Organization: Vermont Agency of Agriculture, Food & 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 1, 2009. 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.) Attendance is optional for Project Directors who attended the Orientation last year, but all are welcome.

- Submit online Progress Reports by the following dates: October 15, 2009 (this date is for projects from the Northeast Center only — due to the timing of our Orientation, it is two weeks later than the date noted in the RFA); February 1, 2010; May 1, 2010; and October 1, 2010. Requirements and a link for reporting are available on the NECRME website — necrme.org (under "Grants" select "Project Reporting").

- Submit a Final Report online 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 (agrisk.umn.edu).

- 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 required to upload or provide links to promotional materials, educational materials, and evaluations.

- Include a statement on all 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 may be accessed at necrme.org (under "Grants", then “Funding Acknowledgement”).

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

Signature of Project Director: Louise Waterman

Date: 5/14/09

(Please sign and return one copy in the enclosed envelope. Thank you.)
MAY 22, 2009

Ms. Katherine M. Lyons  
Contract & Grant Administrator  
University of Delaware  
Research Office  
210 Hullihen Hall Research  
Newark, DE 19716

SUBJECT: CSREES Award No: 2007-49200-03888

Dear Ms. Lyons:

The request contained in your letter dated May 01, 2009 has been reviewed by this office and the CSREES cognizant program official. CSREES approves the request as indicated below:

(X) A no-cost extension to February 28, 2011 *(Please refer to the Uniform Federal Assistance Regulation (7 CFR Part 3015, Subpart N) at expiration of this grant for closeout procedures.*

(X) Other: Your new expiration date will be on **February 28, 2011**.

If you have any questions concerning this action, please contact José Berna at 202-401-6509, or by e-mail at jberna@csrees.usda.gov.

Sincerely,

EUGENIA SPOHRER
Authorized Departmental Officer  
Awards Management Branch  
Office of Extramural Programs
Project Name: Farm Business Transfer Planning for Vermont Dairy Producers

Project Number: RME-JDN02960

Contract Number:

Submitted: 2/26/2009 10:15:33 AM

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:
This project addresses the financial and human risk factors associated with dairy farm business transfers. We will work with 50 Vermont dairy producers, one-on-one and in small groups, on issues related to farm transfer planning. Producers with dairy management teams and the two young dairy producer discussion group members will be key focus areas. This project will also follow up with producers who have attended introductory transferring the farm workshops and do a direct mail to the ~ 1100 VT dairy producers in VT. This project will provide VT dairy producers with guidance material for developing a farm transfer plan and implementing positive change as well as a catalyst for action - cost share for professional fees. For producers to have successful farm transfers they need a plan and help along the way. We will work with producers who are interested in moving forward with a farm transfer.
Risk Management Improvements:

Our project's targeted results fall within the financial, legal and human/personal Risk Management Areas. By establishing and or improving transfer goals and farm communications our project participants will improve their human/personal risk management. Improved communications and setting goals are keys to managing this risk area. Participants will have a better understanding of tax issues, business entities and transfer strategies for their individual farm and develop a written transfer plan outline — this will address the farms financial and legal risk management areas.

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 these risk areas.

A risk facing the Vermont dairy industry is the aging dairy farmer population and the number of producers who have not developed a transfer plan for their business. There are approximately 1100 dairy producers in Vermont. The dairy industry in Vermont generates 80-85% of our agricultural revenue. Successful farm transfer planning is an essential part of Vermont's dairy industry and it's important to the industries future in Vermont.

The key to the success of this project is working one-on-one with dairy producers who are ready to move forward with transfer planning and giving them specific guidance and follow-up in the implementation of changed practices. Our project will provide one-on-one guidance and follow-up to keep the process moving forward.

Dairy producers across Vermont are interested in moving forward with a transfer plan to make financial, legal and human/personal risk management easier.
Proposed Results - What Participants Will Learn, Achieve, Apply

### Proposed Result(s) that will happen by end of project

<table>
<thead>
<tr>
<th>Proposed Result(s) that will happen by end of project</th>
<th>Topic</th>
<th>Producer Action</th>
<th>When Measured</th>
<th>Est. #</th>
<th>How Will You Verify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Producers will have a farm transfer resource list and guidance information and from these an increased awareness of the importance of planning for a farm transfer and a better understanding of how to start and or move forward with the process.</td>
<td>Business and strategic planning</td>
<td>Understand</td>
<td>April, 2010</td>
<td>200</td>
<td>Audience Response System</td>
</tr>
<tr>
<td>2 Producers who have not yet started working on a farm business transfer plan as well as those producers who have begun the process but are having difficulty moving forward will have at least 2 meetings with professionals to begin or move forward the process</td>
<td>Business and strategic planning</td>
<td>Evaluate</td>
<td>April, 2010</td>
<td>50</td>
<td>Written Evaluation</td>
</tr>
<tr>
<td>3 Participants will develop a written transfer plan.</td>
<td>Business and strategic planning</td>
<td>Develop</td>
<td>April, 2010</td>
<td>30</td>
<td>Written Action Plan</td>
</tr>
</tbody>
</table>

### Proposed Result(s) that will happen after project

<table>
<thead>
<tr>
<th>Proposed Result(s) that will happen after project</th>
<th>Topic</th>
<th>Producer Action</th>
<th>When Measured</th>
<th>Est. #</th>
<th>How Will You Verify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Improved intergenerational communication and conflict management</td>
<td>Interpersonal, family and business relationships</td>
<td>Evaluate</td>
<td>June, 2010</td>
<td>50</td>
<td>Phone Interview</td>
</tr>
<tr>
<td>2 Better able to work through farm transfer concerns</td>
<td>Business and strategic planning</td>
<td>Evaluate</td>
<td>June, 2010</td>
<td>50</td>
<td>Phone Interview</td>
</tr>
<tr>
<td>3 Implement a transfer plan</td>
<td>Business and strategic planning</td>
<td>Implement</td>
<td>June, 2010</td>
<td>20</td>
<td>Phone Interview</td>
</tr>
</tbody>
</table>
Producer Demand:

There are approximately 1100 dairy producers in Vermont. Based on a study done by Bob Parsons, University of Vermont Extension, Vermont dairy operators' average 49 years of age and are most likely to have farmed for more than 20 years. We would expect the age to be higher if the survey asked the age of the owner of the farmland rather than the age of the operator. Results of the survey showed more than half of Vermont’s dairy farmers have been making key management decisions for more than 20 years and over 70% are sole proprietorships with one or two family members working on the farm full-time.

At the 2009 Vermont Farm Show we surveyed producers and found that 86.8% - mostly dairy producers - would like individual and or small group support with their individual farm transfer plan.

In a survey done by the University of Arkansas, dairy producers in the East are most interested in learning from each other and from professionals and in receiving new information from farm visits, printed fact sheets and small group meetings.

By tailoring our approach around these interests we will have success in drawing in participants.

The State of Vermont established Dairy Management Teams in 2007. There are now multiple teams up and running and transfer planning is one of the goals for many of these teams.
We will draw from these teams for project participants as well as two very active young dairy producer discussion groups. These are the producer ‘groups’ that will choose to participate in and will benefit most from this project.

Project participants will also include producers who have attended an introductory farm transfer planning workshop and are ready to move forward with managing farm transfer risks.

By including a direct mail to all VT dairy producers which will include a transfer planning resource list and information on the cost share for professional services, we will also be able to draw in participants who are not presently involved in one of these groups or haven’t attended a farm transfer workshop.

Our challenge is to work with producers to determine what the problems and concerns are that have held up the farm transfer process. Lack of communication about expectations and assumptions are typical challenges that affect the success of farm transfer planning and positive change.

**Audience Emphasis**

Beginning producers
Retiring/transitioning producers
### Project Steps

<table>
<thead>
<tr>
<th>What Project Team Does</th>
<th>What Participants Do</th>
<th>When Measured</th>
<th>Est. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Procure the list of attendees from past introductory farm transfer planning workshops held in Vermont. Send them project information.</td>
<td>Not Applicable</td>
<td>August, 2009</td>
<td>50</td>
</tr>
<tr>
<td>2. Do a direct mail to all dairy producers in Vermont promoting the project and discussing the value of each producer having a farm transfer plan in place.</td>
<td>Contact the project coordinator if they are interested in working on their farm transfer plan</td>
<td>November, 2009</td>
<td>1100</td>
</tr>
<tr>
<td>3. Discuss transfer planning with dairy producers when making general risk management farm visits</td>
<td>Share information about where they are at with a farm transfer plan. Commit to attending a small group meeting on farm transfer planning or more one-on-one meetings at their farm</td>
<td>January, 2010</td>
<td>50</td>
</tr>
<tr>
<td>4. Set up a small group meeting with each of the two young farmer groups to discuss farm transfer planning and the project. An attorney would be the guest speaker.</td>
<td>Share information about their farm business and where they are at in the transfer planning process. Agree on what the concerns are and agree to work on solutions.</td>
<td>November, 2009</td>
<td>30</td>
</tr>
<tr>
<td>5. Promote the project with two articles in Agriview. One in September, 2009 and one in January, 2010</td>
<td>Contact the project coordinator if they are interested in working on their farm transfer plan</td>
<td>January, 2010</td>
<td>1000</td>
</tr>
<tr>
<td>6. Hand out project information at the annual Vermont Dairy Producer Banquet.</td>
<td>Contact the project coordinator if they are interested in working on their farm transfer plan</td>
<td>January, 2010</td>
<td>50</td>
</tr>
<tr>
<td>7. Promote the cost share for professional fees to continue to work on a farm transfer plan at the farm transfer planning workshops being held in Vermont by UVM during 2009 and 2010.</td>
<td>Sign up for the professional fee cost share part of the project</td>
<td>March, 2010</td>
<td>30</td>
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<tr>
<td>8. Schedule appointments for 2 meetings with a consultant of their choice to work on the specifics of their transfer plan. We will pay 70% of the cost of these meetings - with a cap in place.</td>
<td>Develop a timeline for their individual transfer plan</td>
<td>August, 2010</td>
<td>30</td>
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<tr>
<td>9. Follow-up with project participants to see where each is at with their transfer planning process</td>
<td>Attend a small group meeting and or meet twice with a consultant to work on their transfer plan</td>
<td>June, 2010</td>
<td>50</td>
</tr>
</tbody>
</table>
Project Description

