

Contract Cover Sheet

Note: Shaded areas are for County Executive review.

Department Extension	Contract/Addendum #: 12912																				
1. This contract, grant or addendum: <input checked="" type="checkbox"/> AWARDS <input type="checkbox"/> ACCEPTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Contract</th> <th style="width: 50%;">Addendum</th> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">If Addendum, please include original contract number</td> </tr> <tr> <td><input type="checkbox"/> POS</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Grant</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Co Lease</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Co Lessor</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Intergovernmental</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Purchase of Property</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Property Sale</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td><input type="checkbox"/></td> </tr> </table>	Contract	Addendum	If Addendum, please include original contract number		<input type="checkbox"/> POS	<input type="checkbox"/>	<input checked="" type="checkbox"/> Grant	<input type="checkbox"/>	<input type="checkbox"/> Co Lease	<input type="checkbox"/>	<input type="checkbox"/> Co Lessor	<input type="checkbox"/>	<input type="checkbox"/> Intergovernmental	<input type="checkbox"/>	<input type="checkbox"/> Purchase of Property	<input type="checkbox"/>	<input type="checkbox"/> Property Sale	<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/>
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<input type="checkbox"/> Other	<input type="checkbox"/>																				
2. This contract is discretionary <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																					
3. Term of Contract or Addendum: 11/1/16 thru 12/31/18																					
4. Amount of Contract or Addendum: \$39,428																					
5. Purpose: UW Extension will address the complex training needs of beginning vegetable growers through a formally recognized apprenticeship program that combines hands-on learning guided by successful master growers and a comprehensive program of coursework designed to equip new growers for production, management, and business success.																					
6. Vendor or Funding Source: Wisconsin Department of Agriculture, Trade and Consumer Protection																					
7. MUNIS Vendor Code: 2394																					
8. Bid/RFP Number:																					
9. If grant: Funds Positions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will require on-going or matching funds? <input type="checkbox"/> Yes <input type="checkbox"/> No																					
10. Are funds included in the budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																					
11. Account No. & Amount, Org & Obj. <u>EXTENSN new revenue account</u> Amount \$ <u>39,428</u> Account No. & Amount, Org & Obj. <u>EXTENSN new expense account</u> Amount \$ <u>39,428</u> Account No. & Amount, Org & Obj. _____ Amount \$ _____																					
12. If this contract awards funds, a purchase requisition is necessary. Enter requisition # & year <u>reimbursement grant</u>																					
13. Is a resolution needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a copy of the Resolution. If Resolution has already been approved by the County Board, Resolution No. & date of adoption <u>2016 RES-367</u>																					
14. Does Domestic Partner equal benefits requirement apply? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																					
15. Director's Approval: <u>Cedegan</u>																					

Contract Review/Approvals				Vendor	
Initials	Ftnt	Date In	Date Out	Vendor Name	
<u>Mg</u> Received	_____	<u>11-14-16</u>	_____	Wisconsin Department of Agriculture, Trade and Consumer Protection Contact Person Juli Speck Phone No. 608-224-5134 E-mail Address Juli.Speck@wisconsin.gov	
<u>CS</u> Controller	_____	_____	<u>11/15/16</u>		
<u>JG</u> Corporation Counsel	_____	<u>11-15-16</u>	<u>11-15-16</u>		
<u>RM</u> Risk Management	_____	<u>11-15-16</u>	<u>11-15-16</u>		
<u>PC</u> Purchasing	_____	<u>11/16/16</u>	<u>11/16/16</u>		
_____ County Executive	_____	_____	_____		

Footnotes:

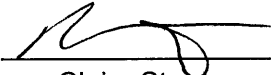
- 1.
- 2.

Return to: Name/Title: Claire Strader, Small-Scale & Organic Produce Educator Phone: 608-224-3710 E-mail Address: strader.claire@countyofdane.com	Dept.: Extension Mail Address: 5201 Fen Oak Dr Ste 138 Madison WI 53718
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Certification

The attached contract: *[check as many as apply]*

- conforms to Dane County's standard Purchase of Services Agreement form in all respects
- conforms to Dane County's standard Purchase of Services Agreement form with modifications and is accompanied by a revision copy¹
- is a non-standard contract which has been reviewed or developed by corporation counsel and which has not been changed since that review/development
- is a non-standard contract previously review or developed by corporation counsel which has been changed since that review/development; it is accompanied by a revision copy¹
- is a non-standard contract not previously reviewed by corporation counsel; it is accompanied by a revision copy
- contains non-standard/indemnification language which has been reviewed or developed by risk management and which has not been changed since that review/development
- contains non-standard insurance/indemnification language which has been changed since review/development or which has not been previously seen by risk management; it is accompanied by a revision copy
- contains non-standard affirmative action/equal opportunity language which has been reviewed or developed by contract compliance and which has not been changed since that review/development
- contains non-standard affirmative action/equal opportunity language which has been changed since the earlier review/development by contract compliance or which has not been previously seen by contract compliance; it is accompanied by a revision copy¹

Date: 11/11/16 Signed: 
 Telephone Number 608-224-3710 Print Name: Claire Strader

Major Contracts Review (DCO Sect. 25.20) This review applies only to contracts which both exceed \$100,000 in disbursements or receipts and which require county board review and approval.

Executive Summary (attach additional pages, if needed).

