MEMORANDUM

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

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

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

[JFO received 06/05/08]

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

cc: Linda Morse, Administrative Assistant
Roger Allbee, Secretary
MEMORANDUM

To: Representative David Zuckerman
From: Nathan Lavery
Date: June 6, 2008
Subject: JFO #2327 (Occupational Spanish class for dairy farmers grant)

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

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

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

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

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

[JFO received 06/05/08]

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

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

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Roger Allbee, Secretary
STATE OF VERMONT  
GRANT ACCEPTANCE FORM

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

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

FEDERAL CATALOG No.:  N/A

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

DATE:  5/22/08

DEPARTMENT:  Agriculture, Food and Markets

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

AMOUNT / VALUE:  $18,000.00

POSITIONS REQUESTED:  None

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

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

DEPARTMENT OF FINANCE AND MANAGEMENT:  (INITIAL)  
SECRETARY OF ADMINISTRATION:  (INITIAL)  
SENT TO JOINT FISCAL OFFICE:  DATE:  6/3/08

RECEIVED  
JUN 05 2008  
JOINT FISCAL OFFICE
STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)

1. Agency: Vermont Agency of Agriculture, Food & Markets
2. Department: Vermont Agency of Agriculture, Food & Markets
3. Program: Occupational Spanish Class for Vermont Dairy Producers
4. Legal Title of Grant: Risk Management Education
5. Federal Catalog No.: N/A
6. Grantor and Office Address: The Northeast Center for Risk Management Education
   University of Delaware
   College of Agriculture and Natural Resources
   112 Townsend Hall
   Newark, Delaware 19716-2130
8. Purpose of Grant: (Attach additional Sheets if needed)
   To improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing
   participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted for the
   participants.
9. Impact on Existing Programs if Grant is not Accepted: None
10. Budget Information: (1st State FY) (2nd State FY) (3rd State FY)
    EXPENDITURES:
    |                      | FY 2009 | FY 2010 | FY 2011 |
    |----------------------|---------|---------|---------|
    | Personal Services    | $12,800 | $        | $       |
    | Operating Expenses   | $9,200  | $        | $       |
    | Grants               | $       | $        | $       |
    | TOTAL                | $22,000 | $        | $       |
    REVENUES:
    | State Funds:         |         |         |         |
    | Cash                 | $       | $        | $       |
    | In-Kind              | $       | $        | $       |
    | Federal Funds:       |         |         |         |
    | (Direct Costs)       | $       | $        | $       |
    | (Statewide Indirect) | $       | $        | $       |
    | (Department Indirect)| $       | $        | $       |
    | Other Funds:         |         |         |         |
    | (source) University of Delaware — The Northeast Center for Risk Management Education | $18,000 | $        | $       |
    | Participating Producers (will contribute towards classroom costs and instructor fees) | $4,000 | $        | $       |
    | TOTAL                | $22,000 | $        | $       |

Grants will be allocated to these appropriation expenditure accounts

<table>
<thead>
<tr>
<th>Appropriation Nos.</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPTID 2200030000</td>
<td>$22,000</td>
</tr>
</tbody>
</table>
Form AA-1

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

[ X ] YES

[ ] NO

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

(Date)

12a. Please list any requested Limited Service Positions:

<table>
<thead>
<tr>
<th>Titles</th>
<th>Number of Positions</th>
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<tbody>
<tr>
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<tr>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>

12b. Equipment and space for these positions:

[ ] Is presently available.

[ ] Can be obtained with available funds

13. Signature of Appointing Authority

(Date)

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

(Signature) Secretary: Agriculture, Food & Markets (Title)

14. Action by Governor:

[ ] Approved

[ ] Rejected

5/30/08

15. Secretary of Administration:

Request to JFO Information to JFO

(Signature)

5/27/08

16. Action by Joint Fiscal Committee:

[ ] Request to be placed on JFC agenda

[ ] Approved (not placed on agenda in 30 days)

[ ] Approved by JFC

[ ] Rejected by JFC

[ ] Approved by Legislature

(Signature) (Date)
Occupational Spanish Class for Vermont Dairy Producers

The participating producers will contribute $4,000.00 towards project costs. This money will go towards paying for classroom costs and instructor fees.
April 24, 2008

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

Dear Louise,

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

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

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

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

Sincerely yours,

H. Don Tilmon, Director
Grantee Letter of Commitment

Project: Occupational Spanish Class for Vermont Dairy Producers

Organization: Vermont Agency of Agriculture, Food and Markets

Project Director: Louise Waterman

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

- Attend the annual Orientation Workshop for NECRME Project Directors, scheduled for October 2, 2008. The meeting will be held at a hotel near the Philadelphia International Airport. If more than one Project Director is involved with the project, only one need attend. (Travel expenses will be reimbursed for one person per project.)

