

Conservation Agronomist - Milestones Worksheet

Retailer Name: Example Retailer

Use the shaded cells in the table below to enter deliverables for each of the outlined activities and timeframes. These deliverables represent the retailer's commitment to complete these activities and report progress to Truterra for the given time periods. Payments to the network provider are tied to deliverable execution and reporting of the outlined activities.

Activity	Year 1	Year 2	Year 3	Total
Number of farmers reached via campaign 1: Cover Crops	300	375	450	450
Number of farmers reached via campaign 2: Reduced Tillage	300	375	450	450
Number of farmers reached via campaign 3: Principles of Soil Health	300	375	450	450
^Number of farmers reached via campaign 4: Intro of CA Services	300	375		375
Field days and workshops (educational events)	3	4	4	11
Number of individualized Climate Smart Commodities plans delivered	30	40	50	50
Number Historically Underserved farmers engaged	5	8	12	12
Number of farmers educated on Climate Smart programs^^	100	150	200	200
Cross-functional retailer trainings	3	4	4	11

^Add rows for additional campaigns or activities

^^Carbon markets, ecosystem markets, Truterra programs, and other state/local funding programs. This includes the programs managed by any entity, including but not exclusive to Truterra.

If you plan to reach the same farmers in year 3 that you reach in year 1, your Year 3 total will be the same as your life of project total. If you plan to reach a different set of farmers each year, then add your Year 1, Year 2 and Year 3 numbers to yield your life of project total. This applies to all cells shaded in green.

Conservation Agronomist Budget Template

Retailer Name: Example Truterra Retailer

Do not change any number in red text. Do update all fields highlighted in yellow.

Table 1: Provides an overview of the total total cost of hiring a conservation agronomist and the cost associated with delivering each of the subaward milestones. In the subsequent tabs, retailers will update the information needed to populate the remainder of Table 1. In the budget tabs, you may not need to utilize each budget activity listed, depending on your proposal's specific design.

Annual escalation (inflation) **3%** Recommend no more than 5%

Table 1

Total Conservation Agronomist Investment: Edit tan shaded cells				
	Year 1	Year 2	Year 3	Total
Salary Base	\$72,000	\$74,160	\$76,385	\$ 222,545
Fringe Base	\$15,840	\$16,315	\$16,805	\$ 48,960
Labor for Deliverables	\$51,472	\$65,639	\$68,746	\$ 185,858
Fringe for Deliverables	\$11,324	\$14,441	\$15,124	\$ 40,889
Travel	\$3,216	\$4,154	\$4,925	\$ 12,295
Supplies & Other	\$4,023	\$2,623	\$2,673	\$ 9,319
Total	\$ 70,035	\$ 86,857	\$ 91,468	\$ 248,360

Fringe as a percent of base salary

- 22%** total fringe
- 10% Retirement benefits
- 8% Health Insurance
- 4% Additional PTO (over 15 days)
- % Other:

LABOR

Activity	Unit	PY1			PY2			PY3			LOP TOTAL
		Units	Days/unit	Total	Units	Days/unit	Total	Units	Days/unit	Total	
Communication campaign of CA offerings											
Design	campaigns	4	2	8	4	2	8	3	2	6	22
Delivery	campaigns	4	0.5	2	4	0.5	2	3	0.5	1.5	5.5
Marketing Total		10			10			7.5			27.5
Farmer Workshops/Field Days											
Prep	Preparation (curricula development)	3	3	9	4	3	12	4	3	12	33
Delivery	workshops	3	1	3	4	1	4	4	1	4	11
Follow-up and analysis	workshops	3	0.5	1.5	4	0.5	2	4	0.5	2	5.5
Farmer Training Total		13.5			18			18			49.5
Individualized Plans											
Outreach/Engagement	Farmers	40	0.5	20	50	0.5	25	60	0.5	30	75
Collection of information to inform plan (not data collection for TT programs)	Farmers	30	1	30	40	1	40	50	0.5	25	95
Plan Development & Implementation	Farmers	30	2	60	40	2	80	50	2	100	240
Individualized Planning Total		110			145			155			410
Educate Farmers on State, Non-profit and Commercial Programs (No enrollment)											
Conduct monthly research on various incentive programs and requirements	months	6	1	6	6	0.5	3	6	0.5	3	12
Compile and send to producers	communication event	6	1	6	6	1	6	6	1	6	18
Field questions about programs	months	12	1	12	12	1	12	12	1	12	36
Educate Farmers on State, NGO and Commercial Programs TOTALS		24			21			21			66
Ag Retailer Staff Training on CA practices											
Delivery	trainings	3	3	9	4	3	12	4	2	8	29
Plan/Prep	trainings	3	0.5	1.5	4	0.5	2	4	0.5	2	5.5
Ag Retailer Staff Training on CA practices TOTAL		10.5			14			10			34.5
LOE (Labor) Totals - Not to exceed 235/yr		168			208			211.5			587.5
Salary		Annual	Daily rate	Year 1 Total	Annual	Daily rate	Year 2 Total	Annual	Daily rate	Year 3 Total	
Fringe		\$72,000	\$306	\$51,472	\$74,160	\$316	\$65,639	\$76,385	\$325	\$68,746	\$185,858
				\$11,324			\$14,441			\$15,124	\$40,889