1. **Department Head** Contract is in the best interest of the County.
Describe any deviations from the standard contracting process and any changes to the standard Purchase of Services Form Agreement.

Date: _____ Signature: _____

2. **Director of Administration** Contract is in the best interest of the County.
Comments:

Date: _____ Signature: _____

3. **Corporation Counsel** Contract is in the best interest of the County.
Comments:

Date: _____ Signature: _____

¹ A revision copy is a copy of the contract which shows the changes from the standard contract or previously revised/developed contract by means of overstrikes (indicating deletions from the standard language) and underlining (showing additions to the standard language).



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

Wisconsin Department of Agriculture, Trade and Consumer Protection

FY16 Specialty Crop Block Grant-Farm Bill Contract

Grant Contract Number: **16-15**

Grant Recipient: **Claire Strader**
University of WI Extension, Dane County

Address: **5201 Fen Oak Drive**
Madison, WI 53718

Project Title: **Equipping Beginning Vegetable Growers for Success:**
Organic Vegetable Grower Apprenticeship

Funding Amount: **\$39,428**

Agriculture generates \$88 billion for Wisconsin

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FY2016 Wisconsin Specialty Crop Block Grant Contract
Between
The Wisconsin Department of Agriculture, Trade and Consumer Protection
And
University of WI Extension, Dane County

This contract is made and entered into by and between the State of Wisconsin Department of Agriculture, Trade and Consumer Protection (the “Department”) and University of WI Extension, Dane County (the “Grant Recipient”).

Based upon their mutual promises and other good and valuable consideration, the Department and the Grant Recipient agree as follows:

1. FUNDING SOURCE

The source of funding for this contract is the United States Department of Agriculture, Agricultural Marketing Service’s Specialty Crop Block Grant CDFR # 10.170, Agreement # 16SCBGWI0017 awarded to the Wisconsin Department of Agriculture, Trade and Consumer Protection on September 19, 2016.

2. PURPOSE

The general purpose of this program is to provide funding to enhance the competitiveness of specialty crops in Wisconsin. The Department may provide grants for projects that enhance the competitiveness of specialty crops including projects that support growing consumer demand for locally grown products. The specific purpose of this contract is to address the complex training needs of beginning vegetable growers through a formally recognized apprenticeship program that combines hands-on learning guided by successful master growers and a comprehensive program of coursework designed to equip new growers for production, management, and business success.

3. TERM OF CONTRACT

The term of this contract begins when signed by both parties and terminates on 12/31/2018 unless the term is modified by the parties as provided in 9.10 of this contract. During the term of the contract all activities as described herein shall be fully performed by the Grant Recipient to the satisfaction of the Department.

4. DESCRIPTION OF WORK

The Grant Recipient agrees to use the funds received under this contract from the Department for project activities contained in Attachment A that is attached to and made part of this contract. The Grant Recipient agrees to provide all necessary personnel, equipment, materials and other resources needed to complete the project identified in its grant application (Attachment A), and to conduct the work contemplated under this contract in accordance with standards established by applicable statutes, administrative rules, and professional standards, including environmental protection. The Grant Recipient shall comply with applicable audit requirements, including all federal requirements imposed on these funds which are comprised of: Specialty Crop

Competitiveness Act of 2004 (7 U.S.C. 1621 note) of Public Law 108-465), the USDA's Uniform Federal Assistance Regulations (7CFR Part 3015), the Uniform Administrative Requirements for Grants and Cooperative Agreements (7CFR Part 3016, 7CFR Part 3019, 2CFR Part 220, 2CFR Part 230, 2CFR Part 31.2, 7 CFR Part 3016.42 regarding retention and access requirements for records and the audit requirements of 7 CFR Part 3052. The Grant Recipient agrees to terms of compliance with debarment and suspension requirements of 2 CFR Part 180 Subpart C. The Grant Recipient accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with any federal requirement.

5. PAYMENT

5.1 Payment(s) to Grant Recipient. The Department agrees to reimburse the Grant Recipient for expenses incurred undertaking the project as outlined in the budget in Attachment A. Any material change in the provisions of Attachment A shall be submitted in writing and pre-approved by the Department in order to be reimbursed under this grant contract. Total payments under this contract shall not exceed \$39,428.

5.2 All requests for reimbursement under this contract shall include an itemized invoice and documentation on the work or expenses for which payment is requested. Itemization shall include proof of grant expenses such as expense receipts and payroll documentation for salary reimbursement, and should include purpose, amount, and date incurred. Requests for reimbursement shall be accepted monthly on or after January 1, 2014. Each reimbursement request may be for up to 25% of the amount identified in Section 5.1. Payments made pursuant to the requests for reimbursement are contingent on receipt by the Department of all progress reports required to be submitted under Section 6 of the contract as of that date. A final payment of \$9,857 shall be made as provided in Section 5.3 of the contract. Reports 30 or more days overdue may result in reimbursements being withheld pending submission of reports. **Requests must be sent to Juli Speck at juli.speck@wi.gov or DATCP/DAD, 2811 Agriculture Drive, PO Box 8911, Madison, WI 53708.**

The final request for reimbursement shall be submitted within 60 days after the end of the contract term in order to receive payment. Requests submitted after that date will be denied unless pre-approval for late submission is granted by the Department.

NOTE: Funds received under this contract may be taxable as income.