- Submit online Progress Reports by the following dates:
  November 1, 2008; February 1, 2009; and May 1, 2009

- Submit a Final Report upon completion of the project (please note that final payment or up to 15% of allocated funds may be withheld until all reporting requirements are met). The Final Report for each project is a public document and will ultimately be available for viewing online in the Ag Risk Education Library.

- Send NECRME copies of educational curriculum, promotional brochures and other workshop materials developed through the project. In conjunction with your reporting activities, you will also be asked to upload or provide links to both promotional and educational materials.

- Include a statement on all printed materials produced for the project, which acknowledges the funding received from NECRME and utilizes both the Center's logo and the CSREES logo (details and the logos are available on the NECRME website – necrme.org – under “Grants”).

- Send brief thank you letters to members of your Congressional delegation (for making this funding possible). You will be notified at the appropriate time, and sample letters will be provided.

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

Signature of Project Director: [Signature]

Date: 4-28-08

(Please sign and return one copy in the enclosed envelope. Thank you.)
APPLICATION FOR FEDERAL ASSISTANCE

SF 424 (R&R)

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

2. DATE SUBMITTED
4/21/08

3. DATE RECEIVED BY STATE

4. Federal

5. APPLICANT INFORMATION

* Organizational DUNS: 809376718

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

Department: Administration
Division: Administration

* Street1: 116 State Street
Street2:

* City: Montpelier
County: Washington
* State: VT
* ZIP Code: 05620-2

* Country: USA

Person to be contacted on matters involving this application

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

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

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):

03-6000264

7. * TYPE OF APPLICANT:

A

8. * TYPE OF APPLICATION:
☐ New

☐ Resubmission ☐ Renewal ☐ Continuation ☐ Revision

If Revision, mark appropriate box(es).

☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration

☐ D. Decrease Duration ☐ E. Other (specify):

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

What other Agencies?

9. * NAME OF FEDERAL AGENCY:

USDA CSREES

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

10.500

Title: USDA CSREES

11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Occupational Spanish Class for Vermont Dairy Producers

12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)

Vermont - State wide

13. PROPOSED PROJECT:

* Start Date: July 1, 2008
* Ending Date: June 30, 2009

14. CONGRESSIONAL DISTRICTS OF:
a. * Applicant
Vermont

b. * Project
Vermont

15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

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

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

Department: Administration
Division:

* Street1: 116 State Street
Street2:

* City: Montpelier
County: Washington
* State: VT
* ZIP Code: 05620-2

* Country: USA

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

OMB Number: 4040-0001
Expiration Date: 04/30/2008
## APPLICATION FOR FEDERAL ASSISTANCE

### 16. ESTIMATED PROJECT FUNDING

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>a. Total Estimated Project Funding</td>
<td>$18,000.00</td>
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<tr>
<td>b. Total Federal &amp; Non-Federal Funds</td>
<td></td>
</tr>
<tr>
<td>c. Estimated Program Income</td>
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</tbody>
</table>

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

- **YES**
- **NO**

- [ ] PROGRAM IS NOT COVERED BY E.O. 12372; OR
- [ ] PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

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

- [ ] I agree

### 19. Authorized Representative

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Prefix</td>
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</tr>
<tr>
<td>First Name</td>
<td>Roger</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Abee</td>
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<td>Suffix</td>
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<td>USA</td>
</tr>
<tr>
<td>Phone Number</td>
<td>802-828-1619</td>
</tr>
<tr>
<td>Fax Number</td>
<td>802-828-2361</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:David.Lane@state.vt.us">David.Lane@state.vt.us</a></td>
</tr>
<tr>
<td>Signature of Authorized Representative</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Date Signed</td>
<td>04/30/08</td>
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</table>

