



HR 133 SPECIALTY CROP BLOCK GRANT PROGRAM

**IDAHO STATE DEPARTMENT OF
AGRICULTURE**

OVERVIEW



- Specialty Crop Definition
- Eligible Entities
- Eligible Grant Projects
- Application Procedures
 - Overview of Application, Application documents and Outcome Measures and Performance Indicators
- Administration of Grants
- Allowable Costs
- Restrictions and Limitations on Grant Funds
- Selection and Scoring Criteria
- Post-Award Management
- Reporting Requirements
- Distribution of Funds

WHAT IS A SPECIALTY CROP?



USDA defines a Specialty Crop as the following:

Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C 1621 note) and amended under section 10010 of the Agricultural Act of 2014, Public Law 113-79 (the Farm Bill) defines specialty crops as “fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops(including floriculture). Eligible plants must be cultivated or managed and used by people for food, medicinal purposes and/or aesthetic gratification to be considered specialty crops. Processed products shall consist of greater than 50% of the specialty crop by weight, exclusive of added water.”

ELIGIBLE ENTITIES



Applicants must reside in Idaho OR their business or educational affiliation must be in Idaho.

- Specialty Crop Producers
- Non-Profit Organizations
- Local, State, and Federal Government Entities
- For-Profit Organizations

ELIGIBLE GRANT PROJECTS



- Enhance the competitiveness of U.S. specialty crops in either domestic or foreign markets
- **Priority will be given to projects that respond to COVID-19 impacts.**
- USDA provides for individual businesses to apply for funding under this program that are not otherwise allowable under the Farm Bill funded Specialty Crop Block Grant Program. As a result, **ISDA is prohibiting research projects under the HR 133 program.**

ELIGIBLE GRANT PROJECTS (CONT.)



As defined in 2 CFR section 200.87, “research” is a systematic study directed toward fuller scientific knowledge or understanding of the subject studied.

Development is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. R&D means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term “research” also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

ELIGIBLE GRANT PROJECTS (CONT.)



- Grant funds **may** be awarded for projects that solely provide a profit to a single organization, institution, or individual.
- Most eligible projects must benefit a variety of businesses



ELIGIBLE GRANT PROJECTS (CONT.)



Examples of eligible project areas that benefit a single for-profit entity include the following:

- Purchasing and providing Personal Protective Equipment (PPE): Single items must not cost more than \$5,000 per unit price. (e.g. one box of masks counts as a unit, not each separate mask).
- Facility adjustments as “Rearrangement and Reconversion Costs,” including installation of plexiglass barriers and other spacing adjustments to protect employees and the public from potential COVID-19 exposure. However, individual items should be considered supplies and must cost less than \$5,000 per item
- General purpose equipment over \$5,000 is allowable if it is rented or leased.
- Vaccination costs, such as paying stipends to cover leave and travel time.
- Worker housing to protect employees from COVID-19 exposure, as a direct cost connected to the purpose of the SCBGP and the objectives of the project. This does not include construction or expansion of facilities.

ELIGIBLE GRANT PROJECTS (CONT.)



Examples of project areas that must benefit a variety of businesses:

- Marketing and promoting specialty crops
- Addressing local, regional, and national challenges confronting specialty crop producers
- Implementing market adaptations related to COVID-19
- Expanding availability and access to specialty crops
- Increasing child and adult nutrition knowledge and consumption of specialty crops
- Pest and disease control
- Sustainability
- Enhancing food safety
- Improving efficiency and reducing costs of distribution systems
- Improving the capacity of all entities in the specialty crop distribution chain to comply with the requirements of the Food Safety Modernization Act (21 U.S.C. Chapter 27), for example, developing “Good Agricultural Practices,” “Good Handling Practices,” “Good Manufacturing Practices,” and in cost-share arrangements for funding audits of such systems (including USDA GroupGAP) for small farmers, packers and processors

ELIGIBLE GRANT PROJECTS (CONT.)



Example of an Unacceptable Project

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- Marketing costs to promote individual brands, logos, etc.

