
DEPARTMENT OF AGRICULTURE

CONTRACT MANAGEMENT PLAN

OVERVIEW

All contracts are coordinated through the Grants and Contracts section of Fiscal Services before being submitted to the Central Procurement Office. Program staff is responsible for contract administration and contractor performance. The following provides detailed information by Division in compliance with TCA 12-4-109(d) and F&A Rules, Chapter 0620-3-8.

A. Administration

The Emergency Food Assistance Program (TEFAP)

23 cost reimbursement contracts

OVERVIEW

The Emergency Food Assistance Program (TEFAP) is a USDA program that helps supplement the diets of low-income individuals by providing them with emergency food and nutrition assistance at no cost. Foods made available to Tennessee by

USDA are provided to 18 community action and human resource type agencies and to 5 food banks. These local organizations distribute the TEFAP foods directly to eligible recipients for home consumption, or use them to prepare and serve meals in a congregate setting. USDA makes available administrative funds to support the storage and distribution of the USDA foods. Eligible use of these funds is defined by USDA regulation [7 CFR 251.8(e)].

STAFF/RESOURCES ASSIGNED TO CONTRACT MANAGEMENT

A Program Specialist is responsible for program management and for review of subrecipient payment activity. An Administrative Secretary processes routine paperwork related to payments. The Commodity Administrator prepares the annual subrecipient monitoring plan. Monitoring reviews are conducted by an Auditor II assigned to the Department's Grants and Contracts office.

REVIEW AND SUPERVISION OF CONTRACTOR PERFORMANCE, PROGRESS, AND COMPLIANCE:

These grants are subject to subrecipient monitoring under Central Procurement Office (CPO) Policy 2013-007. An annual subrecipient monitoring plan is filed with the CPO.

USDA regulations require that monitoring reviews of at least 25 percent of recipient agencies will be conducted annually, with each agency reviewed no less than once every four years. At least one-tenth, or 20 (whichever is fewer) of the State's distribution sites will be reviewed every year.

Invoices for reimbursement are reviewed to ensure that all activity is within contract guidelines. Subrecipients are required to submit a close out report (an audit report) nine months after the close of the reporting period.

Contracts for Receipt, Storage and Delivery of USDA Commodities

5 No Cost contracts

OVERVIEW

These no cost contracts establish a firm unit price on a per region basis to provide for the receipt, storage, and delivery of USDA commodities to Tennessee agencies,

local government agencies, and authorized non-profit agencies. The unit price is paid by the agencies to the contractor.

STAFF/RESOURCES ASSIGNED TO CONTRACT MANAGEMENT

A Program Specialist is responsible for program management. The Commodity Administrator is responsible for preparation of contract documents, acting as contact during RFP process, and general oversight of contract activity. Monitoring reviews are conducted by an Auditor II assigned to the Department's Grants and Contracts office.

REVIEW AND SUPERVISION OF CONTRACTOR PERFORMANCE, PROGRESS, AND COMPLIANCE

During an annual on-site review, the reviewer will examine both book and physical inventories, adequacy of the facility, and compliance with recordkeeping requirements. A USDA approved review instrument will be utilized.

In addition, satisfactory performance is measured by contractors' timeliness in reporting the hundreds of receipts from USDA. Ongoing feedback from agencies served provides another method for measuring performance.

WATER RESOURCES PROGRAMS

The Water Resources Program contains two programs that issue contracts. These are the 319 Nonpoint Source Program and the Agricultural Resource Conservation Fund Program. The description of how these contracts are managed is as follows:

319 NONPOINT SOURCE PROGRAM:

Two staff members, an Administrative Services Assistant 3 or an Accounting Technician, create grant contract documents and amendments, work with grantees and program staff regarding budget preparation, and process reimbursements.

Eight (8) Environmental Specialist 3 positions (Watershed Coordinators) provide technical assistance and review to the grantees, and ensure adherence to program guidance and policy.

Grantees submit progress reports and reimbursement requests. These are reviewed by the Administrative Services Assistant 3 or the Accounting Technician, an Environmental Assistance Program Manager 1, and an Environmental Program Manager 2. Project outcomes and milestones may be checked by an Environmental Specialist 3, Environmental Specialist 4, or an Environmental Assistance Program

Manager 1. Grantee performance is reviewed through the progress reporting function and through periodic on-site checks by program staff and project monitoring. Monitoring reviews are conducted by an Auditor II assigned to the Department's Grants and Contracts office.

AGRICULTURAL RESOURCES CONSERVATION FUND PROGRAM:

Two staff members, an Administrative Secretary or an Accounting Technician create and process contract documents and amendments and reimbursement requests. This work is reviewed by an Environmental Assistance Program Manager 1 or an Environmental Program Manager 2.

Eight (8) Environmental Specialist 3 positions (Watershed Coordinators) provide technical assistance and review to the grantees, and ensure adherence to program guidance and policy.

Grantee performance and progress is ascertained through the processing of reimbursement requests and by on-site checks by program staff, and through periodic project monitoring. Monitoring reviews are conducted by an Auditor II assigned to the Department's Grants and Contracts office.

B. Regulatory Services

1. Contracts and grants issued through the Regulatory Services Division are assigned to the applicable sections and staff members for oversight and management. Specific staff positions assigned to management of contracts and grants administered by the Regulatory Services Division are as follows:

ADMINISTRATION

- 1) Regulatory Services Director
- 2) Regulatory Services Administrative Manager
- 3) Accountant/Auditor

4) Administrative Assistant I

Summary of Contracts:

The division contracts with a private company to provide computer services for inspection data management in the food and dairy and the weights and measures program areas.

Digital Health Department, Inc. Edison ID 23000. Contract period March 1, 2011 – February 28, 2015. (Currently working on new contract).

Additionally, various contracts for maintenance and repairs of office equipment, (computers, imaging equipment,...) are overseen by division administration.

ANIMAL HEALTH

- 1) State Veterinarian
- 2) Administrative Services Assistant
- 3) Diagnostic Lab Director

Summary of Contracts:

Edison ID 41197 – funding to share in the cost of marketing value added cattle through age and source verified programs and preconditioning. DPA length is July 1, 2014 – June 30, 2015.

Edison ID 36525 - Necropsy services to domestic cattle accessions from private and institutional veterinarians in Tennessee. Contract is with the University of Tennessee. Contract period is July 1, 2013 through April 30, 2018.

Edison ID 20692- Provides for the operation of the west Tennessee Animal Diagnostic Laboratory and provides for management of a mobile animal working unit. Contract is with the University of Tennessee at Martin. Contract period is July 1 2010 through June 30 2015. (New contract will be prepared next calendar year.)

FOOD & DAIRY

- 1) Food & Dairy Administrator
- 2) Administrative Secretary
- 3) Administrative Assistant I

Summary of Contracts:

The division contracts with counties where we pay for food establishment safety inspection services: Davidson, Knox. Shelby County collects their fees for inspections. These counties conduct the retail food store sanitation inspections within their respective counties. The current Knox and Shelby County contracts are from 1/1/10 – 12/31/14. (Six month contracts have been sent to each municipality. Another round of contracts will be sent out next year to correspond to the new food code.) The current Davidson County contract is from 1/1/12 – 12/31/16. (Currently preparing new contract with them.)