### 20. Pre-application

- [ ] Add Attachment
- [ ] Delete Attachment
- [ ] View Attachment

---

OMB Number: 4040-0001  
Expiration Date: 04/30/2008
**RESEARCH & RELATED BUDGET • SECTION A & B, BUDGET PERIOD 1**

**Enter name of Organization:** Vermont Agency of Agriculture  
**Budget Type:** Project

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

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

### A. Senior/Key Person

<table>
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<tr>
<th>Prefix</th>
<th><em>First Name</em></th>
<th><em>Last Name</em></th>
<th><strong>Project Role</strong></th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Sum. Months</th>
<th><em>Requested Salary ($)</em>*</th>
<th><em>Fringe Benefits ($)</em>*</th>
<th><em>Funds Requested ($)</em>*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Louise</td>
<td>Waterman</td>
<td>PDPI</td>
<td>12</td>
<td></td>
<td></td>
<td>2500</td>
<td>800</td>
<td>3300</td>
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</table>

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

Additional Senior Key Persons:

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<tr>
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<tbody>
<tr>
<td>Post Doctoral Associates</td>
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<td>Graduate Students</td>
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<td>Undergraduate Students</td>
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<td>Secretarial/Clerical</td>
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</tbody>
</table>

Total Number Other Personnel

Total Salary, Wages and Fringe Benefits (A+B): 3300
RESEARCH & RELATED BUDGET - SECTION C, D, & E, BUDGET PERIOD 1

* ORGANIZATIONAL DUNS: 809376718

* Budget Type: [ ] Project  [ ] Subaward/Consortium

Enter name of Organization: Vermont Agency of Agriculture, Food

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

Budget Period: 1

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

C. Equipment Description

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

<table>
<thead>
<tr>
<th>Equipment item</th>
<th>* Funds Requested ($)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>9.</td>
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<td>10.</td>
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</tbody>
</table>

11. Total funds requested for all equipment listed in the attached file

Total Equipment: 0

Additional Equipment:

D. Travel

1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)
   Funds Requested ($) 0

2. Foreign Travel Costs

   Total Travel Cost: 0

E. Participant/Trainee Support Costs

1. Tuition/Fees/Health Insurance
   Funds Requested ($) 0

2. Stipends
   Funds Requested ($) 0

3. Travel
   Funds Requested ($) 0

4. Subsistence
   Funds Requested ($) 0

5. Other
   Funds Requested ($) 0

   Number of Participants/Trainees
   Total Participant/Trainee Support Costs 0

OMB Number: 4040-0001
Expiration Date: 04/30/2008
**F. Other Direct Costs**

<table>
<thead>
<tr>
<th>Category</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Materials and Supplies</td>
<td>2200</td>
</tr>
<tr>
<td>2. Publication Costs</td>
<td></td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td>9500</td>
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<tr>
<td>4. ADP/Computer Services</td>
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<tr>
<td>5. Subawards/Consortium/Contractual Costs</td>
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<tr>
<td>6. Equipment or Facility Rental/User Fees</td>
<td>3000</td>
</tr>
<tr>
<td>7. Alterations and Renovations</td>
<td></td>
</tr>
<tr>
<td>8. Postage for direct mail advertising</td>
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<td>9.</td>
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**Total Other Direct Costs** 14700

**G. Direct Costs**

<table>
<thead>
<tr>
<th>Category</th>
<th>Funds Requested ($)</th>
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</thead>
<tbody>
<tr>
<td>Total Direct Costs (A thru F)</td>
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</table>

**H. Indirect Costs**

<table>
<thead>
<tr>
<th>Indirect Cost Type</th>
<th>Indirect Cost Rate (%)</th>
<th>Indirect Cost Base ($)</th>
<th>Funds Requested ($)</th>
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<tbody>
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<td>1.</td>
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<td>4.</td>
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</table>

**Total Indirect Costs** 0

**Cognizant Federal Agency**

<table>
<thead>
<tr>
<th>Agency Name, POC Name, and POC Phone Number</th>
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</table>

**I. Total Direct and Indirect Costs**

<table>
<thead>
<tr>
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<th>Funds Requested ($)</th>
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</thead>
<tbody>
<tr>
<td>Total Direct and Indirect Institutional Costs</td>
<td>18000</td>
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</table>

**J. Fee**

<table>
<thead>
<tr>
<th>Category</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Requested ($)</td>
<td></td>
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</tbody>
</table>

**K. * Budget Justification**

<table>
<thead>
<tr>
<th>Add Attachment</th>
<th>Delete Attachment</th>
<th>View Attachment</th>
</tr>
</thead>
</table>

(Only attach one file.)