Examples of Acceptable Projects

- A non-profit organization requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer implements food safety practices or models on his/her property to meet food safety requirements and conducts a field day and training services to encourage other small family farmers to adopt the methods.

ELIGIBLE GRANT PROJECTS (CONT.)



- Each application should be limited to a single project.
- “Projects” are different from other ongoing operations in an organization because, unlike operations, projects have a definitive beginning and end – they have a limited duration. A project has an overarching goal that the applicant wants to accomplish through a series of individual activities or tasks
- Each applicant may submit up to FOUR applications.
- If submitting more than one application, specify the priority of projects.

ELIGIBLE GRANT PROJECTS (CONT.)

- Completed between Fall of 2022 (date of fully executed disbursement agreement) and September 29, 2024
- No minimum or maximum funding limits. Grant awards have ranged between \$10,000-\$324,000
- No matching funds required



APPLICATION PROCEDURES & DEADLINE



Applications must be emailed no later than

Sunday, May 15, 2022

Submit complete application packets to:

Laura.Johnson@isda.idaho.gov

Any applications received after May 15 will not be considered for funding.

GETTING STARTED



www.agri.idaho.gov/HR133

The links below provide detailed information on how to apply, as well as the complete set of application documents.

HR133 Specialty Crop Grant Application Materials

- HR133 SCBG Application
- HR133 Specialty Crop Block Grant Application Guidelines
- HR133 Application Information Sheet (Exhibit A)
- HR133 Line Item Budget Form (Exhibit B)
- HR133 Application Outcome Measures and Indicators
- HR133 SCBG FAQs
- HR133 Application Checklist
- Register with SAM.gov

APPLICATION GUIDELINES



Specialty Crop
Block Grant Program - HR 133

Application Guidelines



Idaho State Department of Agriculture

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APPLICATION PROCEDURES & REQUIREMENTS

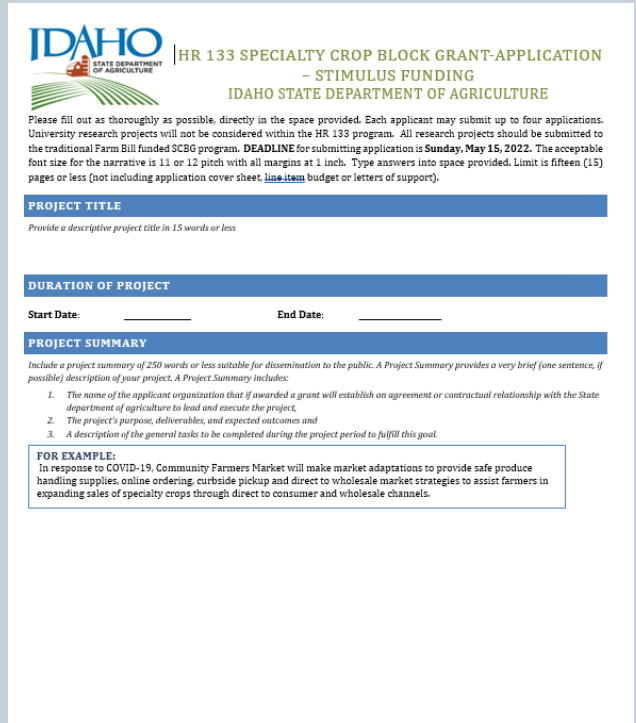


- Must directly fill out the Application, in 11 or 12 pitch, with a fifteen (15) page limit (Application is in Word fillable format)
- Application package **MUST** use the templates and include:
 - Application
 - Application Information Sheet (Exhibit A)
 - Line-Item Budget (Exhibit B)
 - Letters of Support - optional but ***highly encouraged***. *Not as important for individual applications for PPE or COVID related facility adjustments.*
- Any other additional material or pages will be discarded and not included in the review process

APPLICATION PROCEDURES & REQUIREMENTS

Application Sections

- Project Title
- Duration of Project
 - Start date – suggest Nov 1, 2022
- Project Summary
- Project Purpose
- External Project Support/Letters of Support
- Expected Measurable Outcomes
- Budget Narrative