Knox Co. Edison ID 18388

Shelby Co. Edison ID 19886

Davidson Co. Edison ID 29861

Edison ID 36922 - School milk vending machine program. Contract is with Southeastern United Dairy Association. Contract period is July 1, 2013 – June 30, 2016.

Edison ID 38318 – Dairy promotional activities. Contract is with TN Dairy Promotion Committee. Contract period is September 1, 2013 – April 30, 2016.

PLANT CERTIFICATION

- 1) Plant Certification Administrator
- 2) State Apiarist

Summary of Contracts

Plant Certification currently administers one contract

Contract: DGA Bee Inspection Grants (Edison ID 40464) are composed of 40 grants with local beekeeper associations.

Summary: These funds are paid on demand to Beekeeper Association upon receipt of inspections. The grant period is from July 1, 2014 to June 30, 2015.

These Grants will be awarded on a first come first served basis to the first 40 local beekeeping associations to apply.

PESTICIDES

- 1) Pesticides Administrator

- 2) Administrative Secretary
- 3) Pesticide Inspector 3 (2)
- 4) Administrative Assistant I

Summary of Contracts:

MXI Environmental Services LLC – Edison ID 29145 provides the Waste Agricultural Pesticides services for Farm to Farm events, effective October 10, 2011 – October 9, 2016.

Jackson State Community College – Edison 25179 provides testing services for certification of Pest Control Operators, effective March 1, 2011 – February 28, 2016.

PETROLEUM QUALITY

- 1) Petroleum Administrator
- 2) Administrative Secretary

Summary of Contracts:

The section monitors a contract for laboratory analysis of petroleum product samples collected for consumer protection purposes, as mandated by statute.

Intertek, USA, Inc. Edison ID 31368 effective July 1, 2012 – June 30, 2017.

TECHNICAL SERVICES

- 1) Agriculture Laboratory Director
- 2) Laboratory Manager
- 3) Administrative Assistant I

Summary of Contracts:

The section monitors contracts for maintenance and repairs on various laboratory instruments, as well as gas cylinder exchanges, water filtration, and waste disposal.

2. Staff Organization for Contract/Grant Management under the Division of Regulatory Services:

- Regulatory Services Director
 - Regulatory Services Administrative Manager
 - Accountant/Auditor
 - Program Administrators
 - Program (Section) Supervisors
 - Administrative Secretaries
 - Administrative Assistant I

3. Protocol for Review and Supervision of Contractor Performance, Progress, and Compliance

The designated individual of the applicable program area will review each contract for the scope of services, terms, and conditions. The scope of services will outline all performance requirements and obligations of both the contractor and the state. The designated individual is responsible for ensuring that the contractor meets or exceeds all expectations of the contract. If questions or issues of performance arise, this individual discusses the concern with the next level of hierarchy and the issues are then addressed with the contractor.

All submitted invoices are reviewed for complete and accurate information prior to being submitted for payment. The designated employee will initial approval of the invoice before it is submitted for payment. The approved invoice is forwarded to the division's Administrative Assistant I for payment processing.

C. MARKET DEVELOPMENT DIVISION

1. **Tennessee Agricultural Enhancement Program (TAEP)** - The Tennessee Agricultural Enhancement Program (TAEP) is funded by appropriations from the Legislature for the purpose of strengthening and diversifying Tennessee's Agriculture. TAEP funds are distributed in the following areas:
 - A. Producer Diversification: Grant applications for the Producer Diversification Program are accepted in the areas of agritourism, organics, fruits and vegetables, horticulture, value-added products, bees/honey, and as approved by the Tennessee Department of Agriculture. A committee consisting of the TAEP Administrator or Assistant TAEP Coordinator, Producer Diversification Coordinator, and Marketing Specialist for each specific area reviews each application and approves/denies according to pre-set criteria. Upon approval a special delegated authority is used to allocate funds. Reimbursements are approved by the Producer Diversification Coordinator and payment is made by the division's Administrative Services Assistant II.
 - B. Livestock Improvement Program: Grant applications for the Cattle Improvement Program are accepted during a pre-set application period. Allocation of funds is approved on a priority basis. Applicants may apply for cost-share assistance in the areas of livestock equipment, genetics, and livestock equipment for veterinarians and livestock markets. The division's Livestock Improvement Coordinator oversees all aspects of this program. Upon approval a special delegated authority is used to allocate funds. Reimbursements are approved by the Livestock Improvement Coordinator and payment is made by the division's Administrative Services Assistant II.
 - C. Hay /Livestock Feed/Grain Storage Programs: Grant applications for each of these programs are accepted during a pre-set application period. Allocation of funds is approved on a priority basis. Applicants may apply for cost-share assistance in the areas of hay, livestock feed, and grain storage facilities. The division's Hay/Livestock Feed/Grain Storage Coordinator oversees all aspects of the program. Upon approval a special delegated authority is used to allocate funds. Reimbursements are approved by the Hay/Livestock Feed/Grain Storage Coordinator and payment is made by the division's Administrative Services Assistant II.
 - D. Ag Growth Program: Grant applications for the Ag Growth Program are accepted in areas of state-wide agricultural producer associations, fairs, agritourism regional groups, and farmers markets. Grant applications are reviewed and rated by a committee consisting of the TAEP Administrator, Ag Growth Coordinator, and Marketing Specialist for each specific area. Approved applicants are issued contracts authorized by a delegated authority. Contract issuance is the responsibility of the division's Administrative Services Assistant III. Reimbursements are approved by the TAEP Ag Growth Coordinator and payments are made by the division's Administrative Services Assistant III.

- E. **Livestock Working Facility Cover Program:** Grant applications for each of these programs are accepted during a pre-set application period. Allocation of funds is approved on a priority basis. Applicants may apply for cost-share assistance in the area of hay, livestock feed, and grain storage facilities. The division's Livestock Working Facility Cover Coordinator oversees all aspects of the program. Upon approval, a special delegated authority is used to allocate funds. Reimbursements are approved by the Livestock Working Facility Cover Coordinator and payment is made by the division's Administrative Services Assistant II.
2. **The Agricultural Development Fund Grants** – Specialty “Ag Tag” license plates are issued through the Department of Safety. Proceeds from the sale of these “Ag Tag” license plates are used to fund grants supporting agricultural youth organizations and agricultural and forestry awareness, education and marketing development programs. Funds are first used to support Ag in the Classroom, 4-H and FFA. When adequate funds remain, other eligible requests are considered by a committee consisting of the division's Agribusiness Development Coordinator and Marketing Specialists. Approved applicants are issued contracts authorized by a delegated authority. Contract issuance is the responsibility of the division's Administrative Services Assistant II. Reimbursements are approved by the Agribusiness Development Coordinator and the Assistant Commissioner and payments are made by the division's Administrative Services Assistant III.
3. **Ag Industry Development Contracts** – Contracts are issued to various chosen agricultural organizations. A staff member assigned responsibility for contract/grant oversight will review each contract, as well as its attached scope of work. The scope of work contains information about the intent of the contract/grant, various products or services to be achieved, and performance information to be included at the end of the contract/grant work. The staff member will review this information and ensure that the work is accomplished before any payments are made. Various examples of performance criteria include printed materials, videos, publications, magazine advertisements, sales data, and event photographs. The division's Administrative Services Assistant III is responsible for issuance of contracts. Reimbursements are approved by the Assistant Commissioner and payment is made by the division's Administrative Services Assistant III.
4. **Fairs and Livestock Expositions** - Funds are made available to the Tennessee Fairs Association to judge and recognize excellence and merit in Fair activities, as well as to reward participation in agricultural exhibits and competitions. The division's Administrative Services Assistant II is responsible for issuance of contracts. Reimbursements are approved by the Fair Administrator and payment is made by the division's Administrative Services Assistant II.