OMB Number: 4040-0001
Expiration Date: 04/30/2008
Budget Narrative
Project Number: RME-DZK02524

A. Salaries and Wages – includes salary for 0.05 FTE Project Leader @ $2,500

B. Fringe Benefits - Includes fringe at 32% of $2,500 salary for Project Leader for a total of $800.00

C. Total Salaries and Fringe Benefits – $3,300.00

D. Nonexpendable Equipment – None Requested

E. Materials/Supplies/student books – $2,200

E. Travel – None Requested

F. Publications Costs – None Requested

G. Computer Costs – None Requested

H. Student Assistance – None Requested

I. All Other Direct Costs – Room Cost for 30 classes (6 classes in 5 different locations across the state) = $3,000. Instructor/Trainer Fees for 44 students in 5 locations statewide = $9,500
   Total Other Direct Costs = $12,500.00

J. Total Direct Costs - $3,300 + $14,700 = $18,000.00

K. *Participating Producers will contribute $4,000 towards the project costs.

L. Total Amount Requested = $18,000.00
Project Name: Occupational Spanish Class for Vermont Dairy Producers

Project Number: RME-DZK02524


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

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

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

Project Summary:

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

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

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

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

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

### Target(s) that will happen after project

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

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

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

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

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

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

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

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**Risk Categories:** Human

**Investor Target Area(s):**

Improved:

- Employee recruitment, management and retention
**Project Description**

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

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

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

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

Classes will be offered in 5 locations across Vermont. Multiple locations will allow us to keep the classes small and at convenient locations for producers. Classes will run once or twice a week for 4 hours per class for a total of 24 hours of instruction over a 6 to 8 week period. This will allow participants to ‘practice’ their new skills between class periods.

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

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

**Tools, curriculum, presenters:**

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

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

Team leader and members:

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

Project collaborators:

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

Describe your team's capacity to deliver this project:

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

Other team capacity information included in ‘requested documents’.
Project Review

We reviewed three projects in the Ag Risk Education Library:
*A training Program on Human Risk Management for Producers Using Latino Labor Force
*Human Resource Risks and Contingency Planning
*Labor Risk Management Study Circles

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

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

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

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

[JFO received 06/05/08]

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

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

cc: James Reardon, Commissioner
    Linda Morse, Administrative Assistant
    Roger Allbee, Secretary
STATE OF VERMONT
GRANT ACCEPTANCE FORM

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

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

FEDERAL CATALOG No.: N/A

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

DATE: 5/22/08

DEPARTMENT: Agriculture, Food and Markets

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

AMOUNT / VALUE: $18,000.00

POSITIONS REQUESTED: None

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

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

DEPARTMENT OF FINANCE AND MANAGEMENT: (INITIAL) 5/23/08
SECRETARY OF ADMINISTRATION: (INITIAL) 5/23/08
SENT TO JOINT FISCAL OFFICE: 6/3/08

RECEIVED
JUN 05 2008
JOINT FISCAL OFFICE
STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)
FORM AA-1
(Rev. 9-90)

1. Agency: Vermont Agency of Agriculture, Food & Markets
2. Department: Vermont Agency of Agriculture, Food & Markets
3. Program: Occupational Spanish Class for Vermont Dairy Producers
4. Legal Title of Grant: Risk Management Education
5. Federal Catalog No.: N/A
6. Grantor and Office Address: The Northeast Center for Risk Management Education
   University of Delaware
   College of Agriculture and Natural Resources
   112 Townsend Hall
   Newark, Delaware 19716-2130
8. Purpose of Grant: (Attach additional Sheets if needed)
   To improve effective communication between Vermont dairy producers and their Spanish speaking employees by increasing
   participants' basic Spanish language skills and cultural understanding through an Occupational Spanish Class targeted for the
   participants.
9. Impact on Existing Programs if Grant is not Accepted: None
10. Budget Information: (1st State FY) (2nd State FY) (3rd State FY)