5.3 Final Payment. The final payment of 25% (\$9,857) of the total grant award shall be withheld pending Department receipt of both the final invoice amount and the final report from the Grant Recipient.

6. REPORTS

6.1 Progress Reports. The Grant Recipient shall submit electronic reports using the provided template to Juli Speck (juli.speck@wi.gov) on the following schedule: An annual report is due no later than October 31st of each year through 10/31/18 or the termination of your project. A final project report is due no later than **60 days after completion of your project** using the

provided templates that includes a complete listing of activities, accomplishments and expenditures with supporting documentation.

7. RECORDS; INSPECTIONS AND AUDITS

7.1 Records. All records pertaining to this contract shall be retained by the Grant Recipient for at least three (3) years following the end of the contract term. The Grant Recipient shall maintain reasonable segregation of project accounts and records to enable the Department to track expenditures made with funds provided under this contract.

The Department is authorized to inspect and copy any documents or records which are pertinent to performance under this contract.

7.2 Performance Review and Inspections. The Department may review the Grant Recipient's performance under this contract. The Department may conduct reasonable inspections to determine performance under this contract. In addition to the final report to the Department under section 6.1, the Department reserves the right to conduct a follow-up survey of the project in order to determine long-term impacts of funding received by the Grant Recipient under this contract from grant funds.

7.3 Audits. The Department may conduct reasonable audits to determine performance under this contract. The Department may examine records related to personnel time charged to the contract funding, as well as documentation of all costs for equipment, supplies and other expenses charged to the contract funding.

8. NONDISCRIMINATION

In connection with the performance of work under this contract, the Grant Recipient agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Stats., sexual orientation as defined in s. 111.32(13m), Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grant Recipient shall take affirmative action to ensure equal employment opportunities. The Grant Recipient shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting forth the provisions of the nondiscrimination clause.

9. MISCELLANEOUS PROVISIONS

9.1 Liability. Neither the State of Wisconsin Department of Agriculture, Trade and Consumer Protection, nor any of its officers, agents or employees assumes any liability for the acts or omissions of the Grant Recipient in carrying out this contract, as provided by Wisconsin state law.

9.2 Applicable Law. This contract is governed by the laws of the State of Wisconsin. The Grant Recipient shall at all times comply with all federal, state and local laws, ordinances, and regulations in effect during the period of this contract. Venue for all actions resulting from this contract shall be Dane County, Wisconsin.

9.3 Affirmative Action. If this contract is for an amount of fifty thousand dollars (\$50,000) or more, the Grant Recipient agrees to submit a written affirmative action plan to the Department within 15 business days after the contract commences if an acceptable plan is not already on file with the State of Wisconsin. (Grant Recipients with an annual workforce of fewer than Twenty-five (25) employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the Grant Recipient being declared an “ineligible” contractor, termination of the contract or withholding of payment.

9.4 Ethics. If a state public official (as defined in s. 19.42, Wis. Stats.) or an organization in which a state public official holds at least a ten percent interest is a party to this contract, this contract is voidable by the state unless appropriate disclosure is made to the Wisconsin Ethics Commission, 212 East Washington Avenue, Third Floor, P.O. Box 7984, Madison, Wisconsin 53707, tele (608) 266-8123, fax (608) 264-9319, e-mail ethics@wi.gov.

9.5 Publications, Inventions, and Trademarks.

9.5.1 All materials and products produced under this contract become the property of the Grant Recipient. The Grant Recipient may publish and copyright materials or trademark products and services produced under this contract subject to the following conditions: The Department receives a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, or authorize others to use, publish, or post on the internet non-trade-secret and non-confidential or nonproprietary financial information regarding the project for governmental purposes, and as promotional materials for purposes of publicity about the funding program.

9.5.2 Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grant Recipient, including its employees and contractors, in the performance of this Contract, the Grant Recipient shall immediately give The Department written notice thereof, and shall promptly furnish complete information and/or disclosure thereon.

9.6 Lobbying. Money paid under this contract by the Department to the Grant Recipient shall not be used by the Grant Recipient in any fashion either directly or indirectly for lobbying activities of any kind. The Grant Recipient shall not use money received under this contract for any illegal activities.

9.7 Accrued Program Income. Program income earned under this grant agreement must be documented and reported to The Department. Program income must be fully used to enhance the program/ project funded by this grant.

9.8 Publicity, Publications, and disclaimers. Any publicity regarding the subject matter of this grant contract must identify The Department and the United States Department of Agriculture – Agriculture Marketing Services Specialty Crop Block Grant as the sponsoring agencies. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, published articles, papers, and documents, signs, and similar public notices prepared by or for the Grant Recipient individually or jointly with others, or any subcontractors,

with respect to the program, publications, or services provided resulting from this grant contract. The Grant Recipient may not claim that the State endorses its products or services.

For each publication that results from SCBGP-FB supported activities, grantees, subgrantees, and contractors must include an acknowledgment of grant support using the following statement:

This publication [or project] was supported by the Specialty Crop Block Grant Program at the U.S. Department of Agriculture through grant 16SCBGWI0017. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the USDA.

9.9 Grant recipient procedures and policies

9.9.1 Grant recipients should follow their own procedures and policies with regard to Staff salaries, wages, and benefits and hiring of consultants and contractors as long as they meet USDA-AMS Specialty Crop Block Grant Program requirements.