We will make farm visits to work one-on-one with dairy producers to determine what the problems and concerns are that have held up the farm transfer process.

We will send a direct mail piece to all Vermont dairy producers. The direct mail piece will talk about the value of transfer planning and transfer planning tips. It will also include a post card to return if the producer is interested in financial support for visits with a consultant of their choice to work on the specifics of their transfer plan.

We will join each of the two young farmer discussion groups to address the value and role of conflicts that can arise and prevent the transfer process from moving forward. Everyone involved will have an opportunity to voice their perception of any problems and voice their goals and needs. Successful transfer planning requires compromise and change for both generations. We will also discuss the legal and economic process but the legal plan can not happen without addressing farm succession issues.

During all individual and group discussions as well as the mailing, we will promote the financial support available for individual visits with a consultant of their choice to work on the specifics of their transfer plan. The financial support will also be promoted during transferring the farm workshops being held by UVM in 2009-2010. The University Of Vermont School Of Business has a program called Vermont Family Business Initiative. Dairy producers could use this financial support to pay for part of a one-year membership in this organization.

We will follow-up with project participants one month after the meetings with consultations to see where each producer is at in their planning process.

We believe we will be successful in getting a minimum of 50 dairy farms to participate in this project because we will draw from attendance at introductory farm transfer workshops and introduce a new marketing piece with the direct mail to Vermont dairy producers. We will also work with the two very active young farmer discussion groups in Vermont.

The key to the success of this project is working one-on-one with dairy producers who are ready to move forward with transfer planning and giving them specific guidance and follow-up in the implementation of changed practices. Most transfer planning education does not include one-on-one guidance and follow-up to keep the process moving forward. Ours does.
Tools and Curriculum:

Presenter for the young farmer discussion groups will be Annette Higby, Attorney at Law. She was chosen for her experience and expertise in working with producers on generational farm transfer, farm business formation and farm leasing.

The direct mail piece and other hand out material will include the use of existing materials such as:
Business Transfer Guide by NY Farm Link. There is a Senior and Junior Generation Guide;
Doing Business Together: A Joint Business Agreement Guide also by NY Land Link;
Business Entity Planning a Texas Cooperative Extension bulletin; Succession Planning bulletin from Dairy Alliance out of Penn State.

The project team will also research and assemble additional resource materials related to farm transfer planning.
Project Team

Team leader and members:
Louise Waterman, Education Coordinator
Vermont Agency of Agriculture
Louise.Waterman@state.vt.us
Project Coordinator

Project collaborators:
* Vermont Dairy Producers, project participants
* Tim Buskey, Vermont Farm Bureau Administrator, TBuskey@gmavt.net, assist with promoting and getting producers into the project
* Tony Kitsos, UVM Extension Dairy Management Team Coordinator, Tony.Kitsos@uvm.edu, assist with promoting and getting producers into the project
* Ruchel St Hilaire, Yankee Farm Credit Administrative Assistant ruchel.sthilaire@yankeeaca.com, assist with the direct mail piece as well as with promoting and getting producers into the project by recommending it to their clients
* Steve Paddock, VT Small Business Development Center, spaddock@vtsbdc.org, assist with promoting the project and getting producers into the project by recommending it to his client base. He will also help with developing curriculum
* Roger Albee, Secretary, Grafton Conference on Dairy, roger.albee@state.vt.us, assist with promoting and getting producers into the project
* Bob Parsons, Associate Professor at UVM, bob.parsons@uvm.edu Bob will promote the one-on-one professional assistance available with our project to producers that attend the workshops on transfer planning he will be conducting in 2009-2010.
* Annette M. Higby, Attorney At Law, ahigby@adelphia.net Annette will provide direct legal assistance and general producer legal education.

Describe your team's capacity to deliver this project:

Vermont Agency of Agriculture, Food and Markets (VAAFM) 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 VAAFM puts them in a unique position of knowing the farm characteristics, crops, and trends in agriculture within the state.

Access to Producer Information. VAAFM 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 many 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. She is also currently working with NYCAMH as a project coordinator for a safety grant. 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 member capacity information included in ‘requested documents’.
Original pre-proposal request: $19,500

Budget

Section A. Senior/Key Person $3,300
Section B. Other Personnel $0
Total Salary, Wages and Fringe Benefits (A + B): $3,300
Section C. Equipment: $0
Section D. Travel: $0
Section E. Participant/Trainee Support Costs $0
Section F. Other Direct Costs: $16,125
1. Materials and Supplies: $2,000
2. Publication Costs: Not Allowable
3. Consultant Services: $13,125
4. ADP/Computer Services: Not Allowable
5. Subawards/Consortium/Contractual Costs: $0
6. Equipment or Facility Rental/User Fees: $500
7. Alterations and Renovations: Not Allowable
8. Additional Direct Costs: $500

Section G. Direct Costs (A thru F): $19,425

Section H. Indirect Costs $0

Section I. Direct and Indirect Costs (G + H): $19,425

Do you have institutional approval? Yes

Are you applying for funding for this project elsewhere or have you received funding for this project previously? No

Explain (if yes)

Sponsored Program or Fiscal Officer Mailing Address

Vermont Agency of Agriculture Administration
116 State Street
Montpelier, VT 05620-2901
802-828-3567
Budget Narrative

Project Number: RME-JDN02960

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 for direct mail piece/postage for direct mail piece – $2,000

F. Travel – None Requested

G. Publications Costs – None Requested

H. Computer Costs – None Requested

I. Student Assistance – None Requested

J. All Other Direct Costs – Consultant Fees 150 hours @ $125/hour = $18,750. The grant will pay 70% of these fees for a total of $13,125.00. Producers will ‘cost share’ the remaining consultant fees.
   Room Rentals for 2 small group meetings = $500
   Small Group Meeting Speaker Honorariums = $500
   Total Other Direct Costs = $14,125.00

K. Total Direct Costs - $3,300.00 + $2,000 + $14,125.00

*LParticipating Producers will contribute $5,625.00 towards the project costs.

L. Total Amount Requested = $19,425.00
## APPLICATION FOR FEDERAL ASSISTANCE

### SF 424 (R&R)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. TYPE OF SUBMISSION</strong></td>
<td></td>
</tr>
</tbody>
</table>
- Pre-application
- Application
- Changed/Corrected Application
- Federal |
| **2. DATE SUBMITTED** | 02/26/2009 |
| **3. DATE RECEIVED BY STATE** |  
- State Application Identifier |
| **4. Applicant Identifier** | RME-JDN02960 |
| **5. Applicant Information** |  
- Legal Name: Vermont Agency of Agriculture, Food & Markets
- Organizational DUNS: 309376718 |
| **6. Employer Identification (EIN) or (TIN):** | 03-6000264 |
| **7. Type of Applicant:** |  
- A: New
- Other (specify): Small Business Organization Type
- Women Owned
- Socially and Economically Disadvantaged |
| **8. Type of Application:** |  
- New
- Renewal
- Continuation
- Revision
- A: Increase Award
- B: Decrease Award
- C: Decrease Duration
- D: Increase Duration
- E: Other (specify) |
| **9. Name of Federal Agency:** | USDA CSREES |
| **10. Catalog of Federal Domestic Assistance Number:** | 10500 |
| **11. Descriptive Title of Applicant's Project:** | Farm Business Transfer Planning for Vermont Dairy Producers |
| **12. Areas Affected by Project (cities, counties, states, etc.):** | Vermont - State Wide |
| **13. Proposed Project:** |  
- Start Date: July 1, 2009
- End Date: December 31, 2010 |
| **14. Congressional Districts of:** |  
- a. Applicant: Vermont
- b. Project: Vermont |
| **15. Project Director/Principal Investigator Contact Information:** |  
- Prefix: Louise
- First Name: Waterman
- Middle Name:  
- Last Name:  
- Suffix:  |
- Position/Title: Education Coordinator
- Organization Name: Vermont Agency of Agriculture, Food & Markets |
- Department: Administration
- Division: Administration
- Street1: 116 State Street
- Street2:  
- City: Montpelier
- County: Washington
- State: VT
- ZIP Code: 05620-290 |
- Country: USA |
| **Phone Number:** | 802-828-6900 |
| **Fax Number:** | 802-828-3831 |
| **Email:** | Louise.Waterman@state.vt.us |

