

Supplemental Guidance – Form RME-2 May 2004

General

This supplemental guidance does not address all relevant requirements of the RFA. Complete requirements can be found only in the RFA.

This document provides you with supplemental guidance for the preparation of Form RME-2, entitled “Statement of Work.” You are required to use Form RME-2 if you are applying for either of two agreement programs operated by the USDA Risk Management Agency dealing with risk management education. The two programs, with their respective Catalogue of Federal Domestic Assistance (CFDA) numbers, are:

- Commodity Partnerships for Risk Management Education (Commodity Partnerships), CFDA No. 10.457, and
- Crop Insurance Education in Targeted States (Targeted States), CFDA No. 10.458.

The Requests for Applications (RFA) for these two programs were published in the Federal Register on May 24, 2004; the announcement for the Commodity Partnership program begins on page 29486 and the announcement for the Targeted States program begins on page 29498.

The tasks and sub-tasks you describe in Form RME-2 must be designed to accomplish the purposes of either the Commodity Partnerships or Targeted States programs. Although the two programs have a number of similarities, there are also some important differences. The Commodity Partnership program, for instance, allows education regarding financial management, crop insurance marketing contracts, and other existing and emerging risk management tools. But it requires an emphasis on the training of producers of “Priority Commodities,” which are defined in the RFA. The Targeted States program, on the other hand, seeks to reach producers of all commodities in fifteen Targeted States, which are listed in the RFA, but restricts the training and informational activities to crop insurance. You should read the RFA carefully to understand the particular features of the program for which you wish to apply for funding and ensure that your completed Form RME-2 and the other parts of your application reflects these features.

The funded agreements that result from the RFA will include the statement of work that is prepared in Form RME-2. The key tasks you can describe in this section are:

- ***Finalize the delivery plan.*** You can describe the steps you will take, if you receive funding for the project, to finalize the project's details. Normally, this objective would be completed soon after a project receives funding.
- ***Assemble instructional materials.*** You can describe the steps you will take to examine existing instructional materials, identify the gaps in existing materials, and develop new materials to fill existing gaps for the geographical area you intend to reach with the project. In preparing this section, you might want to visit the Ag Risk Education Library web site, www.agrisk.umn.edu, to see the kinds of instructional materials that are currently available. By law, the Commodity Partnership program can include education in the financial management, crop insurance, marketing contracts, and other existing and emerging risk management tools. On the other hand, the Targeted States program is to focus on crop insurance education and information.
- ***Develop and conduct a promotional program.*** You can describe how you plan on using media, newsletters, publications, or other techniques to raise risk management awareness, inform producers of the availability of crop insurance tools, or promote the availability of educational opportunities to producers. For Commodity Partnerships, the promotional program can include the broader risk management scope identified in the RFA.
- ***Deliver training and information to agricultural producers and agribusiness professionals.*** This portion of the statement of work identifies the specific steps you will take to reach agricultural producers within the geographical area with education and information, including the methods you will employ.
- ***Document all educational activities under this program.*** You can describe what you plan on documenting, how you will collect this information, and how you plan on determining the success of the program, as indicated by your goals and objectives.

The following is a sample statement of work of a hypothetical project, entitled “*Risk Management Education for Southeast Horseradish Growers*,” from a hypothetical grower group, “*The Southeast Horseradish Growers Association (SHGA)*.” It is provided simply to show how a statement of work might be constructed. Rather than duplicating the features of this sample, you should tailor your statement of work to the strengths of your proposed project.

SOUTHEAST HORSERADISH GROWERS ASSOCIATION STATEMENT OF WORK				
Task #1 – Finalize the Delivery Plan				
Sub-task	Responsible Entity (If other than applicant)	Completion Date (Number of days after project start date)	RMA Role	Deliverable
Sub-task 1.1: Hold initial planning meeting with project partners.	Project Director, working with partners	Within 30 days, continue as needed throughout project period	RMA will approve selected sub-contractors in advance.	Project partners are aware of responsibilities in the project.
Sub-task 1.2: Identify the target audience.	Project Director, working with partners	Within 30 days		Specific groups are identified.
Sub-task 1.3: Plan specific workshops; work with partners to develop program and agenda.	Project Director, working with partners	Within 30 days	Work with Project Director to plan workshops.	Workshops are planned.
Sub-task 1.4: Confirm specific locations and logistics for each workshop.	Project Director, working with partners	Within 60 days	Review and approve delivery plan.	Workshop locations and logistics are confirmed.
Sub-task 1.5: Work with partners on program content and confirm speakers.	Project Director, working with partners	Within 60 days	Review and approve in advance all producer' training plans.	Speakers are confirmed.
Sub-task 1.6: Work with speakers to develop workshop topics.	Project Director, working with partners	Within 60 days		Workshop topics are chosen.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0563-0067. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and, and completing and reviewing the collection of information.