D. Forestry Division

FOREST MANAGEMENT PROGRAMS

Rural and urban forestry programs are administered through the Forest Management Unit to protect, enhance and conserve forestland values and benefits.

Rural Forest management program activities include contracts/grants with either non-industrial private forest landowners to cost-share on the ground forestry practices or with partnering agencies/organizations to provide program support, training, or planning.

Urban forestry program activities include pass through grants from the USDA Forest Service, or Tennessee Agriculture Enhancement Program from the Tennessee Department of Agriculture. Eligible grantees include local governments, educational institutions, and non-profit organizations.

A. Staff and resources administering the grants/contracts

- **Forest Management Unit Leader** - responsible for general oversight of forest management programs including establishing program policies and procedures, establish or supervising the establishment of applicable contracts and summary sheets and other F&A required paperwork (DGA, ED grant/contract or ID grant), approving and encumbering funds, clarifying standards and processes. Monitoring includes review and approval of reimbursement requests, site visits, phone calls and correspondence to check on progress of grantees/vendors.
- **Forest Management Program Specialist** – responsible to assist Unit Leader with delivery of all rural forestry programs.
- **Urban Forestry Program Specialist** – responsible to assist Unit Leader with delivery of all urban forestry programs.

- **Administrative secretary** – provides administrative support for rural and urban forest management programs. Responsible for maintaining up-dated records, log sheets, and grant/contract balances; processing applications and requests for reimbursements; answering basic questions on standards and process; checking to be sure grantees/vendors are on Edison; tracking disbursements to ensure timely payment.
- **District Foresters (4)** – provide general administration of field staff. Responsible for coordinating rural and urban forest management program workload with other Division programs; summarizes accomplishment reports at the district level; identifies issues and areas of program inconsistency; ensures quality control procedures are implemented in the field.
- **Area Foresters (31)**
 - Rural forestry programs: provide initial contact with landowners for all rural forest management programs. Responsible for establishing landowner eligibility; determining applicable programs, practices and components; submitting paperwork to encumber funds; quality control of practice implementation; field approval of final practice installation; collection and submittal of landowner cost documentation.
 - Urban forestry programs: Area Foresters may provide additional monitoring of urban forestry tree planting projects as needed.
- **Regional Urban Foresters (2)** – provide field level support for urban forestry programs. Responsible for working directly with urban forestry grant recipients in implementing and monitoring applicable grants. Assists the Urban Forestry Program Specialist in ranking and awarding urban forestry grant funding.

B. Organization

- Commissioner of Agriculture
 - Deputy Commissioner of Agriculture
 - State Forester (Director)
 - Assistant State Forester
 - Forest Management Unit Leader (and administrative assistant)

- Forest Management Program Specialist
- Urban Forestry Program Specialist
- District Foresters
 - Area Foresters/county staff
 - Regional Urban Foresters

C. Review and Supervision of contractor performance, progress, and contract compliance.

- DGA - Landowner cost-share programs
 - Area Foresters are responsible for determining eligibility, quality control of practice implementation, final approval of practice implementation, collection of landowner cost documentation.
 - District Foresters are responsible for ensuring consistent program implementation between areas.
 - Forest Management Program Specialist and administrative assistant are responsible for approving funding, processing payments, and maintaining program records. Forest Management Unit Leader performs periodic field reviews to ensure program standards are met. USDA Forest Service performs periodic field reviews on federal programs to ensure standards are met.
- DGA – Urban Community Grants
 - Urban Forestry Program Specialist is responsible for general oversight of grant program, including grant announcements, RFP's, DGA's and F&A required paperwork, reviewing proposals, preparing contracts, and additional paperwork required by F&A and the Edison system, and monitoring grants once they are set up. Monitoring may include site visits, phone calls and correspondence to check on progress of grantees. Occasionally the urban forestry program specialist may assist grantee in completion of an item in their grant proposal.

- Regional Urban Foresters are responsible for assisting the Urban Forestry Program Specialist in all phases of grants management as listed above.
- Various Forestry Field Personnel – Area Foresters, Forestry Technicians and Forestry Aides may provide additional monitoring of urban forestry projects as needed.
- ED, ID, and private consultant grants/contracts
 - Forest Management Program Specialist and Urban Forestry Program Specialist, supported by the administrative assistant, are responsible for facilitating contracts within their respective programs. Actions include approving funding, processing payments, and maintaining program records. Periodic field reviews are performed to ensure program standards are met. USDA Forest Service performs periodic field reviews on federal programs to ensure standards are met.
 - Forest Management Program Specialist and Urban Forestry Program Specialist provide final approvals and work with administrative assistant to process payment for contracts within their respective programs.

FIRE PROTECTION PROGRAMS

Fire protection programs are administered through the Fire Protection Unit. Unit staff administers grants/contracts funded by State and Federal dollars. Contracts/grants are generally with volunteer fire departments, communities, fee for service vendors and public/private partnerships to protect forest resources from destructive wildfires.

A. Staff and resources administering the grants

- **Fire Protection Unit Leader** - responsible for general oversight of fire protection programs including establishing program policies and procedures, establish or supervising the establishment of applicable contracts and summary sheets and other F&A required paperwork (DGA, ED grant/contract or ID grant), approving and encumbering funds, clarifying standards and processes. Monitoring includes review

and approval of reimbursement requests, site visits, phone calls and correspondence to check on progress of grantees/vendors.

- **Fire Protection Program Specialist** – responsible to assist Unit Leader with delivery of all fire protection programs.
- **Administrative secretary** – provides administrative support for fire protection programs. Responsible for maintaining up-dated records, log sheets, and grant/contract balances; processing applications and requests for reimbursements; answering basic questions on standards and process; checking to be sure grantees/vendors are on Edison; tracking disbursements to ensure timely payment.
- **District Foresters (4)** – provide general administration of field staff. Responsible for coordinating fire protection program workload with other Division programs; summarizes accomplishment reports at the district level; identifies issues and areas of program inconsistency; ensures quality control procedures are implemented in the field.
- **Area Foresters (31)** - provide general administrative oversight for implementation of fire protection programs within their area of responsibility. Ensures field personnel understand their roles in carrying out fire protection programs. Facilitates collection of relevant summary information and data for contract administration.

