



SPECIALTY CROP BLOCK GRANT PROGRAM 2016

Pre-Application Webinar

ERIC BOYINGTON

**Idaho State Department of Agriculture
Market Development Division**

OVERVIEW

1. Eligible Entities
2. Eligible Grant Projects
3. Application Procedures and Requirements
4. New Performance Measures
5. Administration of Grants
6. Allowable Costs
7. Restrictions and Limitations on Grant Funds
8. Selection and Scoring Criteria
9. Post-Award Management
10. Reporting Requirements
11. Distribution of Funds



ELIGIBLE ENTITIES

- Must reside in Idaho, or prove funding provides a direct benefit to Idaho
- Non-Profit Organizations
- Local, State, and Federal Government Entities
- For-Profit Organizations
- Universities

ELIGIBLE GRANT PROJECTS

- Solely enhance the competitiveness of U.S. specialty crops in either domestic or foreign markets
- Benefit more than one product or organization
- Completed between October 1, 2016 and September 30, 2018
- No minimum or maximum funding limits (however, average grant award has been between \$50,000-\$100,000, historically)
- Matching funds are strongly encouraged, but not required



ELIGIBLE GRANT PROJECTS (CONTINUED)

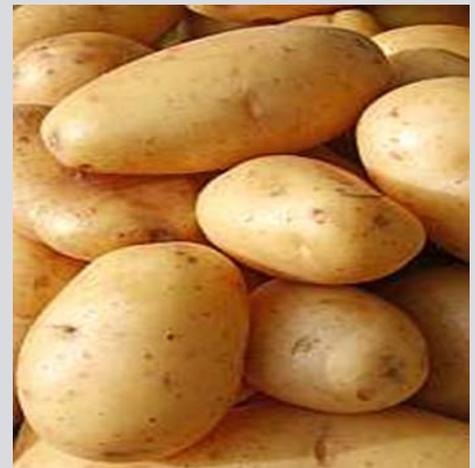
- Each application should be limited to a single project scope.
- Each applicant may submit up to two applications.
- If submitting two applications, specify the priority of projects.



ELIGIBLE GRANT PROJECTS (CONTINUED)

Examples of project areas include the following:

- Increasing child and/or adult nutrition knowledge and consumption
- Pest and disease control
- Sustainability
- Enhancing food safety
- Developing new and improved seed varieties
- Improving efficiency and reducing costs



APPLICATION PROCEDURES AND REQUIREMENTS

Submission Procedures

- Applications must be postmarked no later than **April 29, 2016**.
- Submit applications in both **hard copy (unstapled)** and electronically on a compact disc or flash drive, in Microsoft Word and Excel formats (**no pdf files**, please).

Submit complete packets to:
Idaho State Department of Agriculture
Market Development Division
Attn: Eric Boyington
2270 Old Penitentiary Rd
Boise, ID 83712

APPLICATION PROCEDURES AND REQUIREMENTS

- Must directly fill out the Application, in 11 or 12 pitch, with a fifteen (15) page limit (Application is in Word fillable format)
- Application MUST include:
 - Application
 - Application Information Sheet (Exhibit A)
 - Line Item Budget (Exhibit B)
 - Letters of Support (optional)
- Application, Exhibit A and B are available on the ISDA website, www.agri.idaho.gov under Marketing & Development, Specialty Crop Grant.
- Letters of support and researchers' C.V.s may be submitted with your application, but any other additional material or pages will be discarded and not included in the review process

APPLICATION PROCEDURES AND REQUIREMENTS

Application Sections (notice no Workplan):

- Project Title
- Duration of Project
- Project and Summary
- Project Purpose
- Potential Impact
- Objectives
- External Project Support/Letters of Support
- **Expected Measurable Outcomes***
- Budget Narrative

Project Title

- Project Title needs to be 15 words or less (this is a USDA requirement)



Duration of Project

- Duration of Project is a maximum of two years. If Project must go beyond two years to satisfy completion, there is a grant extension process through ISDA



Project Summary

- Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:
 1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project
 2. Contact (name of individual), Address of person in charge of project oversight
 3. A concise outline of the project's outcome(s)
 4. A description of the general tasks to be completed during the project period to fulfill this goal



Project Purpose

Clearly state the purpose of the project. By providing the specific:

- Issue
- Problem
- Need



that the project will address.