   EXPENDITURES:
<table>
<thead>
<tr>
<th>FY 2009</th>
<th>FY 2010</th>
<th>FY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$ 12,800.00</td>
<td>$</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$ 9,200.00</td>
<td>$</td>
</tr>
<tr>
<td>Grants</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 22,000.00</td>
<td>$</td>
</tr>
</tbody>
</table>

   REVENUES:
   | State Funds:         |
   | Cash            | $            | $            | $            |
   | In-Kind         | $            | $            | $            |

   | Federal Funds:      |
   | (Direct Costs)      | $            | $            | $            |
   | (Statewide Indirect)| $            | $            | $            |
   | (Department Indirect)| $        | $            | $            |

   | Other Funds:        |
   | (source) University of Delaware – The Northeast Center for Risk Management Education | $ 18,000.00 | $            | $            |
   | Participating Producers (will contribute towards classroom costs and instructor fees) | $ 4,000.00 | $            | $            |
   | TOTAL                | $ 22,000.00 | $            | $            |

Grants will be allocated to these appropriation expenditure accounts

<table>
<thead>
<tr>
<th>Appropriation Nos.</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPTID 2200030000</td>
<td>$ 22,000.00</td>
</tr>
<tr>
<td>FUND 21889</td>
<td></td>
</tr>
<tr>
<td>PROGRAM TBD</td>
<td></td>
</tr>
</tbody>
</table>
Form AA-1
Page 2

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

[ ] YES  [ ] NO

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

[Signature]  (Date)

12a. Please list any requested Limited Service Positions:

<table>
<thead>
<tr>
<th>Titles</th>
<th>Number of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

12b. Equipment and space for these positions:

[ ] Is presently available.

[ ] Can be obtained with available funds

13. Signature of Appointing Authority

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

[Signature]  (Date)

Secretary: Agriculture, Food & Markets

14. Action by Governor:

[ ] Approved  [ ] Rejected

[Signature]  (Date)

15. Secretary of Administration:

Request to JFO Information to JFO

[ ] Approved (not placed on agenda in 30 days)

[ ] Approved by JFC

[ ] Rejected by JFC

[ ] Approved by Legislature

[Signature]  (Date)

16. Action by Joint Fiscal Committee:

(Dates)

[ ] Request to be placed on JFC agenda

[ ] Approved by JFC

[ ] Rejected by JFC

[ ] Approved by Legislature

[Signature]  (Date)
Occupational Spanish Class for Vermont Dairy Producers

The participating producers will contribute $4,000.00 towards project costs. This money will go towards paying for class room costs and instructor fees.
April 24, 2008

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

Dear Louise,

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

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

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

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

Sincerely yours,

H. Don Tilmon, Director
Grantee Letter of Commitment

Project: Occupational Spanish Class for Vermont Dairy Producers

Organization: Vermont Agency of Agriculture, Food and Markets

Project Director: Louise Waterman

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

- Attend the annual Orientation Workshop for NECRME Project Directors, scheduled for October 2, 2008. The meeting will be held at a hotel near the Philadelphia International Airport. If more than one Project Director is involved with the project, only one need attend. (Travel expenses will be reimbursed for one person per project.)

- Submit online Progress Reports by the following dates:
  - November 1, 2008
  - February 1, 2009
  - May 1, 2009

- Submit a Final Report upon completion of the project (please note that final payment or up to 15% of allocated funds may be withheld until all reporting requirements are met). The Final Report for each project is a public document and will ultimately be available for viewing online in the Ag Risk Education Library.

- Send NECRME copies of educational curriculum, promotional brochures and other workshop materials developed through the project. In conjunction with your reporting activities, you will also be asked to upload or provide links to both promotional and educational materials.

- Include a statement on all printed materials produced for the project, which acknowledges the funding received from NECRME and utilizes both the Center's logo and the CSREES logo (details and the logos are available on the NECRME website – necrme.org – under "Grants").

- Send brief thank you letters to members of your Congressional delegation (for making this funding possible). You will be notified at the appropriate time, and sample letters will be provided.