B. Organization

- Commissioner of Agriculture
- Deputy Commissioner of Agriculture
 - State Forester (Director)
 - Assistant State Forester (and administrative assistant)
 - Fire Protection Unit Leader
 - Fire Program Specialist
 - District Foresters
 - Area Foresters/County Staff

C. Supervision of contractor performance, progress, and contract compliance.

- DGA – Volunteer Fire Department (VFD) Grants
 - Fire Protection Forestry Program Specialist is responsible for general oversight of grant program, including grant announcements, RFP's, DGA's and F&A required paperwork, reviewing proposals, preparing contracts, and additional paperwork required by F&A and the Edison system, and monitoring grants once they are set up. Monitoring may include site visits, phone calls and correspondence to check on progress of grantees.
 - Various Forestry Field Personnel – Area Foresters, Forestry Technicians and Forestry Aides may provide additional monitoring of VFD grants as needed.
- ED, ID, and fee for service grants/contracts
 - Fire Protection Unit Leader, supported by the administrative assistant, is responsible for facilitating contracts within the Fire Protection Unit. Actions include approving funding, processing payments, and maintaining program records. Periodic field reviews are performed to ensure program standards are met. USDA Forest Service performs periodic field reviews on federal programs to ensure standards are met.
 - Fire Protection Unit Leader provides final approvals and works with administrative assistant to process payment for contracts.

WATER QUALITY PROGRAMS

Water Quality programs are administered through the Forest Businesses and Analytical Services Unit. Unit staff administers grants/contracts funded by State and Federal dollars. Contracts/grants are generally with universities, non-government organizations, private landowners or fee for service vendors to prevent sedimentation of water resources that might arise from timber harvesting activities.

A. Staff and resources administering the grants

- **Forest Businesses and Analytical Services Unit leader** - responsible for general oversight of water quality programs including establishing program policies and procedures, establish or supervising the establishment of applicable contracts and summary sheets and other F&A required paperwork (DGA, ED grant/contract or ID grant), approving and encumbering funds, clarifying standards and processes. Monitoring includes review and approval of reimbursement requests, site visits, phone calls and correspondence to check on progress of grantees/vendors.
- **Water Quality Program Specialist** – responsible to assist Unit Leader with all programs and delivery of water quality programs.
- **Administrative secretary** – provides administrative support for water quality programs. Responsible for maintaining up-dated records, log sheets, and grant/contract balances; processing applications and requests for reimbursements; answering basic questions on standards and process; checking to be sure grantees/vendors are on Edison; tracking disbursements to ensure timely payment.
- **District Foresters (4)** – provide general administration of field staff. Responsible for coordinating water quality program workload with other Division programs; summarizes accomplishment reports at the district level; identifies issues and areas of program inconsistency; ensures quality control procedures are implemented in the field.
- **Area Foresters (31)** - provide general administrative oversight for implementation of water quality programs within their area of responsibility. Ensures field personnel understand their roles in carrying out water quality programs. Facilitates collection of relevant summary information and data for contract administration.

B. Organization

- Commissioner of Agriculture
- Deputy Commissioner of Agriculture
 - State Forester (Director)
 - Assistant State Forester (and administrative assistant)

- Forest Businesses and Analytical Services Unit Leader
 - Water Quality Program Specialist
 - District Foresters
 - Area Foresters/County Staff

C. Supervision of contractor performance, progress, and contract compliance.

- ED, ID, and fee for service grants/contracts
 - Forest Businesses and Analytical Services Unit Leader, supported by the administrative assistant, is responsible for facilitating contracts within the Forest Businesses and Analytical Services Unit. Actions include approving funding, processing payments, and maintaining program records. Periodic field reviews are performed to ensure program standards are met. USDA Forest Service performs periodic field reviews on federal programs to ensure standards are met.
 - Forest Businesses and Analytical Services Unit Leader provides final approvals and works with administrative assistant to process payment for contracts.

FOREST HEALTH PROGRAMS

Forest health programs are administered through the Forest Health Unit. Unit staff administer grants/contracts funded by State and Federal dollars. Contracts/grants are generally with universities, non-government organizations, private landowners or fee for service vendors to protect forests from insect and disease outbreaks.

A. Staff and resources administering the grants

- Forest Health Unit Leader - responsible for general oversight of forest health programs including establishing program policies and procedures, establish or supervising the establishment of applicable contracts and summary sheets and other

F&A required paperwork (DGA, ED grant/contract or ID grant), approving and encumbering funds, clarifying standards and processes. Monitoring includes review and approval of reimbursement requests, site visits, phone calls and correspondence to check on progress of grantees/vendors.

- Forest Health Forester – responsible to assist Unit Leader with all programs and delivery of forest health programs.
- Administrative secretary – provides administrative support to forest health programs. Responsible for maintaining up-dated records, log sheets, and grant/contract balances; processing applications and requests for reimbursements; answering basic questions on standards and process; checking to be sure grantees/vendors are on Edison; tracking disbursements to ensure timely payment.
- District Foresters (4) – provide general administration of field staff. Responsible for coordinating forest health program workload with other Division programs; summarizes accomplishment reports at the district level; identifies issues and areas of program inconsistency; ensures quality control procedures are implemented in the field.
- Area Foresters (31) - provide general administrative oversight for implementation of forest health programs within their area of responsibility. Ensures field personnel understand their roles in carrying out forest health programs. Facilitates collection of relevant summary information and data for contract administration.

B. Organization

- Commissioner of Agriculture
- Deputy Commissioner of Agriculture
 - State Forester (Director)
 - Assistant State Forester (and administrative assistant)
 - Forest Health Unit Leader
 - Forest Health Forester
 - District Foresters
 - Area Foresters/County Staff

C. Supervision of contractor performance, progress, and contract compliance.

- ED, ID, and fee for service grants/contracts
 - Forest Health Unit Leader, supported by the administrative assistant, is responsible for facilitating contracts within the Forest Health Unit. Actions include approving funding, processing payments, and maintaining program records. Periodic field reviews are performed to ensure program standards are met. USDA Forest Service and USDA APHIS performs periodic field reviews on federal programs to ensure standards are met.
 - Forest Health Unit Leader provides final approvals and works with administrative assistant to process payment for contracts.

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):	2015
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This Signature Certification & Authorization supersedes all prior documents of this purpose for the agency identified below and shall be effective immediately and remain effective until superseded by a new document of this purpose properly filed, except it shall NOT be effective beyond the calendar year specified above.

I hereby declare the following individuals to be authorized signatories permitted to sign ALL professional service contracts as well as associated procurement documents and communications on my behalf EXCEPT requests for non-competitive contracts or amendments which I understand that I must sign personally.

Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named</i>
Larry Maxwell, Assistant Commissioner	
Robert Angle, Asst. Fiscal Director	

add rows to the schedule as necessary

Further, as the chief executive of the agency identified below, I will sign all professional service contract documents as well as associated procurement documents and communications in the following manner:

Agency Chief Executive Signature & Date

 12/4/2014

Printed Name, Title & Agency Julius Johnson, Commissioner, Agriculture

Service Contracts Coordinator Designation

Calendar Year of Designation:

2015

This designation (superseding all prior documents of this purpose) shall be effective immediately and remain so until superseded by a new designation properly filed, except it shall NOT be effective beyond the calendar year specified above.

I understand the designated Service Contracts Coordinator serves as an agency's internal specialist with responsibility for:

- all service procurements and contracting,
- providing service contracting information and training to the agency's staff as necessary, and
- serving as the agency's primary RFP Coordinator or resource for other designated RFP Coordinators.