Potential Impact

Provide the specific potential impact that the project will address; Additionally:

- Discuss the number of people or operations affected.
- Discuss the potential economic impact, if such data are available and relevant to the project.

Provide specific numbers or figures.

Objectives

The objectives section includes subsections of the following:

- Listing of Objectives
- Project Beneficiaries
- Statement Solely Enhancing Specialty Crops
- Continuation Project Information
- Other Support from Federal or State Grant Programs



Objectives (cont.)

Listing of Objectives

- Provide as many objectives in this section that the project hopes to achieve
- Objectives are different than measurable outcomes. They are general statements and not necessarily quantifiable



Objectives (cont.)

Project Beneficiaries

- Need to estimate the number of project beneficiaries
- Must indicate a “yes” or “no” to whether
 - The project directly benefits socially disadvantaged farmers
 - The project directly benefits beginning farmers

*Definitions of these terms are included in the applications and are defined in USDA-AMS’s Request for Application

Objectives (cont.)

Statement Solely Enhancing Specialty Crops

The application states:

By checking the box to the right, I confirm that this project solely enhances the competitiveness of specialty crops in accordance with and defined by 7 U.S.C. 1621. Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp.



Objectives (cont.)

Continuation Project Information (only applicable if this is a continuing project. If so must answer the following):

- How will the project differ from and build on previous efforts
- Provide a summary (3-5 sentences) of the outcomes of previous efforts
- Provide lessons learned on potential project improvements

Objectives (cont.)

Other Support From Federal or State Grant Programs

- Must indicate whether you submitted the project to a Federal or State grant program other than the SCBGP.
- If receiving funds or potentially will receive funds from another federal or state program must identify the program and describe how this project differs from or supplements the other grant program's efforts

External Project Support

- Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).
- Attach letters of support as separate documents, if applicable

Expected Measurable Outcomes

- This is the area with the biggest change from years past.
- You must choose **at least one of the eight outcomes measures** listed in the SCBGP Performance Measures, which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.
- You must also choose one outcome indicator for each outcome measure
- Unlikely, but there is a miscellaneous outcome measure
- Data collection – how will data be collected to support outcome measure

Expected Measurable Outcomes (cont.)

Outcome Measures:

Select the outcome measure(s) that are applicable for this project from the listing below.

- Outcome 1: Enhance the competitiveness of specialty crops through increased sales (required for marketing projects)
- Outcome 2: Enhance the competitiveness of specialty crops through increased consumption
- Outcome 3: Enhance the competitiveness of specialty crops through increased access
- Outcome 4: Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources

Expected Measurable Outcomes (cont.)

Outcome Measures (cont.)

- Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems
- Outcome 6: Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety
- Outcome 7: Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources
- Outcome 8: Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

Expected Measurable Outcomes (cont.)

Outcome 1: To Enhance the competitiveness of specialty crops through increased sales – THIS IS MANDATORY FOR ALL MARKETING AND PROMOTION PROJECTS

Examples:

- Uses of social media to market and promote;
- Specialty crop only tradeshow;
- Website promotion and development;
- Farmers market promotions; and
- Marketing and promotion campaigns with an education component directed to consumers.

**** The specific measure must be expressed as a dollar value and percentage increase in sales of one or more specialty crops in one or more States or foreign markets as a result of marketing and/or promotion activities.**

Expected Measurable Outcomes (cont.)