OMB Number: 4040-0001
Expiration Date: 04/30/2008
### 16. ESTIMATED PROJECT FUNDING

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. <strong>Total Estimated Project Funding</strong></td>
<td>$16,425.00</td>
</tr>
<tr>
<td>b. <strong>Total Federal &amp; Non-Federal Funds</strong></td>
<td></td>
</tr>
<tr>
<td>c. <strong>Estimated Federal Income</strong></td>
<td></td>
</tr>
<tr>
<td>d. <strong>Estimated State Income</strong></td>
<td></td>
</tr>
<tr>
<td>e. <strong>Estimated Program Income</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 17. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

- [x] **YES**  
  This preapplication/application was made available to the state executive order 12372 process for review on: [ ]
- [ ] **NO**  
  Program has not been selected by state for review.

### 19. Authorized Representative

<table>
<thead>
<tr>
<th>Prefix:</th>
<th>* First Name:</th>
<th>Middle Name:</th>
<th></th>
<th>Last Name:</th>
<th>Suffix:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Dave</em></td>
<td></td>
<td></td>
<td></td>
<td><em>Lane</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position/Title:</th>
<th>Deputy Secretary</th>
<th>Organization: Vermont Agency of Agriculture, Food &amp; Markets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td></td>
<td>Administration</td>
</tr>
<tr>
<td>Street:</td>
<td>116 State Street</td>
<td></td>
</tr>
<tr>
<td><em>City:</em> Montpelier</td>
<td>Country: Washington</td>
<td></td>
</tr>
<tr>
<td><em>State:</em> VT</td>
<td><em>ZIP Code:</em> 05620-2994</td>
<td></td>
</tr>
</tbody>
</table>

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

*Signature of Authorized Representative* [Signature]

*Date Signed* 2/25/09

---

**OMB Number:** 4040-0001  
Expiration Date: 04/30/2008
February 17, 2009

Dr. Don Tilmont, Director
Northeast Center for Risk Management Education
112 Townsend Hall
University of Delaware
Newark, DE 19716-2130

RE: Farm Business Transfer Planning for Vermont Dairy Producers (RME-JON2960)

Dear Mr. Tilmont,

I am a private attorney in Randolph, Vermont. My practice is focused on generational farm transfer, farm business formation and farm leasing. I am writing this letter to express my commitment to collaborating with Louise Waterman and the Vermont Agency of Food and Markets in their Farm Business Transfer Planning for Vermont Dairy Producers project. For most of my clients, cost share assistance for legal and accounting fees is an essential element to the implementation of their farm transfer plans and I urge you to support this effort. I am happy to provide direct legal assistance or general farmer legal education to this project.

Sincerely,

Annette Higby
February 16, 2009

Northeast Center for Risk Management Education
University of Delaware

Re: Farm Business Transfer Planning for Vermont Dairy Producers
Project Number: RME-JDN02960

Vermont Farm Bureau supports the Farm Business Transfer Planning for Vermont Dairy Producers Project as a way to sustain efforts to address dairy farm business transfers. There is a clear and demonstrated need for knowledge about business transfers among dairy farmers because of the complicated rules, documentation and interaction required in today's business climate.

The project will provide our producers with another tool to utilize when considering their retirement. Guidance material for the possibility of a farm transfer, as well as a plan and the implementation of positive change will have a positive impact on dairy farming in Vermont.

Vermont Farm Bureau would participate in the publicity of the training programs to our 4000 members through all of our publications. In addition we offer to sponsor one or more of the training sessions. We expect that participants would gather enough information and skill to put their own transfer plan into effect.

Thank you for considering this project for funding.

Tim Buskey
Administrator

117 West Main Street, Richmond, Vermont 05477  802-434-5646
February 23, 2009

Louise Waterman
Vermont Agency of Agriculture, Food, and Markets
116 State Street
Montpelier, VT 05620-2901

Dear Louise:

I would be glad to collaborate with you with your program to provide one-on-on assistance on farm transfer and business transition issues with Vermont farmers.

I plan to conduct several workshops on these issues in the 2009-2010 program year and one-on-one assistance would be a great 2nd step in the process for many farm families. Therefore I will work with you to see that it reaches as many farmers as possible.

Sincerely,

Bob Parsons
February 23, 2009

Louise Waterman
Education Coordinator
Vermont Agency of Agriculture
116 State Street
Montpelier VT 05620-2901

Dear Louise,

I am writing this letter to confirm collaboration between the University of Vermont’s Dairy Management Team Program and your efforts through the Agency of Agriculture centered on educating Vermont’s 1100 dairy farmers about farm transfer.

As you know, the average age of Vermont’s dairy owners is over 45 years of age, and transferring the farm to the next generation is on the minds of many farmers. I have already enrolled a couple of dairies in my Dairy Management Team program who are looking for us to facilitate a sensible farm transfer, and have heard from others about the use of a management team to get this job done.

I understand that you are writing a grant proposal to seek funding for farm transfer education. I am happy to collaborate with you, dairy management teams make a perfect format for delivering the message and bringing together trusted advisors to help farmers with this important issue.

Sincerely,
Tony Kitsos
Program Coordinator, Dairy Management Teams
University of Vermont Extension
278 So, Main Street
St Albans, VT 05478
February 18, 2009

Louise Waterman  
Vermont Agency of Agriculture, Food and Markets  
116 State St.  
Montpelier, VT 05620-2901

RE: Farm Business Transfer Planning for Vermont Dairy Producers

Dear Louise,

I am writing to express my support of your project to provide assistance for Farm Business Transfer Planning for Vermont Dairy Producers.

I believe that the program you have outlined is precisely what is needed to help Vermont farm families find their way through the farm transfer process. In my work with Vermont dairy farms, I find that meeting with them on a one-on-one and small-group basis seems to be the most effective way to provide information and create support networks to enhance their ability to bring about the change they seek.

I wish you good luck with your program and offer the support of the VtSBDC in your efforts.

Sincerely,

Steve Paddock
MEMORANDUM

TO: Dave Lane
FROM: Louise Waterman
DATE: June 29, 2009
RE: Farm Business Transfer Planning for VT Dairy Producers
   Grant from University of Delaware

The Vermont Agency of Agriculture, Food & Markets is not required to match funds in order to receive this grant from the University of Delaware. Participating producers will pay their share of the consulting fees directly.

Thank You
**STATE OF VERMONT**

**FINANCE & MANAGEMENT GRANT REVIEW FORM**

**Grant Summary:**
This grant provides funding to allow the Agency of Agriculture to work one on one with dairy producers on issues related to farm transfer planning. The program will be conducted over two state fiscal years, FY10 and FY11.

<table>
<thead>
<tr>
<th>Date:</th>
<th>7/16/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Agriculture, Food and Markets</td>
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<tr>
<td>Legal Title of Grant:</td>
<td>Risk Management Education: Farm Business Transfer Planning</td>
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<tr>
<td>Federal Catalog #:</td>
<td>NA</td>
</tr>
<tr>
<td>Grant/Donor Name and Address:</td>
<td>University of Delaware, Research Office, 210 Hullihen Hall, Newark DE 19716</td>
</tr>
<tr>
<td>Grant Period: From:</td>
<td>7/1/2009</td>
</tr>
<tr>
<td>To:</td>
<td>12/31/2010</td>
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<tr>
<td>Grant/Donation $19,425</td>
<td></td>
</tr>
<tr>
<td>Grant Amount:</td>
<td>SFY 1</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Grant Amount:</td>
<td>$12,950</td>
</tr>
<tr>
<td>Position Information: # Positions</td>
<td>0</td>
</tr>
<tr>
<td>Additional Comments:</td>
<td>The University of Delaware got a grant from the USDA and is subgranting a portion of that grant to VT Agency of Agriculture, Food and Markets to do this project.</td>
</tr>
</tbody>
</table>

Department of Finance & Management  
Secretary of Administration  
Sent To Joint Fiscal Office

RECEIVED  
JUL 27 2009  
JOINT FISCAL OFFICE
STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE  (Form AA-1)

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts?  ☑ Yes ☐ No
If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Roger Allbee  Agreed by:  (initial)

12. Limited Service Position Information:  # Positions  Title

<table>
<thead>
<tr>
<th># Positions</th>
<th>Title</th>
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<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Total Positions

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:  [Signature]  Date:  6/24/09
Title:  [Title]
Signature:  [Signature]  Date:  
Title:  [Title]

14: ACTION BY GOVERNOR

☐ Check One Box:  Accepted  Date:  7/22/09
☐ Rejected  (Governor's signature)

15: SECRETARY OF ADMINISTRATION

☐ Check One Box:  Request to JFO  Date:  
☐ Information to JFO  (Secretary's signature or designee)

16: DOCUMENTATION REQUIRED

Required GRANT Documentation

☐ Request Memo  ☐ Notice of Donation (if any)
☐ Dept. project approval (if applicable)  ☐ Grant (Project) Timeline (if applicable)
☐ Notice of Award  ☐ Request for Extension (if applicable)
☐ Grant Agreement  ☐ Form AA-1PN attached (if applicable)
☐ Grant Budget

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

BASIC GRANT INFORMATION

1. Agency: Agency of Agriculture, Food & Markets
2. Department:
3. Program: Farm Business Transfer Planning for Vermont Dairy Producers
4. Legal Title of Grant: Risk Management Education: Farm Business Transfer Planning
5. Federal Catalog #: N/A

6. Grant/Donor Name and Address:
   University of Delaware
   Research Office
   210 Hullihen Hall
   Newark, DE 19716


8. Purpose of Grant:
   The Agency of Agriculture will work with Vermont dairy producers on issues related to farm transfer planning.

