



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
Region 1  
5 Post Office Square  
SUITE 100  
BOSTON, MASSACHUSETTS 02109-3912

*January 5, 2023*

***VTDOAFM  
116 State Street  
Montpelier, VT 05620-2901***

Re: Advanced Post Award Monitoring of Assistance Agreement # ***AA-00A00766***

Dear ***Vermont Agency of Agriculture, Food & Markets:***

This letter is to notify you that the above identified grant/cooperative agreement was selected for an advanced post award monitoring review. Pursuant to EPA Order 5700.6 "Policy on Compliance, Review and Monitoring", EPA is required to conduct annual advanced post award monitoring of EPA Financial Assistance Agreements. The purpose of advanced monitoring is to conduct in-depth assessments of a recipient's project's programmatic and technical progress to ensure that recipient's are in compliance with the scope of work and are properly managing the project according to the terms and conditions of the award.

Advanced post award monitoring review may be conducted via telephone or an on-site evaluation utilizing a designated protocol that consists of a series of questions regarding this project. Attached for your review is a copy of the protocol. Please provide me with any supporting documentation that can expedite and assist me in completing this review.

The review needs to be completed by **February 20, 2023**. I will be in touch with you to schedule a meeting to go over the materials being reviewed. Please provide me with any supporting documentation no later than **February 1, 2023**.

Sincerely,

***Maya Babu, Vermont Project Officer***



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 1  
5 Post Office Square  
Boston, Massachusetts 02109**

*February 16, 2023*

*116 State Street  
Montpelier, VT 05620*

Re: Advanced Post Award Monitoring of Assistance Agreement # **AA-00A00766**

Dear *Vermont Agency of Agriculture, Food & Markets*,

Pursuant to EPA Order 5700.6 “Policy on Compliance, Review and Monitoring”, I conducted an advanced post award monitoring review on **February 6, 2023**. Attached please find the final report that summarizes the conclusions reached as a result of the review.

Based on the review, there are a few items that we discussed that need to be corrected. Please be advised that pursuant to the Post Award Monitoring policy, any corrective action is expected to be completed by the recipient within 120 days of the report. Therefore, the corrective action needs to be completed by **June 20, 2023**. If for some reason you do not feel you can meet this deadline, please provide a written explanation for the delay and a proposed time frame for when the required corrective action will be completed. A response to this request will be provided to you within 5 working days of receiving the request for an extension. Thank you for your anticipated cooperation with this review.

Sincerely,

Maya Babu, VAAFPM Project Officer

Programmatic Review Report for Off-Site Evaluative Review of Vermont Agency of  
Agriculture, Food and Markets MPG AA-00A00766

## **Introduction, Background, & Methodology:**

1. **Brief description of the recipient and project:** The Vermont Agency of Agriculture, Food & Markets (VAAFAM) is in Montpelier, Vermont. The VAAFAM is the designated State Lead Agency (SLA) for pesticide regulation under FIFRA Sections 23 and 24. The mission of the VAAFAM: “facilitate, support, and encourage the growth and viability of agriculture in Vermont while protecting the working landscape, human health, animal health, plant health, consumers, and the environment.”
2. **Description of the grant work-plan commitments:** Under the Cooperative Agreement, VAAFAM agreed to conduct and enhance pesticide use, sales, and enforcement data tracking using the \$28,377 award. The initial plan was to obtain software licenses for 7-10 VAAFAM staff and allocate the remaining funds to development hours for the state-contracted information technology contractor.
3. **Describe previous recommendations if any exist:** There are none.
4. How was the review conducted? Post-Award Monitoring was conducted via a desk review by Project Officer, Maya Babu, with a subsequent conference call on February 6, 2023. This review was conducted in accordance with EPA’s PO Advanced Monitoring Review Guidance, Protocol and Mandatory Report Format. Participants in the review included: Maya Babu (EPA), Frank Gardner (EPA), David Huber (VAAFAM), and Morgan Griffith (VAAFAM).

## **Results of Review with Recommendations:**

*\* Please note that there is an EPA Project Officer Protocol form filled out and attached to this report. The following sections reflect the format of that form.*

1. Compare the recipient's workplan/application to actual progress under the award.
2. Examine the award's finances to ensure funds are available to complete the project,
3. Ensure all programmatic terms and conditions are met,
4. Ensure all programmatic statutory and regulatory requirements are met.

Program Suggestions and Recommendations should be defined as either major or minor;

All recommendations should have corresponding routes to/for resolution specified in the report;

When major recommendations are made, EPA should explicitly require the recipient to develop and submit a program enhancement plan to address the major recommendation.

## **Recipient Recommendations and Suggestion:**

VAAFM has experienced turnover of leadership and project staff, and an updated Key Contacts Form has been submitted accordingly. As a result, some minor recommendations and suggestions were given to VAAFM. Program staff have instructed the recipient to submit:

- A no-cost amendment to modify the project
- A revised workplan and corresponding project timeline
- An updated SF-424, SF-424A form and budget detail

## **Recommendations for the Grants Office, if any:**

The program recommends a no-cost amendment to modify the project workplan/timeline and associated budget.

## **Resolution Plan and Timing:**

- Tell the recipient when the updated documents are due, and clearly state what should be addressed.

## **EPA Contact:**

If there are any questions or comments concerning this Post-Award Monitoring Review, please contact Maya Babu at [Babu.Maya@epa.gov](mailto:Babu.Maya@epa.gov) or at (617)-918-1302.

5. Appendix (optional)

## **Review Details:**

Review Dates:	February 6, 2023
Organization:	Vermont Agency of Agriculture, Food & Markets
Person(s) Contacted:	David Huber, Deputy Director of VAAFM
EPA Award Number:	AA-00A00766
Award Amount:	\$28,377
Project Period:	11/01/2020-12/31/2023
Balance of Remaining Funds:	\$28,377