Outcome Indicators

Examples:

- Indicator for Outcome 1: Sales increased from \$_____ to \$_____ and by _____ percent, as result of marketing and/or promotion activities (*only choice)

- Indicators for Outcome 2 *Enhance the Competitiveness of specialty crops through increased consumption:*
 - *Of the _____ total number of adults/children reached (combined indicator 1-2),*
 - *a. The number that gained knowledge about eating more specialty crops*
 - *b. The number that reported an intention to eat more specialty crops*
 - *c. The number that reported eating more specialty crops*
 - *Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents)*

 - *Number of new specialty crops and/or specialty crop products introduced to consumers _____*

Budget Narrative

Budget Narrative

Budget entered directly into application (*Line Item Budget still required-only enter matching and in kind information on Line Item budget. Matching funds are highly encouraged, but not required. Match is not calculated into the scoring criteria, but helps demonstrate the level of commitment to the project.*)

Budget Summary	
Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Total Budget	

Budget Narrative (cont.)

- *Make sure you fill out budget categories as detailed as possible. Information in these sections are required by USDA.*
- *Justifications:*
 - *For the budget categories of Personnel, Travel, Equipment, Supplies, Contractual, and Other, Justifications are required. Be sure and fill out the justification section as fully as possible (this is where the information previously in workplan is now partially included*



Budget Narrative (cont.)

Personnel-

Include each position's title, %FTE, corresponding salary (or hourly wage and estimated hours to be worked), and total funds requested.

Example:

Personnel (\$11,800)

A Project Manager will provide oversight and lead research activities.

20% FTE will be focused on the project. Annual salary is \$50,000.

$\$50,000 \times .2 = \$10,000$

Undergraduate student labor will be utilized to process laboratory samples.

$\$9.00/\text{hr} \times 200 \text{ hrs} = \1800

Budget Narrative (cont.)

Fringe Benefits-

Include the name/title, fringe benefit rate, and funds requested.

Example:

Fringe (\$3,860)

The Project Manager's fringe benefit rate is 35%

$\$10,000 \times .35 = \3500

The Undergraduate student fringe rate is 20%

$\$1800 \times .2 = \360

Budget Narrative (cont.)

Travel-

Include the destination, type of expense (airfare, car, hotel, meals, mileage, etc), unit of measure, # of units, cost per units, # of travelers, funds requested

Example:

Travel (\$2,476)

The Project Manager will travel from Moscow to test plots in Parma 4 times. Each trip will be approximately 3 days in length.

Per trip Costs:

Ground Transportation: 600 miles x \$.54/mile = \$324

Lodging: \$80 per night for 2 nights = \$160

Meals: \$45 per day for 3 days = \$135

Total = \$619 x 4 trips = \$2,476

Budget Narrative (cont.)

Equipment-

If an item is over \$5000, include the purpose and estimated costs of each item. This must only benefit specialty crops. Follow instructions closely on application.

Supplies-

Include an itemized list of supplies under \$5000, which includes the estimated dollar amount of each item and the total supply costs. Follow instructions closely on application.

Budget Narrative (cont.)

Contractual-

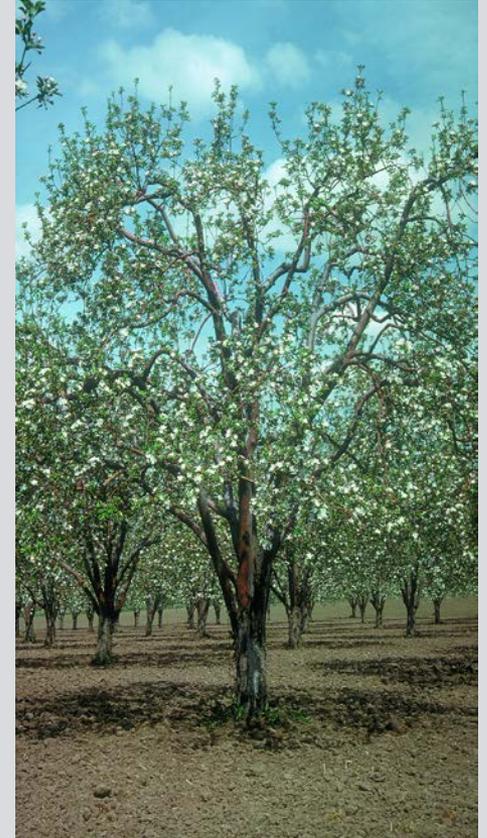
Provide a short description of the services each contract covers in the justification