9. Impact on existing program if grant is not Accepted:
   None.

10. BUDGET INFORMATION

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>SFY 1</th>
<th>SFY 2</th>
<th>SFY 3</th>
<th>Comments</th>
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<tbody>
<tr>
<td>FY 2010</td>
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<td></td>
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<tr>
<td>Personal Services</td>
<td>$10,950</td>
<td></td>
<td></td>
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<tr>
<td>Operating Expenses</td>
<td>$2,000</td>
<td>$1,000</td>
<td></td>
<td></td>
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<tr>
<td>Grants</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$12,950</td>
<td>$6,475</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Revenues:              |       |       |       |          |
| State Funds:           | $      | $      | $      |          |
| Cash                   | $      | $      | $      |          |
| In-Kind                | $      | $      | $      |          |
| Federal Funds:         | $      | $      | $      |          |
| (Direct Costs)         | $      | $      | $      |          |
| (Statewide Indirect)   | $      | $      | $      |          |
| (Departmental Indirect)| $      | $      | $      |          |
| Other Funds:           | $      | $      | $      |          |
| Grant (source University of Delaware) | $12,950 | $6,475 | $      |
| **Total**              | $12,950 | $6,475 |       |          |

<table>
<thead>
<tr>
<th>Appropriation No:</th>
<th>2200030000/prog.#21889</th>
<th>Amount:</th>
<th>$19,425</th>
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</tbody>
</table>

Department of Finance & Management
Version 1.4_12/15/08
Grantee Letter of Commitment

Project: Farm Business Transfer Planning for Vermont Dairy Producers

Organization: Vermont Agency of Agriculture, Food & 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 1, 2009. 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.) Attendance is optional for Project Directors who attended the Orientation last year, but all are welcome.

- Submit online Progress Reports by the following dates: October 15, 2009 (this date is for projects from the Northeast Center only — due to the timing of our Orientation, it is two weeks later than the date noted in the RFA); February 1, 2010; May 1, 2010; and October 1, 2010. Requirements and a link for reporting are available on the NECRME website — necrme.org (under “Grants” select “Project Reporting”).

- Submit a Final Report online 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 (agrisk.umn.edu).

- 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 required to upload or provide links to promotional materials, educational materials, and evaluations.

- Include a statement on all 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 may be accessed at necrme.org (under “Grants”, then “Funding Acknowledgement”).

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

Signature of Project Director: [Signature]

Date: 5/4/09

(Please sign and return one copy in the enclosed envelope. Thank you.)
MAY 22, 2009

Ms. Katherine M. Lyons
Contract & Grant Administrator
University of Delaware
Research Office
210 Hullihen Hall Research
Newark, DE 19716

SUBJECT: CSREES Award No: 2007-49200-03888

Dear Ms. Lyons:

The request contained in your letter dated May 01, 2009 has been reviewed by this office and the CSREES cognizant program official. CSREES approves the request as indicated below:

(X) A no-cost extension to February 28, 2011 (Please refer to the Uniform Federal Assistance Regulation (7 CFR Part 3015, Subpart N) at expiration of this grant for closeout procedures.

(X) Other: Your new expiration date will be on February 28, 2011.

If you have any questions concerning this action, please contact José Berna at 202-401-6509, or by e-mail at jberna@csrees.usda.gov.

Sincerely,

Charles Stengfeldt

EUGENIA SPOHRER
Authorized Departmental Officer
Awards Management Branch
Office of Extramural Programs
Project Name: Farm Business Transfer Planning for Vermont Dairy Producers

Project Number: RME-JDN02960

Contract Number: 

Submitted: 2/26/2009 10:15:33 AM

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:
This project addresses the financial and human risk factors associated with dairy farm business transfers. We will work with 50 Vermont dairy producers, one-on-one and in small groups, on issues related to farm transfer planning. Producers with dairy management teams and the two young dairy producer discussion group members will be key focus areas. This project will also follow up with producers who have attended introductory transferring the farm workshops and do a direct mail to the ~ 1100 VT dairy producers in VT. This project will provide VT dairy producers with guidance material for developing a farm transfer plan and implementing positive change as well as a catalyst for action - cost share for professional fees. For producers to have successful farm transfers they need a plan and help along the way. We will work with producers who are interested in moving forward with a farm transfer.
Risk Management Improvements:

Our project's targeted results fall within the financial, legal and human/personal Risk Management Areas. By establishing and or improving transfer goals and farm communications our project participants will improve their human/personal risk management. Improved communications and setting goals are keys to managing this risk area. Participants will have a better understanding of tax issues, business entities and transfer strategies for their individual farm and develop a written transfer plan outline – this will address the farms financial and legal risk management areas.

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 these risk areas.

A risk facing the Vermont dairy industry is the aging dairy farmer population and the number of producers who have not developed a transfer plan for their business. There are approximately 1100 dairy producers in Vermont. The dairy industry in Vermont generates 80-85% of our agricultural revenue. Successful farm transfer planning is an essential part of Vermont's dairy industry and it's important to the industry's future in Vermont.

The key to the success of this project is working one-on-one with dairy producers who are ready to move forward with transfer planning and giving them specific guidance and follow-up in the implementation of changed practices. Our project will provide one-on-one guidance and follow-up to keep the process moving forward.

Dairy producers across Vermont are interested in moving forward with a transfer plan to make financial, legal and human/personal risk management easier.
### Proposed Results - What Participants Will Learn, Achieve, Apply

#### Proposed Result(s) that will happen by end of project

<table>
<thead>
<tr>
<th>Topic</th>
<th>Producer Action</th>
<th>When Measured</th>
<th>Est. #</th>
<th>How Will You Verify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and strategic planning</td>
<td>Producers will have a farm transfer resource list and guidance information and from these an increased awareness of the importance of planning for a farm transfer and a better understanding of how to start and or move forward with the process.</td>
<td>April, 2010</td>
<td>200</td>
<td>Audience Response System</td>
</tr>
<tr>
<td>Business and strategic planning</td>
<td>Producers who have not yet started working on a farm business transfer plan as well as those producers who have begun the process but are having difficulty moving forward will have at least 2 meetings with professionals to begin or move forward the process</td>
<td>April, 2010</td>
<td>50</td>
<td>Written Evaluation</td>
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<tr>
<td>Business and strategic planning</td>
<td>Participants will develop a written transfer plan.</td>
<td>April, 2010</td>
<td>30</td>
<td>Written Action Plan</td>
</tr>
</tbody>
</table>

#### Proposed Result(s) that will happen after project

<table>
<thead>
<tr>
<th>Topic</th>
<th>Producer Action</th>
<th>When Measured</th>
<th>Est. #</th>
<th>How Will You Verify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal, family and business relationships</td>
<td>Improved intergenerational communication and conflict management</td>
<td>June, 2010</td>
<td>50</td>
<td>Phone Interview</td>
</tr>
<tr>
<td>Business and strategic planning</td>
<td>Better able to work through farm transfer concerns</td>
<td>June, 2010</td>
<td>50</td>
<td>Phone Interview</td>
</tr>
<tr>
<td>Business and strategic planning</td>
<td>Implement a transfer plan</td>
<td>June, 2010</td>
<td>20</td>
<td>Phone Interview</td>
</tr>
</tbody>
</table>
Producer Demand:

There are approximately 1100 dairy producers in Vermont. Based on a study done by Bob Parsons, University of Vermont Extension, Vermont dairy operators' average 49 years of age and are most likely to have farmed for more than 20 years. We would expect the age to be higher if the survey asked the age of the owner of the farmland rather than the age of the operator. Results of the survey showed more than half of Vermont's dairy farmers have been making key management decisions for more than 20 years and over 70% are sole proprietorships with one or two family members working on the farm full-time.

At the 2009 Vermont Farm Show we surveyed producers and found that 86.8 % - mostly dairy producers- would like individual and or small group support with their individual farm transfer plan.