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

Signature of Project Director: Louise Waterman

Date: 4-28-08

(Please sign and return one copy in the enclosed envelope. Thank you.)
**SF 424 (R&R)**

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

2. **DATE SUBMITTED**
   - 4/21/08

3. **DATE RECEIVED BY STATE**

4. **State Application Identifier**

5. **APPLICANT INFORMATION**
   - *Organizational DUNS:* 809376718
   - *Legal Name:* Vermont Agency of Agriculture, Food & Markets
   - *Department:* Administration
   - *Street1:* 116 State Street
   - *City:* Montpelier
   - *State:* VT
   - *ZIP Code:* 05620-2
   - *Country:* USA
   - *Prefix:* Louise
   - *First Name:* Waterman
   - *Last Name:* Waterman
   - *Phone Number:* 802-828-6900
   - *Fax Number:* 802-828-3831
   - *Email:* Louise.Waterman@state.vt

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

7. **TYPE OF APPLICANT:**
   - A

8. **TYPE OF APPLICATION:**
   - [ ] New
   - [ ] Resubmission
   - [ ] Renewal
   - [ ] Continuation
   - [ ] Revision
   - [ ] Women Owned
   - [ ] Small Business Organization Type
   - [ ] Socially and Economically Disadvantaged

9. **NAME OF FEDERAL AGENCY:**
   - USDA CSREES

10. **CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**
    - 10.500

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

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

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

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

15. **PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION**
    - *Prefix:* Louise
    - *First Name:* Waterman
    - *Middle Name:* Waterman
    - *Last Name:* Waterman
    - *Phone Number:* 802-828-6900
    - *Fax Number:* 802-828-3831
    - *Email:* Louise.Waterman@state.vt

**OMB Number:** 4040-0001
**Expiration Date:** 04/30/2008
SF 424 (R&R) - APPLICATION FOR FEDERAL ASSISTANCE

Page 2

16. ESTIMATED PROJECT FUNDING

| a. Total Estimated Project Funding | $18,000.00 |
| b. Total Federal & Non-Federal Funds |
| c. Estimated Program Income |

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

a. YES [ ] THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: [ ]

b. NO [ ] PROGRAM IS NOT COVERED BY E.O. 12372; OR [ ] PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW:

DATE: [ ]

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

* I agree

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

19. Authorized Representative

Prefix: Dave

First Name: Roger

Middle Name: 

Last Name: Lane

Suffix: 

* Position/Title: Deputy Secretary

Organization: Vermont Agency of Agriculture, Food & Markets

Department: 

Division: Administration

Street1: 116 State Street

Street2: 

City: Montpelier

County: Washington

State: VT

ZIP Code: 05620-21

Country: USA

* Phone Number: 802-828-1619

Fax Number: 802-828-2361

Email: David.Lane@state.vt.us

* Signature of Authorized Representative

* Date Signed

20. Pre-application [ ]

Add Attachment Delete Attachment View Attachment

OMB Number: 4040-0001

Expiration Date: 04/30/2008
### A. Senior/Key Person

<table>
<thead>
<tr>
<th>Prefix</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix</th>
<th>Project Role</th>
<th>Base Salary ($)</th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Sum. Months</th>
<th>Requested Salary ($)</th>
<th>Fringe Benefits ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Louise</td>
<td>Waterman</td>
<td></td>
<td></td>
<td>PD/PI</td>
<td>2500</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3300</td>
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9. Total Funds requested for all Senior Key Persons in the attached file: 3300

### B. Other Personnel

<table>
<thead>
<tr>
<th>* Number of Personnel</th>
<th>* Project Role</th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Sum. Months</th>
<th>Requested Salary ($)</th>
<th>Fringe Benefits ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
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Total Number Other Personnel: 0

Total Salary, Wages and Fringe Benefits (A+B): 3300
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<tr>
<th>Equipment Item</th>
<th>* Funds Requested ($)</th>
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<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>5.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
<td></td>
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<tr>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
</tr>
</tbody>
</table>

11. Total funds requested for all equipment listed in the attached file

Total Equipment: 0

Additional Equipment: 

D. Travel

1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)
2. Foreign Travel Costs

Total Travel Cost: 0

E. Participant/Trainee Support Costs

1. Tuition/Fees/Health Insurance
2. Stipends
3. Travel
4. Subsistence
5. Other

Number of Participants/Trainees: 