**SOUTHEAST HORSERADISH GROWERS ASSOCIATION
STATEMENT OF WORK**

Task #2 – Assemble Instructional Materials

Sub-task	Responsible Entity (If other than applicant)	Completion Date (Number of days after project start date)	RMA Role	Deliverable
Sub-task 2.1: Complete a review of existing instructional materials.	Program workgroup	Within 30 days.		Existing instructional materials are reviewed and identified for use.
Sub-task 2.2: Identify gaps in existing instructional materials.	Program workgroup	Within 45 days.		Gaps in existing instructional materials are identified.
Sub-task 2.3: Modify existing instructional materials.	Program workgroup	Within 60 days.	Review and approve instructional materials.	Instructional materials are prepared.
Sub-task 2.4: Develop new instructional materials.	Program workgroup	Within 60 days.	Review and approve instructional materials.	Instructional materials are prepared.
Sub-task 2.5: Prepare notebooks and handouts for workshop sessions.	Program workgroup	Within 90 days	Review and approve notebooks and handouts.	Workshop notebooks and handouts are prepared.

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STATEMENT OF WORK**

Task #3 – Develop and Conduct a Promotional Program

Sub-task	Responsible Entity (If other than applicant)	Completion Date (Number of days after project start date)	RMA Role	Deliverable
Sub-task 3.1: Publicize workshops and program in newsletters of all partners.	Program workgroup.	In the November, December, January, February and March newsletters.	Review newsletter in advance. RMA logo will be prominently displayed in materials.	Producers are aware of educational activities.
Sub-task 3.2: Conduct outreach for program. Publicize with press releases and announcements to local and regional papers, including traditional agricultural media.	Program workgroup.	Within 60 days.	Review press release in advance. RMA logo will be prominently displayed in materials.	Workshops are publicized in 3 newspapers, 3 agricultural media spots and 1 radio interview.
Sub-task 3.3: Direct mail workshop brochures to producers using partners' mailing lists.	Program workgroup.	2 mailings in November and January.	Review brochure in advance. RMA logo will be prominently displayed in materials.	Producers receive workshops brochures.

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Task #4 – Deliver Training and Information to Agricultural Producers and Agribusiness Professionals

Sub-task	Responsible Entity (If other than applicant)	Completion Date (Number of days after project start date)	RMA Role	Deliverable
Sub-task 4.1: Conduct risk management education workshop at annual convention.	Program workgroup.	February 15, 2005		Risk management education workshop is conducted at annual convention.
Sub-task 4.2: Conduct 2 risk management education workshops for agribusiness professionals.	Program workgroup.	January 15, 2005 February 1, 2005	Collaborate on the organization and delivery of training to agribusiness leaders and producer trainers.	Two risk management education workshops for agribusiness professionals are conducted.
Sub-task 4.3: Conduct 12 risk management education workshops for producers.	Program workgroup.	3 by December 31, 2004 6 by January 31, 2005 9 by February 28, 2005 12 by March 31, 2005	Collaborate on the delivery of risk management education to producers by advising on technical issues relating to risk management education and assisting in informing crop insurance professionals about producer training activities.	Twelve risk management education workshops for producers are conducted.
Sub-task 4.1: Post workshop materials on website.	Program workgroup.	Within 180 days.	Concur in advance on materials to be posted.	Workshop materials are posted on website.

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Task #5 – Document All Educational Activities Under This Program

Sub-task	Responsible Entity (If other than applicant)	Completion Date (Number of days after project start date)	RMA Role	Deliverable
Sub-task 5.1: Develop an evaluation plan and documentation system for project.	Program workgroup.	On-going		Project evaluation plan and documentation system is developed.
Sub-task 5.2: Prepare progress reports documenting project activities <ul style="list-style-type: none"> • What has been accomplished that quarter • Key insights • Potential barriers or problems • Reconfirm future plans 		<u>Quarterly:</u> January 31, 2005 April 30, 2005 July 31, 2005 October 31, 2005	Read and respond to report as needed.	Quarterly progress reports are submitted.
Sub-task 5.3: Maintain an activity log with the number of individuals attending each workshop.	Program workgroup	<u>Quarterly:</u> January 31, 2005 April 30, 2005 July 31, 2005 October 31, 2005	Read and respond to activity log as needed.	Quarterly activity logs are submitted.

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<p>Sub-task 5.4: Prepare a Financial Status Report, documenting the financial status of the project.</p>		<p><u>Quarterly:</u> January 31, 2005 April 30, 2005 July 31, 2005 October 31, 2005</p>	<p>Read and respond to report as needed.</p>	<p>Quarterly Financial Status Reports are submitted.</p>
<p>Sub-task 5.5: Prepare a “Request for Advance or Reimbursement,” accompanied by documentation. All funds must be expended prior to the project end date outlined in the Agreement.</p>		<p><u>Quarterly:</u> January 31, 2005 April 30, 2005 July 31, 2005 October 31, 2005</p>	<p>Review request and supporting documents, approve for payment, forward to RMA Finance Office for processing.</p>	<p>Quarterly “Request for Advance or Reimbursement,” accompanied by documentation is submitted.</p>
<p>Sub-task 5.6: Prepare final written report which will include:</p> <ul style="list-style-type: none"> • An executive summary • A listing of dates, places, instructors, number of participants and instructional topics for all educational activities conducted. • An evaluation of the overall project (promotional program, instructional materials, training delivery, success stories, and any recommendations from project partners that might contribute to improved educational programs in the future). 	<p>Project Director, working with partners.</p>	<p>Earlier of 90 days after completion of the project or December 30, 2005</p>	<p>Review report and issue project closeout letter to project leader.</p>	<p>Final written report including an executive summary, a listing of dates, places, instructors, number of participants and instructional topics for all educational activities conducted under the agreement and an evaluation of the overall project is submitted to RMA.</p>

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