TRAVEL

Activity	Unit	PY1			PY2			PY3			LOP
		Units	Miles	Total	Units	Miles	Total	Units	Miles	Total	Total Travel Costs
	GSA rate per mile			0.67			0.67			0.67	
Marketing of CA Deliverable Offerings											
Delivery (mileage to order, pick up and take printed materials to post)	campaigns	4	50	134	4	50	134	3	50	100.5	\$368.50
Marketing Total				134			134			100.5	\$368.50
Workshops/Field Days											
Preparation and delivery	workshops	3	75	150.75	4	75	201	4	75	201	\$552.75
Follow-up and analysis	workshops	3	75	150.75	4	75	201	4	75	201	\$552.75
Workshops/Field Days Total				301.5			402			402	\$1,105.50
Individualized Plans											
Outreach/Engagement	Farmers	40	40	1072	50	40	1340	60	40	1608	\$4,020.00
Data collection	Farmers	30	40	804	40	40	1072	50	40	1340	\$3,216.00
Plan Delivery	Farmers	30	40	804	40	40	1072	50	40	1340	\$3,216.00
Individualized Planning Total				2680			3484			4288	\$10,452.00
Educate Farmers on State, NGO and Commercial Programs											
Conduct monthly research on various CSA programs and requirements	months	0	0	0	0	0	0	0	0	0	\$0.00
Compile and send to producers	communication event	0	0	0	0	0	0	0	0	0	\$0.00
Field questions about programs	months	0	0	0	0	0	0	0	0	0	\$0.00
Educate on Programs Total				0			0			0	\$0.00
Ag Retailer Staff Training on CA practices											
Training delivery [If delivered in person and not digitally]	Trainings (mileage)	3	50	100.5	4	50	134	4	50	134	\$368.50
Ag Retailer Staff Training on CA practices				100.5			134			134	\$368.50
Travel Total				3216			4154			4924.5	\$12,294.50

SUPPLIES & ODC

		PY1			PY2			PY3			LOP
Activity	Unit	Units	Cost/Unit	Total	Units	Cost/Unit	Total	Units	Cost/Unit	Total	Total
Marketing of CA Deliverable Offerings											
Printing	Farmers reached	100	0.5	50	100	0.5	50	100	0.5	50	\$150.00
Mailing	Farmers reached	100	0.73	73	100	0.73	73	100	0.73	73	\$219.00
Marketing Total				123	123			123			\$369.00
Workshops & Field Days											
Printing/paper/binders/refreshments	workshops	3	100	300	4	100	400	4	100	400	\$1,100.00
Rental (tent, tables, chairs)	workshops	1	400	400	2	400	800	2	400	800	\$2,000.00
Venue (conference room)	workshops	2	300	600	2	300	600	2	300	600	\$1,800.00
Workshops & Field Days Total				1300	1800			1800			\$4,900.00
Individualized Plans											
Printing/paper/binders	Farmers	30	5	150	40	5	200	50	5	250	\$600.00
Individualized Planning Total				150	200			250			\$600.00
Educate Farmers on State, NGO and Commercial Programs											
[Add if applicable]	Farmers	100		0	150	0	0	200	0	0	\$0.00
Educate Farmers on State, NGO and Commercial Programs TOTALS				0	0			0			\$0.00
Ag Retailer Staff Training on CA practices											
Printing/paper/binders (non digital)	trainings	3	50	150	4	50	200	4	50	200	\$550.00
Ag Retailer Staff Training on CA practices TOTAL				150	200			200			\$550.00
Office / Other Supplies											
Misc Supplies*	months	12	25	300	12	25	300	12	25	300	\$900.00
Desk and Chair	desk & chair	1	500	500		500	0		500	0	\$500.00
Computer and accessories	package	1	1500	1500		1500	0		1500	0	\$1,500.00
Other	[add]			0			0			0	\$0.00
Office/Other Supplies Total				2300	300			300			\$2,900.00
Materials Totals				4023	2623			2673			\$9,319.00