Indicate the Name/Organization, Hourly Rate/Flat Fee, and Funds Requested



ADMINISTRATION OF GRANTS

- State and Local Governments and Indian Tribal Governments - 7 CFR 3015 and 7 CFR 3016
- Colleges and Universities – 7 CFR 3015 and 7 CFR 3019
- Non-Profits - 7 CFR 3015 and 7 CFR 3019
- For Profits - 7 CFR 3015 and 7 CFR 3019





ALLOWABLE COSTS

- All costs must be associated with project activities that enhance the competitiveness of specialty crops only.
- You may reference **Appendix A of the Application Guidelines** (List of Selected Items of Cost Contained in OMB Cost Principles Regulations) to locate the principles applied in establishing the allowability or unallowability of specific items of cost.
- State and Local Governments and Indian Tribal Governments - 2 CFR 225 (OMB Circular A-87). See Appendix B of the Guidelines, Unallowable and Allowable Costs for State Governments, for specific unallowable and allowable costs under the SCBGP-FB for State governments.

STATE OF IDAHO POLICIES

Travel

- Must follow State of Idaho Travel Policy and Procedures outlined on www.sco.idaho.gov
- Current mileage rate
 - \$0.54 per mile (*changed as of Oct 1, 2015)
- Per diem schedule
 - Maximum \$45/day for overnight travel only (*changed as of Oct 1, 2015)
- Only preauthorized out-of-state travel is permitted

Purchasing

- Bid any equipment or service with cost > \$10,000
- Additional purchasing information can be found Idaho's State procurement website

FEDERAL GRANT FUNDS

Must follow applicable cost principles:

- 2 CFR Part 220: Educational Institutions
- 2 CFR Part 225: State, Local, and Tribal Governments
- 2 CFR Part 230: Non-Profit Organizations
- 2 CFR Part 3052: OMB Circular A-133 Audit Requirements

RESTRICTIONS AND LIMITATIONS ON GRANT FUNDS

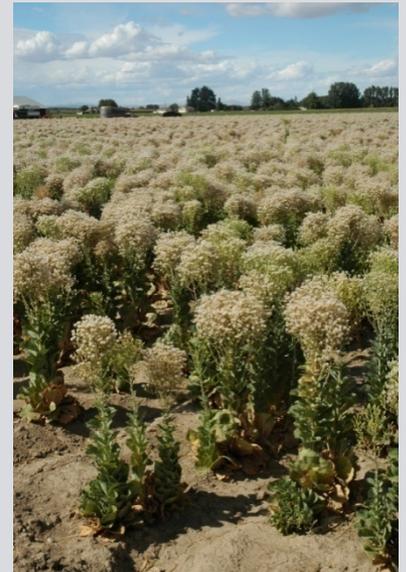
Specialty Crop Dollars **CANNOT** be used to:

- Fund political activities
- Develop or participate in lobbying activities (including costs of membership in organizations substantially engaged in lobbying)
- Purchase **general purpose equipment, buildings, and land**
 - Capital expenditures for **special purpose equipment** are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of ISDA and the item will only to be used to solely benefit the competitiveness of specialty crops.
 - **Rental costs** of buildings and equipment are allowable as direct costs

SELECTION AND SCORING CRITERIA

Project Quality and Soundness (30)

- How clear is the purpose of the activity?
- How feasible and appropriate is the project?
- How well does the proposed activity address the specified issue?
- How capable are the project leaders and staff?
- What level of commitment to the project does the applicant demonstrate?
- How well does the project leverage available resources?
- Is the budget well justified and appropriate?



SELECTION AND SCORING CRITERIA

Enhances the Competitiveness of Idaho Specialty Crops (25)

- How effective will the project be at enhancing the competitiveness of Idaho specialty crops?
- How relevant is the project to the Idaho specialty crop industry?
- How significant are the long-term benefits?
- How great is the need for the project?
- How well does it provide for identified industry priorities?



SELECTION AND SCORING CRITERIA

Return on Investment (25)

- How great is the potential economic impact on Idaho?
- How well does the number of beneficiaries justify the amount of investment?
- How reasonable and achievable are the anticipated outcomes?