I further understand that because limited staffing in the central professional service procurement oversight function, communications on behalf of my agency with Office of Contracts Review staff should be limited to those from the designated Service Contracts Coordinator.

As chief executive of the agency identified below, I hereby designate the following person as the agency's Service Contracts Coordinator.

Name:	Robert Angle
Address:	Contracts Office, Bruer Bldg, Ellington Agricultural Center
Telephone:	615-837-5173
E-Mail:	Robert.Angle@tn.gov

**Agency Chief Executive
Signature & Date**

 12/4/2014

Printed Name & Title

Julius Johnson, Commissioner

Agency Name

Agriculture

Signature Certification & Authorization

for purposes of professional service contracting documents

Calendar Year of Certification & Authorization(s):

2014

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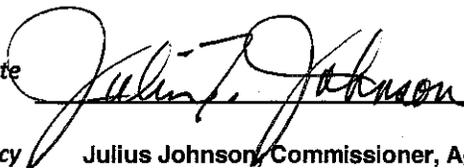
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Printed Name & Title	Sample Signature with Initials <i>sample of agency head's name as it will be signed & initialed by the <u>authorized individual</u> named</i>
Larry Maxwell, Assistant Commissioner	
Robert Angle, Asst. Fiscal Director	

add rows to the schedule as necessary

Further, as the chief executive of the agency identified below, I will sign all professional service contract documents as well as associated procurement documents and communications in the following manner:

Agency Chief Executive Signature & Date

 12/2/2013

Printed Name, Title & Agency

Julius Johnson, Commissioner, Agriculture



Tennessee Department of Agriculture
Ellington Agricultural Center, Box 40627, Nashville, Tennessee 37204
615-837-5100 / FAX: 615-837-5333

Julius Johnson
Commissioner

Bill Haslam
Governor

TO: Robert E. Oglesby, Commissioner
Department of General Services

FROM: Julius Johnson, Commissioner *J.J.*

DATE: November 27, 2013

SUBJECT: Contract Management Plan for 2014

Attached is the Department of Agriculture's contract management plan for calendar year 2014 as required by Department of Finance and Administration Rules, Chapter 0620-3-8.

Should you have questions or require further information, please feel free to contact Robert Angle at 837-5173.

DEPARTMENT OF AGRICULTURE

CONTRACT MANAGEMENT PLAN

OVERVIEW

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23 cost reimbursement contracts

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providing them with emergency food and nutrition assistance at no cost. Foods made available to Tennessee by USDA are provided to 18 emergency feeding organizations (EFOs) (community action and human resource agencies) and 5 food banks. TEFAP foods can be used in two ways: to prepare meals which are served to a group (prepared meals) or distributed to eligible participants who take the food home for use by their families (household distribution). USDA makes available funds to be used for expenses associated with this activity. Eligible use of these funds is defined by USDA regulation [7 CFR 251.8(e)].

STAFF/RESOURCES ASSIGNED TO CONTRACT MANAGEMENT

A Program Specialist is responsible for program management and for review of subrecipient payment activity. An Administrative Secretary processes routine paperwork related to payments. The Commodity Administrator prepares the annual subrecipient monitoring plan. Monitoring reviews are conducted by an Auditor II assigned to the Department's Grants and Contracts office.

REVIEW AND SUPERVISION OF CONTRACTOR PERFORMANCE, PROGRESS, AND COMPLIANCE:

These grants are subject to subrecipient monitoring under Department of Finance and Administration Policy 22. An annual subrecipient monitoring plan is filed with the Office of Audit and Consulting Services.

USDA regulations require that monitoring reviews of at least 25 percent of recipient agencies will be conducted annually, with each agency reviewed no less than once every four years. At least one-tenth, or 20 (whichever is fewer) of the State's distribution sites will be reviewed every year.

Invoices for reimbursement are reviewed to ensure that all activity is within contract guidelines. Subrecipients are required to submit a close out report (an audit report) nine months after the close of the reporting period.

Contracts for Receipt, Storage and Delivery of USDA Commodities

5 No Cost contracts

OVERVIEW

These no cost contracts establish a firm unit price on a per region basis to provide for the receipt, storage, and delivery of USDA commodities to Tennessee agencies, local government agencies, and authorized non-profit agencies. The unit price is paid by the agencies to the contractor.

STAFF/RESOURCES ASSIGNED TO CONTRACT MANAGEMENT

A Program Specialist is responsible for program management. The Commodity Administrator is responsible for preparation of contract documents, acting as contact during RFP process, and general oversight of contract activity. Monitoring reviews are conducted by an Auditor II assigned to the Department's Grants and Contracts office.

REVIEW AND SUPERVISION OF CONTRACTOR PERFORMANCE, PROGRESS, AND COMPLIANCE

During an annual on-site review, the reviewer will examine both book and physical inventories, adequacy of the facility, and compliance with recordkeeping requirements. A USDA approved review instrument will be utilized.

In addition, satisfactory performance is measured by contractors' timeliness in reporting the hundreds of receipts from USDA. Ongoing feedback from agencies served provides another method for measuring performance.

WATER RESOURCES PROGRAMS

The Water Resources Program contains two programs that issue contracts. These are the 319 Nonpoint Source Program and the Agricultural Resource Conservation Fund Program. The description of how these contracts are managed is as follows:

319 NONPOINT SOURCE PROGRAM:

Two staff members, an Administrative Services Assistant 3 or an Accounting Technician, create grant contract documents and amendments, work with grantees and program staff regarding budget preparation, and process reimbursements.

Eight (8) Environmental Specialist 3 positions (Watershed Coordinators) provide technical assistance and review to the grantees, and ensure adherence to program guidance and policy.

Grantees submit progress reports and reimbursement requests. These are reviewed by the Administrative Services Assistant 3 or the Accounting Technician, an Environmental Assistance Program Manager 1, and an Environmental Program

Manager 2. Project outcomes and milestones may be checked by an Environmental Specialist 3, Environmental Specialist 4, or an Environmental Assistance Program Manager 1. Grantee performance is reviewed through the progress reporting function and through periodic on-site checks by program staff and project monitoring. Monitoring reviews are conducted by an Auditor II assigned to the Department's Grants and Contracts office.

AGRICULTURAL RESOURCES CONSERVATION FUND PROGRAM:

Two staff members, an Administrative Secretary or an Accounting Technician create and process contract documents and amendments and reimbursement requests. This work is reviewed by an Environmental Assistance Program Manager 1 or an Environmental Program Manager 2.

Eight (8) Environmental Specialist 3 positions (Watershed Coordinators) provide technical assistance and review to the grantees, and ensure adherence to program guidance and policy.

Grantee performance and progress is ascertained through the processing of reimbursement requests and by on-site checks by program staff, and through periodic project monitoring. Monitoring reviews are conducted by an Auditor II assigned to the Department's Grants and Contracts office.