In a survey done by the University of Arkansas, dairy producers in the East are most interested in learning from each other and from professionals and in receiving new information from farm visits, printed fact sheets and small group meetings.

By tailoring our approach around these interests we will have success in drawing in participants.

The State of Vermont established Dairy Management Teams in 2007. There are now multiple teams up and running and transfer planning is one of the goals for many of these teams.

We will draw from these teams for project participants as well as two very active young dairy producer discussion groups. These are the producer 'groups' that will choose to participate in and will benefit most from this project.

Project participants will also include producers who have attended an introductory farm transfer planning workshop and are ready to move forward with managing farm transfer risks.

By including a direct mail to all VT dairy producers which will include a transfer planning resource list and information on the cost share for professional services, we will also be able to draw in participants who are not presently involved in one of these groups or haven’t attended a farm transfer workshop.

Our challenge is to work with producers to determine what the problems and concerns are that have held up the farm transfer process. Lack of communication about expectations and assumptions are typical challenges that affect the success of farm transfer planning and positive change.

Audience Emphasis

Beginning producers
Retiring/transitioning producers
## Project Steps

<table>
<thead>
<tr>
<th>What Project Team Does</th>
<th>What Participants Do</th>
<th>WhenMeasured</th>
<th>Est. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Procure the list of attendees from past introductory farm transfer planning workshops held in Vermont. Send them project information.</td>
<td>Not Applicable</td>
<td>August, 2009</td>
<td>50</td>
</tr>
<tr>
<td>2 Do a direct mail to all dairy producers in Vermont promoting the project and discussing the value of each producer having a farm transfer plan in place.</td>
<td>Contact the project coordinator if they are interested in working on their farm transfer plan</td>
<td>November, 2009</td>
<td>1100</td>
</tr>
<tr>
<td>3 Discuss transfer planning with dairy producers when making general risk management farm visits</td>
<td>Share information about where they are at with a farm transfer plan. Commit to attending a small group meeting on farm transfer planning or more one-on-one meetings at their farm</td>
<td>January, 2010</td>
<td>50</td>
</tr>
<tr>
<td>4 Set up a small group meeting with each of the two young farmer groups to discuss farm transfer planning and the project. An attorney would be the guest speaker.</td>
<td>Share information about their farm business and where they are at in the transfer planning process. Agree on what the concerns are and agree to work on solutions.</td>
<td>November, 2009</td>
<td>30</td>
</tr>
<tr>
<td>5 Promote the project with two articles in Agriview. One in September, 2009 and one in January, 2010</td>
<td>Contact the project coordinator if they are interested in working on their farm transfer plan</td>
<td>January, 2010</td>
<td>1000</td>
</tr>
<tr>
<td>6 Hand out project information at the annual Vermont Dairy Producer Banquet.</td>
<td>Contact the project coordinator if they are interested in working on their farm transfer plan</td>
<td>January, 2010</td>
<td>50</td>
</tr>
<tr>
<td>7 Promote the cost share for professional fees to continue to work on a farm transfer plan at the farm transfer planning workshops being held in Vermont by UVM during 2009 and 2010.</td>
<td>Sign up for the professional fee cost share part of the project</td>
<td>March, 2010</td>
<td>30</td>
</tr>
<tr>
<td>8 Schedule appointments for 2 meetings with a consultant of their choice to work on the specifics of their transfer plan. We will pay 70% of the cost of these meetings - with a cap in place.</td>
<td>Develop a timeline for their individual transfer plan</td>
<td>August, 2010</td>
<td>30</td>
</tr>
<tr>
<td>9 Follow-up with project participants to see where each is at with their transfer planning process</td>
<td>Attend a small group meeting and or meet twice with a consultant to work on their transfer plan</td>
<td>June, 2010</td>
<td>50</td>
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</table>
Project Description

We will make farm visits to work one-on-one with dairy producers to determine what the problems and concerns are that have held up the farm transfer process.

We will send a direct mail piece to all Vermont dairy producers. The direct mail piece will talk about the value of transfer planning and transfer planning tips. It will also include a post card to return if the producer is interested in financial support for visits with a consultant of their choice to work on the specifics of their transfer plan.

We will join each of the two young farmer discussion groups to address the value and role of conflicts that can arise and prevent the transfer process from moving forward. Everyone involved will have an opportunity to voice their perception of any problems and voice their goals and needs. Successful transfer planning requires compromise and change for both generations. We will also discuss the legal and economic process but the legal plan can not happen without addressing farm succession issues.

During all individual and group discussions as well as the mailing, we will promote the financial support available for individual visits with a consultant of their choice to work on the specifics of their transfer plan. The financial support will also be promoted during transferring the farm workshops being held by UVM in 2009-2010. The University Of Vermont School Of Business has a program called Vermont Family Business Initiative. Dairy producers could use this financial support to pay for part of a one-year membership in this organization.

We will follow-up with project participants one month after the meetings with consultations to see where each producer is at in their planning process.

We believe we will be successful in getting a minimum of 50 dairy farms to participate in this project because we will draw from attendance at introductory farm transfer workshops and introduce a new marketing piece with the direct mail to Vermont dairy producers. We will also work with the two very active young farmer discussion groups in Vermont.

The key to the success of this project is working one-on-one with dairy producers who are ready to move forward with transfer planning and giving them specific guidance and follow-up in the implementation of changed practices. Most transfer planning education does not include one-on-one guidance and follow-up to keep the process moving forward. Ours does.
Tools and Curriculum:

Presenter for the young farmer discussion groups will be Annette Higby, Attorney at Law. She was chosen for her experience and expertise in working with producers on generational farm transfer, farm business formation and farm leasing.

The direct mail piece and other hand out material will include the use of existing materials such as: Business Transfer Guide by NY Farm Link. There is a Senior and Junior Generation Guide; Doing Business Together: A Joint Business Agreement Guide also by NY Land Link; Business Entity Planning a Texas Cooperative Extension bulletin; Succession Planning bulletin from Dairy Alliance out of Penn State.

The project team will also research and assemble additional resource materials related to farm transfer planning.
Project Team

Team leader and members:
Louise Waterman, Education Coordinator
Vermont Agency of Agriculture
Louise.Waterman@state.vt.us
Project Coordinator

Project collaborators:
* Vermont Dairy Producers, project participants
* Tim Buskey, Vermont Farm Bureau Administrator, TBuskey@gmavt.net, assist with promoting and getting producers into the project
* Tony Kitsos, UVM Extension Dairy Management Team Coordinator, Tony.Kitsos@uvm.edu, assist with promoting and getting producers into the project
* Ruchel St Hilaire, Yankee Farm Credit Administrative Assistant ruchel.sthilaire@yankeeaca.com, assist with the direct mail piece as well as with promoting and getting producers into the project by recommending it to their clients
* Steve Paddock, VT Small Business Development Center, spaddock@vtsbdc.org, assist with promoting the project and getting producers into the project by recommending it to his client base. He will also help with developing curriculum
* Roger Albee, Secretary, Grafton Conference on Dairy, roger.albee@state.vt.us, assist with promoting and getting producers into the project
* Bob Parsons, Associate Professor at UVM, bob.parsons@uvm.edu Bob will promote the one-on-one professional assistance available with our project to producers that attend the workshops on transfer planning he will be conducting in 2009-2010.
* Annette M. Higby, Attorney At Law, ahigby@adelphia.net Annette will provide direct legal assistance and general producer legal education.

Describe your team's capacity to deliver this project:

Vermont Agency of Agriculture, Food and Markets (VAAFM) 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 VAAFM puts them in a unique position of knowing the farm characteristics, crops, and trends in agriculture within the state.

Access to Producer Information. VAAFM 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 many 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. She is also currently working with NYCAMH as a project coordinator for a safety grant. 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 member capacity information included in ‘requested documents’.
Original pre-proposal request: $19,500

Budget

Section A. Senior/Key Person $3,300
Section B. Other Personnel $0
Total Salary, Wages and Fringe Benefits (A + B): $3,300
Section C. Equipment: $0
Section D. Travel: $0
Section E. Participant/Trainee Support Costs $0
Section F. Other Direct Costs: $16,125
  1. Materials and Supplies: $2,000
  2. Publication Costs: Not Allowable
  3. Consultant Services: $13,125
  4. ADP/Computer Services: Not Allowable
  5. Subawards/Consortium/Contractual Costs: $0
  6. Equipment or Facility Rental/User Fees: $500
  7. Alterations and Renovations: Not Allowable
  8. Additional Direct Costs: $500
Section G. Direct Costs (A thru F): $19,425
Section H. Indirect Costs $0
Section I. Direct and Indirect Costs (G + H): $19,425

Do you have institutional approval? Yes
Are you applying for funding for this project elsewhere or have you received funding for this project previously? No

Explain (if yes)

Sponsored Program or Fiscal Officer Mailing Address
Vermont Agency of Agriculture Administration
116 State Street
Montpelier, VT 05620-2901
802-828-3567
Budget Narrative

Budget Narrative
Project Number: RME-JDN02960

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 for direct mail piece/postage for direct mail piece – $2,000
F. Travel – None Requested
G. Publications Costs – None Requested
H. Computer Costs – None Requested
I. Student Assistance – None Requested
J. All Other Direct Costs – Consultant Fees 150 hours @ $125/hour = $18,750. The grant will pay 70% of these fees for a total of $13,125.00. Producers will ‘cost share’ the remaining consultant fees.
   Room Rentals for 2 small group meetings = $500
   Small Group Meeting Speaker Honorariums = $500
   Total Other Direct Costs = $14,125.00
K. Total Direct Costs - $3,300.00 + $2,000 + $14,125.00

*Participating Producers will contribute $5,625.00 towards the project costs.