9.9.2 Grant recipients with approved travel must follow federal reimbursement rates for all travel expenses.

9.10 Entire Contract; Adjustments. This contract, together with the specifications in the Grant Recipient's application materials, and referenced parts and amendments, shall constitute the entire agreement between the parties and previous communications or agreements between the parties are hereby superseded. A contract revision of either a no-cost time extension to the project or an adjustment of the budget in your grant application that does not increase the overall budget may be authorized by the Department, if the Grant Recipient submits the proposed revision in writing and the revision is approved in writing by DATCP program staff. Any other contractual revision may be made only by a written amendment to this contract, signed by all parties prior to the ending date of this contract.

9.11 Assignment; Subcontracts.

9.11.1 Neither this contract nor any right or duty in whole or in part by the Grant Recipient under this contract may be assigned, delegated or subcontracted without the written consent of the Department. Assignment in whole or in part of this contract does not absolve the Grant Recipient of any liability or obligation expressed and agreed to hereunder, except as may be specifically provided for in the assignment and agreed to by the Department.

9.11.2 The Grant Recipient may not contract with any party which is debarred or suspended for participation in Federal Assistance programs for work on the grant project described in Attachment A. The Grant Recipient can verify that the subcontractor is not debarred from Federal Assistance by checking *SAM* at www.sam.gov, or collecting a certification from the organization or individual stating they are not debarred from Federal Assistance.

9.12 Cancellation of Contract. The Department reserves the right to cancel this contract in whole or in part, without penalty, due to nonreceipt or nonavailability of appropriated funds.

9.13 Termination of Contract. This contract may be terminated in whole or in part, in writing, by the Department in the event of substantial failure of the Grant Recipient to fulfill its obligations under this contract, provided that the Department shall give the Grant Recipient not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination. The Grant Recipient agrees to repay all funds received under this contract immediately, upon demand by the Department, if this contract is terminated under this subsection. The rights and remedies of the Department and the Grant Recipient provided in this subsection are in addition to any other rights and remedies provided by law or under this contract.

Ben Brancel, Secretary
For the Wisconsin Department of Agriculture,
Trade and Consumer Protection

Date

For the University of WI Extension, Dane County

Date

Attachment A

16-15 Equipping Beginning Vegetable Growers for Success: Organic Vegetable Grower Apprenticeship

Duration of Project

Start Date: 11/1/2016

End Date: 12/31/2018

Project Partner and Summary

UW Extension will address the complex training needs of beginning vegetable growers through a formally recognized apprenticeship program that combines hands-on learning guided by successful master growers and a comprehensive program of coursework designed to equip new growers for production, management, and business success.

Project Purpose

Provide the Specific Issue, Problem or Need that the Project will Address

Despite strong demand for local and organic produce, many beginning vegetable farmers struggle to achieve their farming and financial goals. At the same time, established vegetable producers struggle to find skilled farm staff and wonder to whom and how they will pass on their farms when they retire. This proposal aims to address these issues by creating a formally recognized vegetable apprenticeship program linking new growers with a network of masters who can train them, employ them, and even explore farm succession with them. The apprenticeship will also outline a curriculum of production, management, financial, and business coursework taught by extension and non-profit educators that will complement and support on-farm learning, and connect apprentices with each other as well as a network of agriculture professionals. Ultimately, this project will improve both the quality and accessibility of training for new vegetable producers, thus improving the caliber of farmers applying for management positions on existing farms and the likelihood of success for new producers starting their own farms.

Demand for local and organic produce is growing faster than supply, creating opportunities for vegetable growers.

This proposal is focused on diversified organic vegetable production because there is a strong market demand for more organic and local produce. There has been an increase in local food sales from \$1 billion in 2005 to over \$6 billion in 2012, not including direct wholesale or intermediated markets (Low et al. 2015). Counties in and around urban areas in Wisconsin are among the top ranked counties for local food sales in the Midwest, with Dane County having more than \$2.5 million in local food sales, and Rock County, Dodge County, and the counties surrounding Milwaukee bringing in between \$1-2.5 million per year (Low and Vogel 2011). Local food purchasers have expressed a need for a greater supply of local produce even in areas with many local farms. Dane County may be the market with the highest supply of local produce, and yet there is still potential growth in this area. Institutions such as University of Wisconsin-Madison, K-12 schools, and local hospitals are all interested in sourcing more local food to meet the demand of their consumers. Institutional food buyers in the Dane County region were surveyed and identified a demand for \$18-\$26 million worth of produce per year, and up to 800,000 pounds of produce per week (Dane County Planning and Development Department 2011). Other regions of Wisconsin show strong demand with a shortage of farms to supply the market for local produce. |

There has also been double-digit growth in markets for organic products, and a shortage of domestic organic production creates a gap that is currently filled by imports (USDA-ERS 2015). Fresh fruits and vegetables top the organic product category list and accounted for 43% of US organic food sales in 2012

(Greene 2015). Organic vegetable farms in the state tend to be smaller scale, with 75% less than 12 acres, and produce a diverse range of vegetables (Silva et al. 2012). Fresh-market vegetable farms in Wisconsin, whether organic or conventional, also tend to be smaller-scale, with the average vegetable acreage for fresh market vegetable farms at 5.5 acres, compared to an average of 1373 acres for processing vegetable farms (Paine and Sullivan 2015).