Total Participant/Trainee Support Costs: 0

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

OMB Number: 4040-0001
Expiration Date: 04/30/2008
**Cognizant Federal Agency**

*Organizational DUNS: 809376718*

- **Budget Type:** Project
  - Subaward/Consortium

Enter name of Organization: **Vermont Agency of Agriculture, For**

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

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

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

<table>
<thead>
<tr>
<th>G. Direct Costs</th>
<th>Funds Requested ($)</th>
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<tbody>
<tr>
<td>Total Direct Costs (A thru F)</td>
<td>18000</td>
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<table>
<thead>
<tr>
<th>H. Indirect Costs</th>
<th>Funds Requested ($)</th>
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<tbody>
<tr>
<td>Indirect Cost Type</td>
<td>Indirect Cost Rate (%)</td>
</tr>
<tr>
<td>1.</td>
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<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

| Total Indirect Costs                 | 0                    |

**Cognizant Federal Agency**

(agency name, POC name, and POC phone number)

<table>
<thead>
<tr>
<th>I. Total Direct and Indirect Costs</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct and Indirect Institutional Costs (G + H)</td>
<td>18000</td>
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</table>

<table>
<thead>
<tr>
<th>J. Fee</th>
<th>Funds Requested ($)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>K. * Budget Justification</th>
<th>Add Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Only attach one file.)</td>
<td>Direct Attachment</td>
</tr>
</tbody>
</table>

**OMB Number:** 4040-0001

Expiration Date: 04/30/2008

**RESEARCH & RELATED Budget (F-K) (Funds Requested)**
**Budget Narrative**  
**Project Number: RME-DZK02524**

A. Salaries and Wages – includes salary for 0.05 FTE Project Leader @$2,500

B. Fringe Benefits - Includes fringe at 32% of $2,500 salary for Project Leader for a total of $800.00

C. Total Salaries and Fringe Benefits - $3300.00

D. Nonexpendable Equipment – None Requested

E. Materials/Supplies/student books – $2,200

F. Travel – None Requested

G. Publications Costs – None Requested

H. Computer Costs – None Requested

I. Student Assistance – None Requested

I. All Other Direct Costs – Room Cost for 30 classes (6 classes in 5 different locations across the state) = $3,000. Instructor/Trainer Fees for 44 students in 5 locations statewide = $9,500  
Total Other Direct Costs = $12,500.00

J. Total Direct Costs - $3,300 + $14,700 = $18,000.00

K. *Participating Producers will contribute $4,000 towards the project costs.

L. **Total Amount Requested** = $18,000.00
Project Name: Occupational Spanish Class for Vermont Dairy Producers

Project Number: RME-DZK02524


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

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

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

Project Summary:

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

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

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

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

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

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

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

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

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

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

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

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

### Risk Categories:
**Human**

### Investor Target Area(s):
**Improved:**
Employee recruitment, management and retention
Project Description

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

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

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

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

Classes will be offered in 5 locations across Vermont. Multiple locations will allow us to keep the classes small and at convenient locations for producers. Classes will run once or twice a week for 4 hours per class for a total of 24 hours of instruction over a 6 to 8 week period. This will allow participants to ‘practice’ their new skills between class periods.

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

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

Tools, curriculum, presenters:

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

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

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

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

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

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

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

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

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

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

Tools, curriculum, presenters:

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

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Project Team

Team leader and members:
Louise Waterman, Education Coordinator
Louise.Waterman@state.vt.us

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

Describe your team's capacity to deliver this project:

History of Service. Vermont Agency of Agriculture, Food and Markets (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 RIME 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 Unique 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 a number of years. She is the project coordinator for one RME on-going farm labor management project and several past RME projects, works with producers on farm transfer planning, facilitates a dairy management team, as well as supporting the coordination of the existing Farm Viability Enhancement Program and working with a young farmer discussion group. As such, she is experienced in building business relationships with farmers and other agricultural professionals, coordinating with other service providers, assigning tasks, delegating and follow-through.

Other team capacity information included in 'requested documents'.
Project Review

We reviewed three projects in the Ag Risk Education Library:
*A training Program on Human Risk Management for Producers Using Latino Labor Force
*Human Resourc Risks and Contingency Planning
*Labor Risk Management Study Circles

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