

SOUTHEAST HORSERADISH GROWERS ASSOCIATION STATEMENT OF WORK

Task #1 – Finalize the Risk Management Education 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: 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 audience and the behavior to target.	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.

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Task #2 – An Effective Set of 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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Task #3 – Increased Risk Management Awareness Through Effective Promotion

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 – Increased Risk Management Skills Through Effective Training

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, 2006		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, 2006 February 1, 2006	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, 2005 6 by January 31, 2006 9 by February 28, 2006 12 by March 31, 2006	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 – A Well Documented 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 		Quarterly January 31, 2006 April 30, 2006 July 31, 2006 October 31, 2006	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	Quarterly January 31, 2006 April 30, 2006 July 31, 2006 October 31, 2006		

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Sub-task 5.4: Prepare a Financial Status Report, documenting the financial status of the project.		Quarterly January 31, 2006 April 30, 2006 July 31, 2006 October 31, 2006	Read and respond to report as needed.	Quarterly Financial Status Reports, are submitted.
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.		Quarterly January 31, 2006 April 30, 2006 July 31, 2006 October 31, 2006	Review request and supporting documents, approve for payment, forward to RMA Finance Office for processing.	Quarterly “Request for Advance or Reimbursement”, accompanied by documentation are submitted.
Sub-task 5.6: Prepare final written report which will include: <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, recommendations from project partners that might contribute to improved educational programs in the future.) 	Project Director, working with partners.	Earlier of 90 days after completion of the project or December 30, 2006	Review report and issue project closeout letter to project leader.	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.

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