Diversified organic vegetable production appears to be advantageous to beginning vegetable farmers. In a recent survey, 71% of beginning vegetable growers in Wisconsin report using organic practices, and 22% of these are already certified organic (Paine and Sullivan 2015). This percentage is by far the highest of the farmers using organic practices across categories of beginning farmers (dairy, livestock, crop, forage, fruits and vegetables). This number is also much higher than the percentage of certified organic established vegetable farms in Wisconsin (about 5.6%, Paine and Sullivan 2015, Carusi et al. 2015).

Aspiring and beginning vegetable farmers find it difficult to obtain adequate training.

While farming used to be an occupation learned by growing up on a farm, it is increasingly becoming a career choice for young professionals with no previous experience farming. This shift necessitates a new training model that fits with the steps taken to learn a skilled trade, rather than a model where an individual learns over years working beside parents or relatives. A survey of beginning vegetable growers conducted by the Wisconsin Department of Agriculture, Trade, and Consumer Protection, identified the primary barriers to success as lack of income, lack of access to capital, and lack of production knowledge (Paine and Sullivan 2015). A majority of respondents were the first generation vegetable farming (77%) and fewer than half had grown up on any kind of farm (46%). The top three categories of resources respondents felt would be most helpful to continue farming successfully were 1) further education, workshops, and classes; 2) more availability of grants and low-interest loans; and 3) more production knowledge. A close fourth was more networking with other farmers (Paine and Sullivan 2015). The proposed apprenticeship program would address all of these concerns, by providing more comprehensive training to beginning farmers, the ability to network with both established and beginning growers, and a recognized certificate from the Department of Workforce Development to facilitate access to loans, grants, and land.

Established vegetable farmers see a need for more organic producers and are willing to help train them.

In March 2016, UW Extension Dane County held a stakeholder meeting to explore establishing a formal organic vegetable apprenticeship program in Wisconsin. The meeting brought together 13 farmers, 8 agricultural educators, and 2 representatives from the Department of Workforce Development (DWD) Bureau of Apprenticeship Standards. In the post-meeting evaluation, the group expressed unanimous support for establishing a formally recognized vegetable farmer apprenticeship as a way of training new farmers. All participants felt such a program would be extremely valuable not only for beginning farmers, but also for the master farmers who agree to take on apprentices.

Though there is high demand on the part of aspiring farmers for apprenticeships and internships, many farmers are scaling back these activities. The farmers in our stakeholder meeting expressed concern about being able to provide a thorough educational program on their own, especially for interns who are often seasonal. For them, being part of a formal apprentice program would alleviate those concerns because the program would be designed collectively by a group of experienced growers and would include both hands-on work in the field and classwork taught by agricultural professionals. With the structure and support of a formal program, they would look forward to taking on apprentices and would feel good about providing them comprehensive training for an incredibly complex occupation.

It is important to note that the experienced growers' willingness to design and participate in this program is not all altruistic. These growers are part of an aging demographic, with the average US farmer age in

2012 at 58.3 years (USDA National Agricultural Statistics Service, 2012). In the next decade many of these farmers will want to retire and may not have children interested in taking over their operations. They are looking for farm managers capable of running complex farm operations, and potentially of being farm successors. They understand that apprentices trained on their own farms or the farms of their peers would be ideal candidates for these roles.

A comprehensive skills guide and curriculum for diversified organic vegetable farming does not currently exist.

While there are many short-term training opportunities, few combine hands-on and formal coursework in a structured manner that allows aspiring farmers to thoroughly learn the profession. The short-term training programs for farmers in Wisconsin, such as the School for Beginning Market Growers and Farm Beginnings, are class-based rather than hands-on. These beginning farmer opportunities are not well connected and the diversity of options may make it difficult for beginning farmers to find and evaluate training opportunities. There is also no formal recognition of these programs so beginning growers may still have trouble accessing resources when starting their own farms. To improve training of new farmers, standards and core competencies are needed. Through this project, farmers and educators will work together to design a comprehensive program that provides hands-on skills and coursework to address all aspects of diversified organic vegetable farming, from production to business management. The agricultural educators at the March stakeholder meeting were enthusiastic about collaborating with farmers to better coordinate offerings and to ensure that content is complementary to on-farm instruction. They were also eager to work with experienced farmers in identifying essential content.

Underserved farms are explicitly included in the program design and implementation.

The proposed apprenticeship program will also increase the demographic diversity of Wisconsin farmers. Currently, 99% of Wisconsin beginning farmers are white, and 81% are male. Within those broader numbers encompassing all farming categories, beginning vegetable farmers do stand out with 43% being women (Paine and Sullivan 2015).

We are working closely with organizations serving recent immigrant farmers and farmers of color to increase the opportunities for, and success of, these farmers in Wisconsin. The Farley Center for Peace, Justice and Sustainability works with immigrant growers and provided a letter of support for this project. An immigrant farmer from the Center, and the Center's farm manager, both attended our March stakeholder meeting and provided input on the program design. We are also connected with DATCP's Hmong Mentor program which provides training to established Hmong farmers who are available to other Hmong growers for support and technical assistance. Though DATCP staff cannot provide letters of support for SCBG proposals, we have been assured of their willingness to participate in this project through the Hmong Mentor program. Women will also be well represented. Of the 13 farmers at the stakeholder meeting, 7 were women and all confirmed their commitment to be part of the project design and implementation.