L. Total Amount Requested = $19,425.00
APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

1. * TYPE OF SUBMISSION
   - Pre-application
   - Application
   - Changed/Corrected Application

2. DATE SUBMITTED
   - 02/26/2009

3. DATE RECEIVED BY STATE
   - State Application Identifier

4. Federal

5. APPLICANT INFORMATION
   - Applicant Identifier: RME-JDN0298D

6. EMPLOYER IDENTIFICATION
   - (TIN): 809376718

7. TYPE OF APPLICANT
   - Other (Specify)
   - Small Business Organization Type:
     - Women Owned
     - Socially and Economically Disadvantaged

8. TYPE OF APPLICATION
   - New

9. NAME OF FEDERAL AGENCY
   - USDA CSREES

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER
    - 10:500

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT
    - Farm Business Transfer Planning for Vermont Dairy Producers

12. AREAS AFFECTED BY PROJECT
    - Vermont - State Wide

13. PROPOSED PROJECT
    - Start Date: July 1, 2009
    - Ending Date: December 31, 2010

14. CONGRESSIONAL DISTRICTS
    - Vermont

15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION
    - Prefix: Louise
    - First Name: Waterman
    - Middle Name: -
    - Last Name: -
    - Suffix: -
    - Position/Title: Education Coordinator
    - Department: Administration
    - Street: 116 State Street
    - City: Montpelier
    - County: Washington
    - State: VT
    - ZIP Code: 05620-2941
    - Phone Number: 802-826-6900
    - Fax Number: 802-826-3831
    - Email: Louise.Waterman@state.vt.us

OMB Number: 4040-0001
Expiration Date: 04/30/2006
16. 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)

17. Is Application Subject to Review by State Executive Order 12372 Process?

- [ ] YES □ This Preapplication/Application was Made Available to the State Executive Order 12372 Process for Review On
- [x] NO □ Program is Not Covered by E.O. 12372; or
- [ ] Program Has Not Been Selected by State for Review

18. Authorized Representative

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<tr>
<th>Prefix</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix</th>
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<tr>
<td></td>
<td>Dave</td>
<td>Lan</td>
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<tr>
<th>Position/Title</th>
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<td>Deputy Secretary</td>
<td>Vermont Agency of Agriculture, Food &amp; Markets</td>
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<tr>
<td>USA</td>
<td>802-828-1619</td>
<td>802-828-2361</td>
<td>David.Lane@state vt us</td>
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</tbody>
</table>

Signature of Authorized Representative: [Signature]

Date Signed: 2/25/09

28. Pre-application Add Attachment

OMB Number: 4040-0001
Expiration Date: 04/20/2008
February 17, 2009

Dr. Don Tilmon, Director
Northeast Center for Risk Management Education
112 Townsend Hall
University of Delaware
Newark, DE 19716-2130

RE: Farm Business Transfer Planning for Vermont Dairy Producers (RME-JONC2960)

Dear Dr. Tilmon,

I am a private attorney in Randolph, Vermont. My practice is focused on generational farm transfer, farm business formation and farm leasing. I am writing this letter to express my commitment to collaborating with Louise Waterman and the Vermont Agency of Food and Markets in their Farm Business Transfer Planning for Vermont Dairy Producers project. For most of my clients, cost share assistance for legal and accounting fees is an essential element to the implementation of their farm transfer plans and I urge you to support this effort. I am happy to provide direct legal assistance or general farmer legal education to this project.

Sincerely,

Annette M. Higby
February 16, 2009

Northeast Center for Risk Management Education
University of Delaware

Re: Farm Business Transfer Planning for Vermont Dairy Producers
Project Number: RME-JDN02960

Vermont Farm Bureau supports the Farm Business Transfer Planning for Vermont Dairy Producers Project as a way to sustain efforts to address dairy farm business transfers. There is a clear and demonstrated need for knowledge about business transfers among dairy farmers because of the complicated rules, documentation and interaction required in today's business climate.

The project will provide our producers with another tool to utilize when considering their retirement. Guidance material for the possibility of a farm transfer, as well as a plan and the implementation of positive change will have a positive impact on dairy farming in Vermont.

Vermont Farm Bureau would participate in the publicity of the training programs to our 4000 members through all of our publications. In addition we offer to sponsor one or more of the training sessions. We expect that participants would gather enough information and skill to put their own transfer plan in to effect.

Thank you for considering this project for funding.

[Signature]

Tim Buskey
Administrator

117 West Main Street, Richmond, Vermont 05477  802-434-5646
February 23, 2009

Louise Waterman  
Vermont Agency of Agriculture, Food, and Markets  
116 State Street  
Montpelier, VT 05620-2901

Dear Louise:

I would be glad to collaborate with you with your program to provide one-on-one assistance on farm transfer and business transition issues with Vermont farmers.

I plan to conduct several workshops on these issues in the 2009-2010 program year and one-on-one assistance would be a great 2nd step in the process for many farm families. Therefore I will work with you to see that it reaches as many farmers as possible.

Sincerely,

Bob Parsons
February 23, 2009

Louise Waterman  
Education Coordinator  
Vermont Agency of Agriculture  
116 State Street  
Montpelier VT 05620-2901

Dear Louise,

I am writing this letter to confirm collaboration between the University of Vermont’s Dairy Management Team Program and your efforts through the Agency of Agriculture centered on educating Vermont’s 1100 dairy farmers about farm transfer.

As you know, the average age of Vermont’s dairy owners is over 45 years of age, and transferring the farm to the next generation is on the minds of many farmers. I have already enrolled a couple of dairies in my Dairy Management Team program who are looking for us to facilitate a sensible farm transfer, and have heard from others about the use of a management team to get this job done.

I understand that you are writing a grant proposal to seek funding for farm transfer education. I am happy to collaborate with you, dairy management teams make a perfect format for delivering the message and bringing together trusted advisors to help farmers with this important issue.

Sincerely,

Tony Kitsos  
Program Coordinator, Dairy Management Teams  
University of Vermont Extension  
278 So, Main Street  
St Albans, VT 05478
February 18, 2009

Louise Waterman
Vermont Agency of Agriculture, Food and Markets
116 State St.
Montpelier, VT 05620-2901

RE: Farm Business Transfer Planning for Vermont Dairy Producers

Dear Louise,

I am writing to express my support of your project to provide assistance for Farm Business Transfer Planning for Vermont Dairy Producers.

I believe that the program you have outlined is precisely what is needed to help Vermont farm families find their way through the farm transfer process. In my work with Vermont dairy farms, I find that meeting with them on a one-on-one and small-group basis seems to be the most effective way to provide information and create support networks to enhance their ability to bring about the change they seek.

I wish you good luck with your program and offer the support of the VtSBDC in your efforts.

Sincerely,

Steve Paddock
MEMORANDUM

TO: Dave Lane
FROM: Louise Waterman
DATE: June 29, 2009
RE: Farm Business Transfer Planning for VT Dairy Producers
     Grant from University of Delaware

The Vermont Agency of Agriculture, Food & Markets is not required to match funds in order to receive this grant from the University of Delaware. Participating producers will pay their share of the consulting fees directly.

Thank You
STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: This grant provides funding to allow the Agency of Agriculture to work one on one with dairy producers on issues related to farm transfer planning. The program will be conducted over two state fiscal years, FY10 and FY11.

Date: 7/16/2009

Department: Agriculture, Food and Markets

Legal Title of Grant: Risk Management Education: Farm Business Transfer Planning

Federal Catalog #: NA

Grant/Donor Name and Address: University of Delaware, Research Office, 210 Hullihen Hall, Newark DE 19716

Grant Period: From: 7/1/2009 To: 12/31/2010

Grant/Donation: $19,425

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<th>SFY 1</th>
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<th>SFY 3</th>
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</thead>
<tbody>
<tr>
<td>$12,950</td>
<td>$6,475</td>
<td>$</td>
<td>$19,425</td>
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Position Information: # Positions | Explanation/Comments |
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Additional Comments: The University of Delaware got a grant from the USDA and is subgranting a portion of that grant to VT Agency of Agriculture, Food and Markets to do this project.