B. Regulatory Services

1. Contracts and grants issued through the Regulatory Services Division are assigned to the applicable sections and staff members for oversight and management. Specific staff positions assigned to management of contracts and grants administered by the Regulatory Services Division are as follows:

ADMINISTRATION

- 1) Regulatory Services Director
- 2) Regulatory Services Administrative Manager

- 3) Accountant/Auditor
- 4) Administrative Assistant I

Summary of Contracts:

The division contracts with a private company to provide computer services for inspection data management in the food and dairy and the weights and measures program areas.

Garrison Enterprises, Inc. Edison ID 23000. Contract period March 1, 2011 - February 28, 2014. (Currently preparing amendment to extend contract two years).

Additionally, various contracts for maintenance and repairs of office equipment, (computers, imaging equipment,...) are overseen by division administration.

ANIMAL HEALTH

- 1) State Veterinarian
- 2) Administrative Services Assistant
- 3) Diagnostic Lab Director

Summary of Contracts:

Edison ID 36124 - funding to share in the cost of marketing value added cattle through age and source verified programs and preconditioning. DPA length is July 1, 2013 - June 30, 2014.

Edison ID 36525 - Necropsy services to domestic cattle accessions from private and institutional veterinarians in Tennessee. Contract is with the University of Tennessee. Contract period is July 1, 2013 through April 30, 2018.

Edison ID 20692- Provides for the operation of the west Tennessee Animal Diagnostic Laboratory and provides for management of a mobile animal working unit. Contract is with the University of Tennessee at Martin. Contract period is July 1 2010 through June 30 2015.

FOOD & DAIRY

- 1) Food & Dairy Administrator
- 2) Administrative Secretary
- 3) Administrative Assistant I

Summary of Contracts:

The division contracts with counties where we pay for food establishment safety inspection services: Davidson, Knox. Shelby County collects their fees for inspections. These counties conduct the retail food store sanitation inspections within their respective counties. The current Knox and Shelby County contracts are from 1/1/10 – 12/31/14. The current Davidson County contract is from 1/1/12 – 12/31/16. (Currently preparing new contract with them.)

Knox Co. Edison ID 18388

Shelby Co. Edison ID 19886

Davidson Co. Edison ID 29861

Edison ID 36922 - School milk vending machine program. Contract is with Southeastern United Dairy Association. Contract period is July 1, 2013 – June 30, 2016.

Edison ID 38318 – Dairy promotional activities. Contract is with TN Dairy Promotion Committee. Contract period is September 1, 2013 – April 30, 2016.

PLANT CERTIFICATION

- 1) Plant Certification Administrator
- 2) State Apiarist

Summary of Contracts

Plant Certification currently administers one contract

Contract: DGA Bee Inspection Grants (Edison ID 35745) are composed of 40 grants with local beekeeper associations.

Summary: These funds are paid on demand to Beekeeper Association upon receipt of inspections. The grant period is from July 1, 2013 to June 30, 2014.

These Grants will be awarded on a first come first served basis to the first 40 local beekeeping associations to apply.

PESTICIDES

- 1) Pesticides Administrator
- 2) Administrative Secretary

- 3) Pesticide Inspector 3 (2)
- 4) Administrative Assistant I

Summary of Contracts:

MXI Environmental Services LLC - Edison ID 29145 provides the Waste Agricultural Pesticides services for Farm to Farm events, effective October 10, 2011 - October 9, 2016.

Jackson State Community College - Edison 25179 provides testing services for certification of Pest Control Operators, effective March 1, 2011 - February 28, 2016.

PETROLEUM QUALITY

- 1) Petroleum Administrator
- 2) Administrative Secretary

Summary of Contracts:

The section monitors a contract for laboratory analysis of petroleum product samples collected for consumer protection purposes, as mandated by statute.

Intertek, USA, Inc. Edison ID 31368 effective July 1, 2012 - June 30, 2017.

TECHNICAL SERVICES

- 1) Agriculture Laboratory Director
- 2) Laboratory Manager
- 3) Administrative Assistant I

Summary of Contracts:

The section monitors contracts for maintenance and repairs on various laboratory instruments, as well as gas cylinder exchanges, water filtration, and waste disposal.

2. Staff Organization for Contract/Grant Management under the Division of Regulatory Services:

- Regulatory Services Director
 - Regulatory Services Administrative Manager
 - Accountant/Auditor
 - Program Administrators
 - Program (Section) Supervisors
 - Administrative Secretaries
 - Administrative Assistant I

3. Protocol for Review and Supervision of Contractor Performance, Progress, and Compliance

The designated individual of the applicable program area will review each contract for the scope of services, terms, and conditions. The scope of services will outline all performance requirements and obligations of both the contractor and the state. The designated individual is responsible for ensuring that the contractor meets or exceeds all expectations of the contract. If questions or issues of performance arise, this individual discusses the concern with the next level of hierarchy and the issues are then addressed with the contractor.

All submitted invoices are reviewed for complete and accurate information prior to being submitted for payment. The designated employee will initial approval of the invoice before it is submitted for payment. The approved invoice is forwarded to the division's Administrative Assistant I for payment processing.

C. MARKET DEVELOPMENT DIVISION

1. **Tennessee Agricultural Enhancement Program (TAEP)** - The Tennessee Agricultural Enhancement Program (TAEP) is funded by appropriations from the

Legislature for the purpose of strengthening and diversifying Tennessee's Agriculture. TAEP funds are distributed in the following areas:

- A. **Producer Diversification:** Grant applications for the Producer Diversification Program are accepted in the areas of agritourism, organics, fruits and vegetables, horticulture, value-added products, aquaculture, bees/honey, and as approved by the Tennessee Department of Agriculture. A committee consisting of the TAEP Administrator or Assistant TAEP Coordinator, Producer Diversification Coordinator, and Marketing Specialist for each specific area reviews each application and approves/denies according to pre-set criteria. Upon approval a special delegated authority is used to allocate funds. Reimbursements are approved by the Producer Diversification Coordinator and payment is made by the Department of Agriculture's budget office.
 - B. **Livestock Improvement Program:** Grant applications for the Cattle Improvement Program are accepted during a pre-set application period. Allocation of funds is approved on a priority basis. Applicants may apply for cost-share assistance in the areas of livestock equipment, genetics, and livestock equipment for veterinarians and livestock markets. The division's Livestock Improvement Coordinator oversees all aspects of this program. Upon approval a special delegated authority is used to allocate funds. Reimbursements are approved by the Livestock Improvement Coordinator and payment is made by the Department of Agriculture's budget office.
 - C. **Hay /Livestock Feed/Grain Storage Programs:** Grant applications for each of these programs are accepted during a pre-set application period. Allocation of funds is approved on a priority basis. Applicants may apply for cost-share assistance in the areas of hay, livestock feed, and grain storage facilities. The division's Hay/Livestock Feed/Grain Storage Coordinator oversees all aspects of the program. Upon approval a special delegated authority is used to allocate funds. Reimbursements are approved by the Hay/Livestock Feed/Grain Storage Coordinator and payment is made by the Department of Agriculture's budget office.
 - D. **Ag Growth Program:** Grant applications for the Ag Growth Program are accepted in areas of state-wide agricultural producer associations, fairs, agritourism regional groups, and farmers markets. Grant applications are reviewed and rated by a committee consisting of the TAEP Administrator, Ag Growth Coordinator, and Marketing Specialist for each specific area. Approved applicants are issued contracts authorized by a delegated authority. Contract issuance is the responsibility of the division's Administrative Services Assistant II. Reimbursements are approved by the TAEP Ag Growth Coordinator and payments are made by the division's Administrative Secretary.
2. **The Agricultural Development Fund Grants** – Specialty "Ag Tag" license plates are issued through the Department of Safety. Proceeds from the sale of these "Ag Tag" license plates are used to fund grants supporting agricultural youth

organizations and agricultural and forestry awareness, education and marketing development programs. Funds are first used to support Ag in the Classroom, 4-H and FFA. When adequate funds remain, other eligible requests are considered by a committee consisting of the division's Agribusiness Development Coordinator and Marketing Specialists. Approved applicants are issued contracts authorized by a delegated authority. Contract issuance is the responsibility of the division's Administrative Services Assistant II. Reimbursements are approved by the Agribusiness Development Coordinator and the Assistant Commissioner and payments are made by the division's Administrative Secretary.