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Project Objectives

- 1) Improve the quality of training for beginning farmers through a formal organic vegetable grower apprenticeship.
- 2) Improve the likelihood of success for beginning vegetable growers seeking to start their own farms or work as managers on established farms.

Project Activities to Achieve These Objectives

- 1) Develop a recognized apprenticeship program with the Wisconsin Department of Workforce Development. The apprenticeship program would combine hands-on training with master

- growers and formal coursework with public and non-profit entities to provide comprehensive career training for beginning organic vegetable farmers.
- 2) Work with experienced growers to develop a manual outlining all the skills necessary to run a successful organic vegetable farm. This manual will guide on-farm training over the course of the two-year apprenticeship and will include sections on production, marketing, labor management, farm business management, and more.
 - 3) Improve coordination and collaboration among organizations offering courses for beginning vegetable farmers. This coordination will reduce overlap, address gaps in content offered, and provide aspiring vegetable farmers with more complete information about what is taught in each program. A final directory of approved apprenticeship courses will guide the coursework portion of the apprenticeship and will also be available to beginning farmers throughout the state as they prepare for an apprenticeship or develop their own plan of study independent of the apprenticeship.
 - 4) Initiate the first year of the new Organic Vegetable Grower Apprenticeship in 2018 with at least 8 master/apprentice pairs. Project staff will provide technical assistance to the farmers throughout the first year as they work out any kinks and suggest refinements and improvements to the program.
 - 5) Share apprentice program resources with aspiring vegetable farmers, potential master farmers, and organizations working on vegetable farmer education throughout the state. These materials will be especially useful for extension and other agricultural educators who regularly field questions about how to get started in vegetable farming. Currently there are no coordinated resource guide for those educators to refer to.

References

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- Low, Sarah A., and Stephen Vogel. 2011. *Direct and Intermediated Marketing of Local Foods in the United States*, ERR-128, U.S. Department of Agriculture, Economic Research Service.
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- USDA-Economic Research Service. 2015. *US Demand for Organic Products Goes Global*. Organic Agriculture Briefing Room, www.ers.usda.gov/briefing/organic/ accessed March 22, 2015
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PROJECT BENEFICIARIES

The direct beneficiaries of this program include aspiring farmers and established successful diversified vegetable growers. Local food purchasers, both corporate and individual, will be indirectly impacted. Further compounding the indirect impact, increasing the success rate and the number of diversified vegetable farms in Wisconsin will have a multiplier effect within local economies. Steven Deller, Department of Applied Economics at the University of Wisconsin Madison, estimates that for every dollar of direct food sales, an additional 62 cents of indirect sales in the local economy will be generated (Deller 2014).

Aspiring/Beginning Vegetable Farmers

- 8 apprentices enrolled during grant period
- 12 - 24 additional apprentices enrolled within 5 years
- 100 – 120 attendees at apprenticeship coursework offerings during the grant period, and hundreds more within 5 years

Apprentices: In addition to providing comprehensive production and farm business skills, graduation from the apprenticeship program will help aspiring farmers gain access to land, financial resources, and opportunities for skilled careers as farm managers. We will work with county governments, lending institutions, and local businesses buying local food to formally recognize the training program when evaluating graduating apprentices for leases on land, operating or capital loans, and contracts for local produce.

Other Beginning Vegetable Farmers: Creating a more coordinated class- and workshop-based curriculum for apprentices will improve training opportunities for non-apprentice beginning farmers as well. Many beginning farmers have expressed an interest in, and need for, more training, even after starting their own farms. While the coursework will be designed to complement hands-on training with a master grower, it will also stand-alone for farmers who wish to take specific modules. Beginning farmers who have already started farming on their own or who are unable to do an apprenticeship will benefit from these coordinated curricular offerings. A comprehensive guide to subject matter covered in each course or workshop will help beginning farmers find the right courses to learn specific skills. Beginning farmers could also take the entire program for a more comprehensive introduction to farming. The curriculum guide will be provided to extension and non-profit educators who work with beginning farmers throughout the state as these educators receive many questions from beginning farmers on where to obtain training. We know that Dane County UW Extension alone reached over 100 beginning vegetable producers in 2015, all of whom could benefit from the apprenticeship curriculum. This number does not, of course, include beginning growers who will be reached through other extension and non-profit educators throughout the state.

Established Vegetable Farmers

- 12 – 15 master farmers involved in program design
- 8 approved master farmers during grant period (including some duplication of the 12 – 15 above)
- 8 – 24 additional master farmers approved within 5 years

The program will give established farmers assistance in training new farmers, strong educational programming for their apprentices and interns, and a professional network of peers to collaborate on new farmer training. By participating in the program, they will help develop highly skilled workers, farm managers, and potential successors as established farmers near retirement.

Reference

Deller, Steve. 2014. *Wisconsin Local Foods Economic Impacts* (Direct Sales 2012). Metrics of local foods in Wisconsin briefing series. Department of Agricultural and Applied Economics. UW Madison.

Estimate the number of project beneficiaries 100 beginning or new to organic farmers

Does this project directly benefit socially disadvantaged farmers as defined in the RFA? Yes
No

Does this project directly benefit beginning farmers as defined in the RFA? Yes
No

STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by 7 U.S.C. 1621. Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp.