Department of Finance & Management
Secretary of Administration
Sent To Joint Fiscal Office

(Initial) 7/20/09

Date 7/23/09

RECEIVED JUL 27 2009

JOINT FISCAL OFFICE
## STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

### BASIC GRANT INFORMATION

<table>
<thead>
<tr>
<th>1. Agency:</th>
<th>Agency of Agriculture, Food &amp; Markets</th>
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</thead>
<tbody>
<tr>
<td>2. Department:</td>
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<td>3. Program:</td>
<td>Farm Business Transfer Planning for Vermont Dairy Producers</td>
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<td>5. Federal Catalog #:</td>
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| 6. Grant/Donor Name and Address: | University of Delaware Research Office 210 Hullihen Hall Newark, DE 19716 |

| Grant Period:                     | From: 7/1/2009 | To: 12/31/2010 |

### 8. Purpose of Grant:
The Agency of Agriculture will work with Vermont dairy producers on issues related to farm transfer planning.

### 9. Impact on existing program if grant is not Accepted:
None.

### 10. BUDGET INFORMATION

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<tr>
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**Total** $12,950 $6,475 $ |

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**Total** $12,950 $6,475 $ |

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</table>
STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE  (Form AA-1)

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts?  
   Yes ☐  No ☐
   If “Yes”, appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Roger Allbee  Agreed by:  (initial)

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<td>Total Positions</td>
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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:  (Secretary’s signature or designee)  Date:  (Secretary’s signature or designee)  Date:

14. ACTION BY GOVERNOR

☐ Check One Box:  Accepted  (Governor’s signature)  Date:  (Governor’s signature)  Date:

☐ Rejected  (Governor’s signature)  Date:

15. SECRETARY OF ADMINISTRATION

☐ Check One Box:  Request to JFO  (Secretary’s signature or designee)  Date:  (Secretary’s signature or designee)  Date:

☐ Information to JFO  (Secretary’s signature or designee)  Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

☐ Request Memo  ☐ Notice of Donation (if any)
☐ Dept. project approval (if applicable)  ☐ Grant (Project) Timeline (if applicable)
☐ Notice of Award  ☐ Request for Extension (if applicable)
☐ Grant Agreement  ☐ Form AA-1PN attached (if applicable)
☐ Grant Budget

End Form AA-1
Research Subaward Agreement

Institution/Organization ("Prime Recipient")
Name: University of Delaware
Prime Award No.: 2007-49200-03888

Institution/Organization ("Subrecipient")
Name: Vermont Agency of Agriculture, Food & Markets
Subaward No.: 19723

Awarding Agency:
USDA

Amount Funded This Action: $19,425.00

Principal Investigator - Don Tilmon
Project Director - Louise Waterman

Subaward Period of Performance:
Budget Period: From: 07/01/2009 To: 12/31/2010

Estimated Project Period (if incrementally funded):
From: 07/01/2009 To: 12/31/2010

Project Title:
NECRME - Farm Business Transfer Planning for Vermont Dairy Producers

Reporting Requirements (Check here if applicable: [ ] See Attachment 4) [ ] ARRA Funds

Terms & Conditions

1) Prime Recipient hereby awards a cost reimbursable subaward, as described above, to Subrecipient. The statement of work and budget for this subaward are (check one): [ ] As specified in Subrecipient's proposal dated [ ] as shown in Attachment 5. In its performance of the subaward work, Subrecipient shall be an independent entity and not an employee or agent of Prime Recipient.

2) Prime Recipient shall reimburse Subrecipient not more often than monthly for allowable costs. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), subaward number, and certification as to truth and accuracy of invoice. Invoices that do not reference Prime Recipient's Subaward Number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact as shown in Attachments 3A & 3B.

3) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to Prime Recipient's Financial Contact, as shown in Attachments 3A and 3B, NOT LATER THAN sixty (60) days after subaward end-date. The final statement of costs shall constitute Subrecipient's final financial report.

4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.

5) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Principal Investigator, as shown in Attachments 3A and 3B. Technical reports are required as shown above, "Reporting Requirements".

6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachments 3A & 3B. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official as shown in Attachments 3A & 3B.

7) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or director's, to the extent allowed by law.

8) Either party may terminate this subaward with thirty days written notice to the appropriate party's Administrative Contact as shown in Attachments 3A & 3B. Prime Recipient shall pay Subrecipient for termination costs as allowable under OMB Circular A-21 or A-122 or 45 CFR Part 74 Appendix E, "Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals" as applicable.

9) No-cost extensions require the approval of the Prime Recipient. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachments 3A & 3B, not less than thirty (30) days prior to the desired effective date of the requested change.

10) The Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2.

11) By signing below Subrecipient makes the certifications and assurances shown in Attachments 1 and 2. Subrecipient also assures that it will comply with applicable statutory and regulatory requirements specified in the Research Terms & Conditions Appendix C found at http://www.nsf.gov/bfa/dias/policy/rtc/appsc.pdf.

By an Authorized Official of Prime Recipient
Katherine Mayes
Date: 6/18/09

By an Authorized Official of Subrecipient
Date: 6/18/09
By signing the Subaward Agreement, the authorized official of Subrecipient certifies, to the best of his/her knowledge and belief that:

**Certification Regarding Lobbying**

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

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

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

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

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

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

**OMB Circular A-133 Assurance**

Subrecipient assures Prime Recipient that it complies with A-133 and that it will notify Prime Recipient of completion of required audits and of any adverse findings which impact this subaward.
Agency-Specific Certifications/Assurances


General terms and conditions:

1. The restrictions on the expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent.
2. 7 CFR Part 3015, 3017, 3018 and 3019.
   a. The right to initiate an automatic one-time extension of the end date provided by Article 25 (c)(2) is replaced by the need to obtain prior written approval from the Prime Recipient;
   b. The payment mechanism described in Article 22 and the financial reporting requirements in Article 52 of the Research Terms and Conditions and Article 10 of the Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this agreement; and
   c. Any prior approvals are to be sought from the Prime Recipient and not the Federal Awarding Agency.
4. Title to equipment costing $5,000 or more that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall unconditionally vest in the Subrecipient upon acquisition without further obligation to the Federal Awarding Agency subject to the conditions specified in Article 34(a) of the Research Terms and Conditions.

Special terms and conditions:

1. Copyrights
   Subrecipient grants to Prime Recipient an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward Agreement solely for the purpose of and only to the extent required to meet Prime Recipient’s obligations to the Federal Government under its Prime Award.
2. Data Rights
   Subrecipient grants to Prime Recipient the right to use data created in the performance of this Subaward Agreement solely for the purpose of and only to the extent required to meet Prime Recipient’s obligations to the Federal Government under its Prime Award.
3. Automatic Carry Forward: [X] No
   (If No, Carry Forward requests must be sent to Prime Recipient’s Administrative Contact, as shown in Attachment 3).
4. Invoices
   All invoices must include the period for which reimbursement is being requested.
   All invoices must include a certification statement such as, “I certify that all expenditures reported (and requested payments) are for appropriate purposes and in accordance with the provisions of the applications and award documents for the above referenced grant/contract award number.”, and be signed by an authorized representative.

July 2008  FDP
In connection with review of the invoice, upon request by the University, Subrecipient shall provide additional supporting documentation for related expenses.

The final invoice will be paid upon submission of a completed Subaward Close-Out Requirements form found in Attachment 4.

5. Extension of End Date
This agreement ends 12/31/2010. NO extensions beyond that date will be granted.

As the Principal Investigator I am in agreement with all of the terms and conditions of this agreement.

[Signature]
Principal Investigator

[Signature]
Print/Type Name

[Date]
6/10/09

July 2008   PDP
### Prime Recipient Contacts

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<thead>
<tr>
<th>Name</th>
<th>University of Delaware</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Research Office</td>
</tr>
<tr>
<td></td>
<td>210 Huttlen Hall</td>
</tr>
<tr>
<td>City</td>
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### Administrative Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Katherine M. Lyons</th>
</tr>
</thead>
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<tr>
<td>Address</td>
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<td></td>
<td>Research Office</td>
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<tr>
<td></td>
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<tr>
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<td>Newark</td>
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</tr>
<tr>
<td>Telephone</td>
<td>302-831-8526</td>
</tr>
<tr>
<td>Fax</td>
<td>302-831-86-2828</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:kmlyons@udel.edu">kmlyons@udel.edu</a></td>
</tr>
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### Principal Investigator

<table>
<thead>
<tr>
<th>Name</th>
<th>Don Tilmon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>University of Delaware, College of Agriculture and Natural Resources</td>
</tr>
<tr>
<td></td>
<td>Food &amp; Resource Economics, Northeast Center for Risk Management Education</td>
</tr>
<tr>
<td></td>
<td>112 Townsend Hall</td>
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<tr>
<td>City</td>
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<tr>
<td>Telephone</td>
<td>302-831-1325</td>
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<tr>
<td>Fax</td>
<td>302-831-6243</td>
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<tr>
<td>Email</td>
<td><a href="mailto:ntilmon@udel.edu">ntilmon@udel.edu</a></td>
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### Financial Contact