3. **Ag Industry Development Contracts** – Contracts are issued to various chosen agricultural organizations. A staff member assigned responsibility for contract/grant oversight will review each contract, as well as its attached scope of work. The scope of work contains information about the intent of the contract/grant, various products or services to be achieved, and performance information to be included at the end of the contract/grant work. The staff member will review this information and ensure that the work is accomplished before any payments are made. Various examples of performance criteria include printed materials, videos, publications, magazine advertisements, sales data, and event photographs. The division's Administrative Services Assistant II is responsible for issuance of contracts. Reimbursements are approved by the Assistant Commissioner and payment is made by the division's Administrative Services Assistant II.
4. **Fairs and Livestock Expositions** - Funds are made available to the Tennessee Fairs Association to judge and recognize excellence and merit in Fair activities, as well as to reward participation in agricultural exhibits and competitions. The division's Administrative Services Assistant II is responsible for issuance of contracts. Reimbursements are approved by the Fair Administrator and payment is made by the division's budget office.

D. Forestry Division

FOREST MANAGEMENT PROGRAMS

Rural and urban forestry programs are administered through the Forest Management Unit to protect, enhance and conserve forestland values and benefits.

Rural Forest management program activities include contracts/grants with either non-industrial private forest landowners to cost-share on the ground forestry practices or

with partnering agencies/organizations to provide program support, training, or planning.

Urban forestry program activities include pass through grants from the USDA Forest Service, or Tennessee Agriculture Enhancement Program from the Tennessee Department of Agriculture. Eligible grantees include local governments, educational institutions, and non-profit organizations.

A. Staff and resources administering the grants/contracts

- **Forest Management Unit Leader** - responsible for general oversight of forest management programs including establishing program policies and procedures, establish or supervising the establishment of applicable contracts and summary sheets and other F&A required paperwork (DGA, ED grant/contract or ID grant), approving and encumbering funds, clarifying standards and processes. Monitoring includes review and approval of reimbursement requests, site visits, phone calls and correspondence to check on progress of grantees/vendors.
- **Forest Management Program Specialist** – responsible to assist Unit Leader with delivery of all rural forestry programs.
- **Urban Forestry Program Specialist** – responsible to assist Unit Leader with delivery of all urban forestry programs.
- **Administrative secretary** – provides administrative support for rural and urban forest management programs. Responsible for maintaining up-dated records, log sheets, and grant/contract balances; processing applications and requests for reimbursements; answering basic questions on standards and process; checking to be sure grantees/vendors are on Edison; tracking disbursements to ensure timely payment.
- **District Foresters (4)** – provide general administration of field staff. Responsible for coordinating rural and urban forest management program workload with other Division programs; summarizes accomplishment reports at the district level; identifies issues and areas of program inconsistency; ensures quality control procedures are implemented in the field.

- **Area Foresters (31)**
 - Rural forestry programs: provide initial contact with landowners for all rural forest management programs. Responsible for establishing landowner eligibility; determining applicable programs, practices and components; submitting paperwork to encumber funds; quality control of practice implementation; field approval of final practice installation; collection and submittal of landowner cost documentation.
 - Urban forestry programs: Area Foresters may provide additional monitoring of urban forestry tree planting projects as needed.
- **Regional Urban Foresters (2)** – provide field level support for urban forestry programs. Responsible for working directly with urban forestry grant recipients in implementing and monitoring applicable grants. Assists the Urban Forestry Program Specialist in ranking and awarding urban forestry grant funding.

B. Organization

- Commissioner of Agriculture
 - Deputy Commissioner of Agriculture
 - State Forester (Director)
 - Assistant State Forester
 - Forest Management Unit Leader (and administrative assistant)
 - Forest Management Program Specialist
 - Urban Forestry Program Specialist
 - District Foresters
 - Area Foresters/county staff
 - Regional Urban Foresters

C. Review and Supervision of contractor performance, progress, and contract compliance.

- DGA - Landowner cost-share programs
 - Area Foresters are responsible for determining eligibility, quality control of practice implementation, final approval of practice implementation, collection of landowner cost documentation.
 - District Foresters are responsible for ensuring consistent program implementation between areas.
 - Forest Management Program Specialist and administrative assistant are responsible for approving funding, processing payments, and maintaining program records. Forest Management Unit Leader performs periodic field reviews to ensure program standards are met. USDA Forest Service performs periodic field reviews on federal programs to ensure standards are met.

- DGA – Urban Community Grants
 - Urban Forestry Program Specialist is responsible for general oversight of grant program, including grant announcements, RFP's, DGA's and F&A required paperwork, reviewing proposals, preparing contracts, and additional paperwork required by F&A and the Edison system, and monitoring grants once they are set up. Monitoring may include site visits, phone calls and correspondence to check on progress of grantees. Occasionally the urban forestry program specialist may assist grantee in completion of an item in their grant proposal.
 - Regional Urban Foresters are responsible for assisting the Urban Forestry Program Specialist in all phases of grants management as listed above.
 - Various Forestry Field Personnel – Area Foresters, Forestry Technicians and Forestry Aides may provide additional monitoring of urban forestry projects as needed.

- ED, ID, and private consultant grants/contracts
 - Forest Management Program Specialist and Urban Forestry Program Specialist, supported by the administrative assistant, are responsible for facilitating contracts within their respective programs. Actions include approving funding, processing

payments, and maintaining program records. Periodic field reviews are performed to ensure program standards are met. USDA Forest Service performs periodic field reviews on federal programs to ensure standards are met.

- Forest Management Program Specialist and Urban Forestry Program Specialist provide final approvals and work with administrative assistant to process payment for contracts within their respective programs.

FIRE PROTECTION PROGRAMS

Fire protection programs are administered through the Fire Protection Unit. Unit staff administers grants/contracts funded by State and Federal dollars. Contracts/grants are generally with volunteer fire departments, communities, fee for service vendors and public/private partnerships to protect forest resources from destructive wildfires.