CONTINUATION PROJECT INFORMATION

This project does not build off any previously funded SCBG.

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently?

Yes No

We have no current funding for this program. We have applied for a North-Central SARE Professional Development Program grant specifically for professional development for farmers and educators who will provide training through the vegetable apprenticeship. This SCBG proposal is focused on program structure, outreach, and implementation. If both proposals are funded, these projects are designed to be complementary rather than duplicative.

External Project Support

We have written support from individual farmers willing to serve as master market growers, the FairShare CSA Coalition, the Farley Center, Hunger Task Force, the Midwest and Organic Sustainable Education Service (MOSES), the UW Madison Center for Integrated Agricultural Systems (CIAS), Badgerland Financial, the Dairy Grazing Apprenticeship, and the Department of Workforce Development Bureau of Apprenticeship Standards.

Established organic vegetable growers have committed to serve as master market growers, help develop the apprentice program, and mentor apprentices. They will benefit from the program through access to training materials, technical educational support, and coordinated coursework offerings for their apprentices. They will also benefit by having access to a group of skilled graduate apprentices who will be available for management and even successor roles on their farms.

Organizations doing new grower education, such as the Farley Center, Hunger Task Force, MOSES, and CIAS support this proposal because it will provide hands-on training to support their coursework and improve their offerings for new vegetable growers. They are also interested in working with each other and the master growers to reduce overlapping programming and to develop programming to fill gaps.

Badgerland Financial is willing to assist with much needed financial programming for beginning vegetable farmers. They understand that a solid understanding of farm financials is key to farm business success. As a lender to the farming community they will benefit by being able to work with financially literate new growers as they seek funding to start their businesses.

Both the Dairy Grazing Apprenticeship Program and the Department of Workforce Development have committed to helping us design and implement the organic vegetable grower apprenticeship. We look to them for their expertise in agricultural apprenticeship in particular, as well as apprentice programs in general.

UW Extension and UW Madison both have an ongoing commitment to beginning farmer training and support for Wisconsin agriculture. The growing importance of local foods has led to increased institutional investment in local food systems. The Dane County Extension office has a shared position for organic and small scale produce grower education in collaboration with the FairShare CSA Coalition (Strader), and strong involvement with Food Policy Councils and Community Food Systems. UW Madison has a recently established position in Urban and Regional Food Systems (Dawson). These positions will all contribute to this initiative and provide ongoing support to the program after the grant period.

Expected Measurable Outcomes

SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

Outcome Measure(s)

- Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems

- Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

Outcome Indicator(s)

Outcome 5, Indicator 8: Number of growers/producers that gained knowledge about science-based tools through outreach and education programs: 108

Outcome 8, Indicator 6: Number of new beginning farmers who went into specialty crop production: 8

Outcome 8, Indicator 7: Number of socially disadvantaged famers who went into specialty crop production: 4

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Outcome 5, Indicator 8: This number includes both enrolled apprentices and beginning growers who attend courses coordinated through the apprenticeship curriculum by the end of the grant period. We will enroll 8 apprentices in the program in year two of the grant, and expect enrollment to be primarily limited by the number of master growers able to accept apprentices, rather than the number of aspiring farmers interested in becoming apprentices. We expect at least 100 beginning growers to attend apprenticeship course offerings in year two of the grant. This number is based on the actual number of beginning growers reached through relevant Dane County Extension programming in 2015. Data will be collected through evaluations of apprentices and course participants. Evaluation questions will include 1) how many years, if any, the participant has been farming and 2) a rating of increase in knowledge based on the program.

Outcome 8, Indicator 6: We will enroll 8 apprentices in year two of the grant and expect all of them to continue in specialty crop production after completing the program. Though no apprentices will graduate during the grant period, we will be able to predict this number based on apprentice evaluations at the end of the grant period. Evaluations will specifically ask if they plan to 1) start their own farms and 2) seek management positions on established farms

We expect that at least one of the enrolled apprentices will be Hispanic, Hmong, or African American. We expect half of the enrolled apprentices will be women. We will actively involve women and people of color in designing the apprenticeship program to ensure it is attractive to those candidates and will actively recruit to fill those positions. Though no apprentices will graduate during the grant period, we will be able to predict this number based on apprentice evaluations at the end of the grant period. Evaluations will specifically ask if they plan to 1) start their own farms or 2) seek management positions on established farms as well as 3) racial and ethnic identity and 4) gender identity.

Return on Investment

While the number of apprentices trained during this proposal period may be small, it is important to consider the expanding number of beneficiaries impacted over the long-term, and the depth of impact on individual beneficiaries.

The main purpose of this proposal is to establish an apprenticeship program that will be self-sustaining over the long-term. For this reason, it is necessary to start with a small group of master growers and apprentices, who we can work with closely in order to develop an effective and efficient training program. The Dairy Grazing Apprenticeship, as the only existing formal agricultural apprenticeship in the country, serves as a model. The program started in Wisconsin in 2010 with a one-year grant that funded the development of the curriculum and skills manual, and started a pilot year with 4 apprentices. As of October 2015, the apprenticeship was recognized by the United States Department of Labor as a National Apprenticeship that can operate in any state, has 64 approved farm sites in 5 states, 22 active Master-Apprentice pairs, 7 Journey Dairy Grazers, and more than 80 apprentice candidates awaiting placement. With a solid foundation established through this proposal, we expect the impacts of the Organic Vegetable Grower Apprenticeship to mirror those of the Dairy Grazing Apprenticeship.