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### Authorized Official

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### Subrecipient Contacts

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<tr>
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<tr>
<td><strong>Address:</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Montpelier</td>
<td></td>
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<tr>
<td><strong>State:</strong></td>
<td>VT</td>
<td></td>
</tr>
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<td><strong>ZipCode:</strong></td>
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<td></td>
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<tr>
<td><strong>Telephone:</strong></td>
<td>802-828-6900</td>
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<td><strong>Fax:</strong></td>
<td>802-828-3831</td>
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</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:Louise.Waterman@state.vt.us">Louise.Waterman@state.vt.us</a></td>
<td></td>
</tr>
</tbody>
</table>

#### Administrative Contact

| Name: | Louise Waterman | | |
| **Address:** | 116 State Street | | |
| **City:** | Montpelier | | |
| **State:** | VT | | |
| **ZipCode:** | 05620-2901 | | |
| **Telephone:** | 802-828-6900 | | |
| **Fax:** | 802-828-3831 | | |
| **Email:** | Louise.Waterman@state.vt.us | | |

#### Principal Investigator

| Name: | Louise Waterman | | |
| **Address:** | 116 State Street | | |
| **City:** | Montpelier | | |
| **State:** | VT | | |
| **ZipCode:** | 05620-2901 | | |
| **Telephone:** | 802-828-6900 | | |
| **Fax:** | 802-828-3831 | | |
| **Email:** | Louise.Waterman@state.vt.us | | |

#### Financial Contact

| Name: | Mary Morrison | | |
| **Address:** | 116 State Street | | |
| **City:** | Montpelier | | |
| **State:** | VT | | |
| **ZipCode:** | 05620-2901 | | |
| **Telephone:** | 802-828-3567 | | |
| **Fax:** | 802-828-3831 | | |
| **Email:** | Mary.Morrison@state.vt.us | | |

#### Authorized Official

| Name: | David Lane | | |
| **Address:** | 116 State Street | | |
| **City:** | Montpelier | | |
| **State:** | VT | | |
| **ZipCode:** | 05620-2901 | | |
| **Telephone:** | 802-828-1619 | | |
| **Fax:** | 802-828-3831 | | |
| **Email:** | David.Lane@state.vt.us | | |
ATTACHMENT 4
SUBAWARD AGREEMENT

Reporting Requirements

• Attend the annual Orientation Workshop for NECRME Project Directors, scheduled for October 1, 2009. 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.) Attendance is optional for Project Directors who attended the Orientation last year, but all are welcome.

• Submit online Progress Reports by the following dates:
  **October 15, 2009** (this date is for projects from the Northeast Center only – due to the timing of our Orientation, it is two weeks later than the date noted in the RFA); **February 1, 2010; May 1, 2010; and October 1, 2010.** Requirements and a link for reporting are available on the NECRME website – necrme.org (under “Grants” select “Project Reporting”).

• Submit a Final Report online 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 (agrisk.umn.edu).

• 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 required to upload or provide links to promotional materials, educational materials, and evaluations.

• Include a statement on all 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 may be accessed at necrme.org (under “Grants”, then “Funding Acknowledgement”).
Subrecipient Close-Out Requirements

As a subrecipient of the University of Delaware you are required to submit a final invoice marked FINAL, a signed copy of this form, and other documents listed below, as applicable. The final invoice will NOT be processed for payment until all close-out documentation has been received.

Subaward #: 
Subrecipient: 

Please check all that apply and attach documents, as required.

____ Final invoice has been sent

____ Required cost-share has been met and reported

____ Patents and/or inventions are pending. Please see attached documentation

____ There are no patents or inventions to report

____ Technical report completed and sent to UD Principal Investigator on this date________

____ No equipment was purchased with these funds (equipment is defined as an article of nonexpendable tangible personal property having a useful life of more than 1 year and a cost of $5,000 or more)

____ Equipment purchased (please list below and add additional sheets as needed)

________________________________________________________

________________________________________________________

________________________________________________________

Total expenditures of $__________ have been incurred. This has been or will be paid.

I hereby certify the above information is correct and in accordance with the terms of the subaward agreement. Subrecipient does hereby remise, relent, and discharge the University of Delaware, its officers, and employees of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said subaward agreement.

__________________________  ________________
Subrecipient's Authorized Representative  Date

Return to: University of Delaware, Research Office, 210 Hullihen Hall, Newark, DE 19716
United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service  
AWARD FACE SHEET

1. Award No.  2007-49200-03888  
2. Proposal Number  2007-04101  
3. Period of Performance  09/15/2007 through 09/14/2008
4. Type of Instrument  Grant
5. Type of Action  New
6. CFDA Number  10.500
7. CAN  0401
8. Method of Payment  DHHS Payment Management System
9. Method of Payment  DHHS Payment Management System
10. CRIS Number  0211442

1. Award No.  Amendment No.  
2007-49200-03888

2. Proposal Number  2007-04101

3. Period of Performance  
09/15/2007 through 09/14/2008

4. Type of Instrument  Grant

5. Type of Action  New

6. CFDA Number  10.500

7. CAN  0401

8. Method of Payment  DHHS Payment Management System

9. Method of Payment  DHHS Payment Management System

10. CRIS Number  0211442

11. Authority:
7 U.S.C. 3316, P.L. 106-224, Sec. 123 of P. L. 106-224, Ag Risk Management Education Competitive Grants Program

12. Agency (Name and Address)
Awards Management Branch  
Cooperative State Research, Education, and Extension Service/USDA
Washington, DC 20250-2271

13. Awardee Organization
University of Delaware
Newark, DE 19716

14. Program Point of Contact:
Janie S. Hipp  
Telephone: (202) 720-3505
jhipp@csrees.usda.gov

Administrative Point of Contact:
Jeffrey E. Jacobs  
Telephone: (202) 690-5717
jjacobs@csrees.usda.gov

15. Project Director/Performing Organization
Hames Don Tilmon  
University of Delaware
Newark, DE

16. Funding:

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18. Title of Proposal:
Northeast Regional Center for Risk Management Education

PROVISIONS

This Award incorporates the following:

1. The referenced proposal and any revision thereto - incorporated by reference

2. CSREES General Terms and Conditions - A dated 02/05 - incorporated by reference (http://www.csrees.usda.gov/business/awards/awardterms.html) and Attachment A thereto

3. Article 10, Current Research Information System (CRIS) Requirements, is applicable to this award (http://www.csrees.usda.gov/business/awards/fedregulations.html)

4. The Approved Award Budget

5. CRIS Forms AD-416 and AD-417 - incorporated by reference

6. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown must be made within the first year of the project.

7. Contingent upon the availability of funds and the satisfactory progress of this project, CSREES intends to continue support at approximately the following levels: FY 2008 in the amount of $900,000, and FY 2009 in the amount of $900,000.

8. Funds in the amount of $15,000 are withheld pending CSREES-ADO receipt and approval of additional budgetary details for "Speaker & Facilitator Expenses" ($15,000).

Co-Project Director(s):
Laurie Wolinski (University of Delaware)

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:
Adriene Woodin

Authorized Departmental Officer

Signature

Date
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<td>Janie Hipp</td>
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<td>Washington, DC 20250-2271</td>
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Grand Total: $1,800,000.00

18. Title of Proposal: Northeast Regional Center for Risk Management Education

PROVISIONS

This Award incorporates the following:

1. Research Terms and Conditions (07/01/08) and CSREES Agency Specific Terms and Conditions (07/08) at http://www.nsf.gov/bfa/dias/policy/rftc/index.jsp

2. The referenced proposal and any revision thereto - incorporated by reference


4. The Award Budget, pending approval.

5. CRIS Forms AD-416 and AD-417 - incorporated by reference

6. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown must be made within the first year of the project.

7. Contingent upon the availability of funds and the satisfactory progress of this project, CSREES intends to continue support at approximately the following levels: FY09 in the amount of $900,000.

8. Modification of Article 9.B.b. of Agency-Specific Terms and Conditions - Annual "Accomplishment Report" must be electronically submitted through the CRIS system within 90 days PRIOR to the anniversary date, i.e., current expiration date of the award. Un timely submission of these reports may delay processing of a subsequent award and failure to submit these reports will likely result in the restriction of the funding increment.

9. Funds in the amount of $405,513 are withheld pending a plan outlining your efforts beginning October 2008 to address Special Emphasis issues per letter from Janie Hipp dated September 5, 2008.

10. Funds in the amount of $306,513 are withheld pending CSREES-ADO receipt and approval of additional budgetary details for "Food" ($40,000), "Speaker fees and honorariums" ($25,000), "Hotel subsidies for Educators" ($15,000) and justification for "Secretarial/Clerical Salary" ($25,855).

Co-Project Director(s):

Laurie Wolinski (University of Delaware)

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: Carol A. Langguth
Authorized Departmental Officer: CLANGGUTH
Date: 09/18/2008

CSREES-2009 February 2002
MEMORANDUM

To: Representative Carolyn Partridge
From: Nathan Lavery, Fiscal Analyst
Date: July 29, 2009
Subject: JFO #2387

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
    Stephen Klein