A. Staff and resources administering the grants

- **Fire Protection Unit Leader** - responsible for general oversight of fire protection programs including establishing program policies and procedures, establish or supervising the establishment of applicable contracts and summary sheets and other F&A required paperwork (DGA, ED grant/contract or ID grant), approving and encumbering funds, clarifying standards and processes. Monitoring includes review and approval of reimbursement requests, site visits, phone calls and correspondence to check on progress of grantees/vendors.
- **Fire Protection Program Specialist** – responsible to assist Unit Leader with delivery of all fire protection programs.
- **Administrative secretary** – provides administrative support for fire protection programs. Responsible for maintaining up-dated records, log sheets, and grant/contract balances; processing applications and requests for reimbursements; answering basic questions on standards and process; checking to be sure grantees/vendors are on Edison; tracking disbursements to ensure timely payment.
- **District Foresters (4)** – provide general administration of field staff. Responsible for coordinating fire protection program workload with other Division programs;

summarizes accomplishment reports at the district level; identifies issues and areas of program inconsistency; ensures quality control procedures are implemented in the field.

- **Area Foresters (31)** - provide general administrative oversight for implementation of fire protection programs within their area of responsibility. Ensures field personnel understand their roles in carrying out fire protection programs. Facilitates collection of relevant summary information and data for contract administration.

B. Organization

- Commissioner of Agriculture
- Deputy Commissioner of Agriculture
 - State Forester (Director)
 - Assistant State Forester (and administrative assistant)
 - Fire Protection Unit Leader
 - Fire Program Specialist
 - District Foresters
 - Area Foresters/County Staff

C. Supervision of contractor performance, progress, and contract compliance.

- DGA – Volunteer Fire Department (VFD) Grants
 - Fire Protection Forestry Program Specialist is responsible for general oversight of grant program, including grant announcements, RFP's, DGA's and F&A required paperwork, reviewing proposals, preparing contracts, and additional paperwork required by F&A and the Edison system, and monitoring grants once they are set up. Monitoring may include site visits, phone calls and correspondence to check on progress of grantees.

- Various Forestry Field Personnel – Area Foresters, Forestry Technicians and Forestry Aides may provide additional monitoring of VFD grants as needed.
- ED, ID, and fee for service grants/contracts
 - Fire Protection Unit Leader, supported by the administrative assistant, is responsible for facilitating contracts within the Fire Protection Unit. Actions include approving funding, processing payments, and maintaining program records. Periodic field reviews are performed to ensure program standards are met. USDA Forest Service performs periodic field reviews on federal programs to ensure standards are met.
 - Fire Protection Unit Leader provides final approvals and works with administrative assistant to process payment for contracts.

WATER QUALITY PROGRAMS

Water Quality programs are administered through the Forest Businesses and Analytical Services Unit. Unit staff administers grants/contracts funded by State and Federal dollars. Contracts/grants are generally with universities, non-government organizations, private landowners or fee for service vendors to prevent sedimentation of water resources that might arise from timber harvesting activities.

A. Staff and resources administering the grants

- **Forest Businesses and Analytical Services Unit leader** - responsible for general oversight of water quality programs including establishing program policies and procedures, establish or supervising the establishment of applicable contracts and summary sheets and other F&A required paperwork (DGA, ED grant/contract or ID grant), approving and encumbering funds, clarifying standards and processes. Monitoring includes review and approval of reimbursement requests, site visits, phone calls and correspondence to check on progress of grantees/vendors.

- **Water Quality Program Specialist** – responsible to assist Unit Leader with all programs and delivery of water quality programs.
- **Administrative secretary** – provides administrative support for water quality programs. Responsible for maintaining up-dated records, log sheets, and grant/contract balances; processing applications and requests for reimbursements; answering basic questions on standards and process; checking to be sure grantees/vendors are on Edison; tracking disbursements to ensure timely payment.
- **District Foresters (4)** – provide general administration of field staff. Responsible for coordinating water quality program workload with other Division programs; summarizes accomplishment reports at the district level; identifies issues and areas of program inconsistency; ensures quality control procedures are implemented in the field.
- **Area Foresters (31)** - provide general administrative oversight for implementation of water quality programs within their area of responsibility. Ensures field personnel understand their roles in carrying out water quality programs. Facilitates collection of relevant summary information and data for contract administration.

B. Organization

- Commissioner of Agriculture
- Deputy Commissioner of Agriculture
 - State Forester (Director)
 - Assistant State Forester (and administrative assistant)
 - Forest Businesses and Analytical Services Unit Leader
 - Water Quality Program Specialist
 - District Foresters
 - Area Foresters/County Staff

C. Supervision of contractor performance, progress, and contract compliance.

- ED, ID, and fee for service grants/contracts

- Forest Businesses and Analytical Services Unit Leader, supported by the administrative assistant, is responsible for facilitating contracts within the Forest Businesses and Analytical Services Unit. Actions include approving funding, processing payments, and maintaining program records. Periodic field reviews are performed to ensure program standards are met. USDA Forest Service performs periodic field reviews on federal programs to ensure standards are met.
 - Forest Businesses and Analytical Services Unit Leader provides final approvals and works with administrative assistant to process payment for contracts.
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FOREST HEALTH PROGRAMS

Forest health programs are administered through the Forest Health Unit. Unit staff administer grants/contracts funded by State and Federal dollars. Contracts/grants are generally with universities, non-government organizations, private landowners or fee for service vendors to protect forests from insect and disease outbreaks.

A. Staff and resources administering the grants

- Forest Health Unit Leader - responsible for general oversight of forest health programs including establishing program policies and procedures, establish or supervising the establishment of applicable contracts and summary sheets and other F&A required paperwork (DGA, ED grant/contract or ID grant), approving and encumbering funds, clarifying standards and processes. Monitoring includes review and approval of reimbursement requests, site visits, phone calls and correspondence to check on progress of grantees/vendors.
- Forest Health Forester – responsible to assist Unit Leader with all programs and delivery of forest health programs.
- Administrative secretary – provides administrative support to forest health programs. Responsible for maintaining up-dated records, log sheets, and grant/contract balances; processing applications and requests for reimbursements; answering basic questions on standards and process; checking to be sure grantees/vendors are on Edison; tracking disbursements to ensure timely payment.

- District Foresters (4) – provide general administration of field staff. Responsible for coordinating forest health program workload with other Division programs; summarizes accomplishment reports at the district level; identifies issues and areas of program inconsistency; ensures quality control procedures are implemented in the field.
 - Area Foresters (31) - provide general administrative oversight for implementation of forest health programs within their area of responsibility. Ensures field personnel understand their roles in carrying out forest health programs. Facilitates collection of relevant summary information and data for contract administration.
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B. Organization

- Commissioner of Agriculture
- Deputy Commissioner of Agriculture
 - State Forester (Director)
 - Assistant State Forester (and administrative assistant)
 - Forest Health Unit Leader
 - Forest Health Forester
 - District Foresters
 - Area Foresters/County Staff

C. Supervision of contractor performance, progress, and contract compliance.

- ED, ID, and fee for service grants/contracts
 - Forest Health Unit Leader, supported by the administrative assistant, is responsible for facilitating contracts within the Forest Health Unit. Actions include approving funding, processing payments, and maintaining program records. Periodic field reviews are performed to ensure program standards are met. USDA Forest Service and USDA APHIS performs periodic field reviews on federal programs to ensure standards are met.
 - Forest Health Unit Leader provides final approvals and works with administrative assistant to process payment for contracts.