The impact in individual apprentices and masters will be deep. This program will provide comprehensive training to new growers, enabling them to take advantage of market opportunities in the state and increasing their success as producers and business owners. At the same time, the program will provide options for retiring farmers to plan farm succession and identify potential successors or farm managers so that these established farms remain in business and benefit the local food system.

In the long-term, program impact will be measured by the success of program graduates in starting new farms and becoming managers on existing farms, in beginning farmers trained through apprentice program courses (even though they are not enrolled apprentices), and in continued demand for apprenticeships

Budget Narrative

Budget Summary	
Expense Category	Funds Requested
Personnel	\$17,735
Fringe Benefits	\$4,296
Travel	\$497
Equipment	
Supplies	
Contractual	\$16,275
Other	\$625
Direct Costs Subtotal	\$39,428
Indirect Costs	0

Total Budget	\$39,428
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PERSONNEL

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Project Director	.12 FTE	\$12,635
2	Project Assistant	170 hrs/yr x 2 yrs	\$5100

Personnel Subtotal	\$17,735
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Personnel Justification

PD, Claire Strader – Small Scale & Organic Produce Educator with FairShare CSA Coalition and Dane County Cooperative Extension. Time commitment: 12% FTE for this project during 2 years. \$52,645 salary * 12% FTE * 2 years = \$12,635

Strader will be the direct supervisor of the project assistant and will provide guidance and expertise for the development of the apprenticeship program. Prior to joining UW Extension and FairShare, Strader was Farm Director at Troy Community Farm where she grew vegetables for 150 CSA members, farmers market and local grocery stores on a 5-acre organic farm. She started and ran a farm internship program training 14 interns annually on vegetable production through classes, field tours, and hands-on field work. Strader is currently responsible for grower education at both Dane County Extension and FairShare CSA Coalition. She will be directly involved in mentoring farmers and apprentices as the program develops.

Co-PD, Julie Dawson, Urban and Regional Food Systems Specialist, UW Extension and Assistant Professor, Department of Horticulture, UW Madison. No salary is requested.

Dawson will be responsible for working with the agricultural educators, master farmers, and with Strader to assess existing coursework for vegetable producers as it relates to the apprentice program, identify gaps in existing coursework, and assist agricultural educators in filling those gaps. She will also work directly with the DWD on the apprentice program design and approval process, ensuring its statewide reach and coordination with UW System formal instructional opportunities for apprentices. She will co-supervise the hourly student assistant.

Project Assistant, LTE hire, at \$15/hour * 170 hours/year * 2 years = \$5,100, no fringe required. This position will be housed with Dane County Cooperative Extension. The project assistant responsibilities include:

- 1) Assisting to compile a directory of formal training opportunities for beginning farmers for review by Strader, Dawson, and the master growers
- 2) Assisting with compiling, formatting, editing and printing the skills manual
- 3) Helping to coordinate apprenticeship approval through the WI Department of Workforce Development
- 4) Conducting evaluations with master farmers, as well as potential and current apprentices, to document program impacts and propose potential improvements.

FRINGE BENEFITS

#	Name/Title	Fringe Benefit Rate	Funds Requested
1	Project Director	34%	\$4,296

Fringe Subtotal	\$4,296
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TRAVEL

#	Trip Destination	Type of Expense (airfare, car rental, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Visits to master farms – 8 trips	Mileage	Miles	115 mi	\$0.54/mi	2-3	\$497

Travel Subtotal	\$497
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Travel Justification

Project staff will provide on-site technical assistance to master farmers in the first year of the apprenticeship and will make one trip to each farm in year 2. Farms are expected to be between 30 and 200 miles from Madison, round trip (based on actual locations of already committed farmers). Staff travel reimbursement is calculated on an average of 115 miles per trip.

115 average miles per farm visit * 8 master farms * \$.54 per mile = \$497

Conforming with Your Travel Policy

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with 2 CFR 200.474 or 48 CFR subpart 31.2 as applicable.

CONTRACTUAL/CONSULTANT

Itemized Contractor(s)/Consultant(s)

Master Grower Stipends: 15 experienced growers will contribute input on overall program design and the apprentice skills manual. We expect growers to contribute 8 hours/month in Jan-Feb each year at \$30/hour. They will also travel to 1 meeting in Madison per year, with an average round-trip mileage of 115 miles (based on actual locations of already committed farmers). All contract work will follow the procedures of Dane County Extension.

The stipend per master grower is calculated as 8 hours/month * 2 months/year * 2 years * 30\$/hour + 115 miles * 2 trips * \$.54 per mile = \$1085

The total master grower contract amount is 15 growers * \$1085 = 16,275

Conforming with your Procurement Standards

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 2 CFR Part 200.317 through 326, as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

OTHER

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested
Apprentice manuals	\$25	25	2017 & 2018	\$625

Other Subtotal	\$625
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Other Justification

Publication Costs: 25 apprentice manuals (15 for master growers, 8 for apprentices, 2 for project personnel) * \$25/manual for printing costs = \$625.

PROGRAM INCOME

This program has no income