SELECTION AND SCORING CRITERIA

Measurable Outcomes (20)

- Does the project include at least one measurable outcome?
- If marketing or promotion project, is sales dollars outcome specifically defined?
- How well does the proposed project allow the applicant to quantify and document the project benefits and outcomes?
- How significant is the outcome to the Idaho specialty crop industry?
- How clear, appropriate, and realistic are the goals and objectives?



POST-AWARD MANAGEMENT

Sub-grantees must ensure they are:

- Making adequate progress toward achieving the grant project's goals, objectives, and targets
- Expending grant funds in a way that meets provisions of pertinent statutes, regulations, ISDA administrative requirements, and relevant Office of Management and Budget (OMB) circulars
- Aware of the requirements imposed upon them by Federal statutes and regulations
- In compliance with records retention and access requirements
- Using federal funds responsibly

REPORTING REQUIREMENTS

Quarterly Financial Ledgers

- Due 15 days following the end of each quarter

Semi-Annual Progress Reports

- Due April 30 and October 30



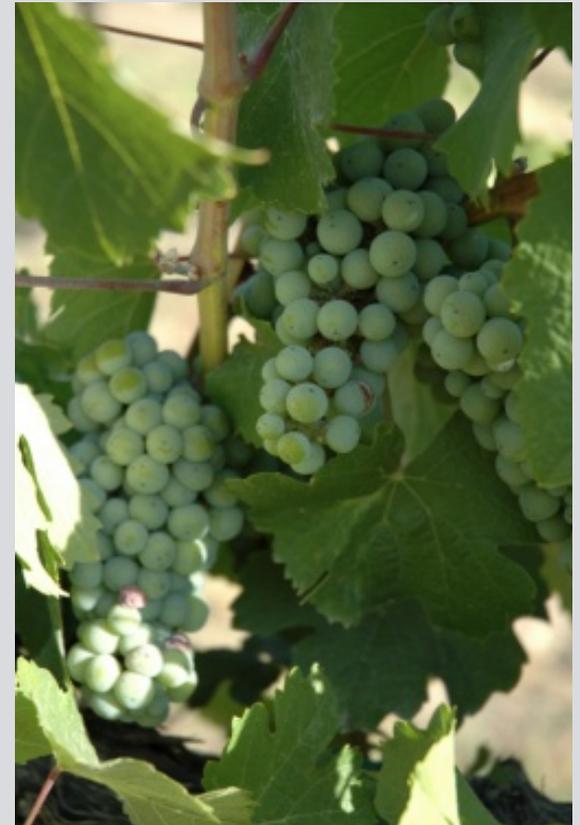
Final Report

- Due 45 days following the end of the project

PRIOR APPROVAL OR NOTIFICATION

Required for change in:

- Key Personnel
- Scope or Objectives
- Budget Changes (>10% of total budget)
- Grant End Date



***Refer to ISDA Specialty Crop Block Grant website for further instructions on submitting requests for prior approval**

DISTRIBUTION OF FUNDS

- Expenditures will be reimbursed quarterly
- Ledgers submissions must include all supporting documentation needed to verify expenses
- ISDA must approve expenditures and documentation before disbursement is made
- All documentation must be submitted before final disbursement is made

WEBSITE RESOURCES

www.agri.idaho.gov

Under Marketing & Development, Specialty Crop Grant, you will find links to all of the information discussed today.

2016 Specialty Crop Block Grant Anticipated Timeline

- ✓ Request for Proposals Released February 2016
- ✓ Pre-Application Webinar March 15, 1:00 PM MST and March 31, 10:30 AM, MST
- ✓ Applications Due to ISDA April 29, 2016
- ✓ Applications Reviewed, Scored, and Selected May-June 2016
- ✓ Idaho State Plan Submitted to USDA June-July 2016
- ✓ Anticipated USDA Approval September 2016
- ✓ Disbursement Agreements to Grantees October-November 2016
- ✓ Anticipated Project Start Date October-December 2016
- ✓ Projects Conclude No Later Than September 30, 2018