The screenshot shows the top portion of a grant application form. At the top left is the IDAHO State Department of Agriculture logo. To its right is the title "HR 133 SPECIALTY CROP BLOCK GRANT-APPLICATION - STIMULUS FUNDING" and "IDAHO STATE DEPARTMENT OF AGRICULTURE". Below this is a paragraph of instructions: "Please fill out as thoroughly as possible, directly in the space provided. Each applicant may submit up to four applications. University research projects will not be considered within the HR 133 program. All research projects should be submitted to the traditional Farm Bill funded SCSG program. DEADLINE for submitting application is Sunday, May 15, 2022. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. Type answers into space provided. Limit is fifteen (15) pages or less (not including application cover sheet, line item budget or letters of support)." The form has several sections with blue headers: "PROJECT TITLE" (with a note to provide a descriptive title in 15 words or less), "DURATION OF PROJECT" (with fields for Start Date and End Date), and "PROJECT SUMMARY" (with a note to include a 250-word summary and a list of three required items: 1. Name of applicant organization, 2. Project purpose/deliverables/outcomes, and 3. Description of general tasks). A "FOR EXAMPLE:" box provides a sample response for item 3, describing market adaptations for COVID-19.

IDAHO | HR 133 SPECIALTY CROP BLOCK GRANT-APPLICATION
STATE DEPARTMENT OF AGRICULTURE
- STIMULUS FUNDING
IDAHO STATE DEPARTMENT OF AGRICULTURE

Please fill out as thoroughly as possible, directly in the space provided. Each applicant may submit up to four applications. University research projects will not be considered within the HR 133 program. All research projects should be submitted to the traditional Farm Bill funded SCSG program. **DEADLINE** for submitting application is **Sunday, May 15, 2022**. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. Type answers into space provided. Limit is fifteen (15) pages or less (not including application cover sheet, [line item](#) budget or letters of support).

PROJECT TITLE

Provide a descriptive project title in 15 words or less

DURATION OF PROJECT

Start Date: _____ End Date: _____

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. The project's purpose, deliverables, and expected outcomes and
3. A description of the general tasks to be completed during the project period to fulfill this goal.

FOR EXAMPLE:
In response to COVID-19, Community Farmers Market will make market adaptations to provide safe produce handling supplies, online ordering, curbside pickup and direct to wholesale market strategies to assist farmers in expanding sales of specialty crops through direct to consumer and wholesale channels.

PROJECT TITLE



The Project Title needs to be 15 words or less



DURATION OF PROJECT



- Duration of Project is a maximum of two years (11/1/2022 thru 9/29/2024)
- If the Project must go beyond two years to satisfy completion, there is a grant extension process through ISDA that allows for a maximum extension of 9-months (up to 6/30/2025)

PROJECT SUMMARY



Include a Project Summary of 250 words or less **suitable for dissemination to the public**. A Project Summary provides a very brief description of your project. A Project Summary includes:

- The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with ISDA to lead and execute the project
- The project's purpose, deliverables and expected outcomes and
- 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 or Need the Project will address
 - Describe how your organization was impacted by COVID-19 and how this project will mitigate COVID related issues and impacts
- List of Objectives that the Project Hopes to Achieve
 - Objectives are different than measurable outcomes
- Project Beneficiaries
- Statement Enhancing Specialty Crops

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

Describe how your organization was impacted by COVID-19 and how this project will mitigate COVID related issues and impacts.

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary.

Objective 1

Objective 2

Objective 3

Objective 4

Add other objectives as necessary

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: Enter the Number of Beneficiaries

Does this project directly benefit socially disadvantaged farmers as defined in the RFA? (Definition of socially disadvantaged farmer: a farmer or rancher who is a member of a socially disadvantaged group. A "Socially Disadvantaged Group" is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.)

Yes ☐ No ☐

Does this project directly benefit beginning farmers as defined in the RFA? (Definition of beginning farmer - an individual or entity who has not operated a farm or ranch for more than 10 years and substantially participates in the operation.)

Yes ☐ No ☐

STATEMENT OF ENHANCING SPECIALTY CROPS

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

☐

PROJECT PURPOSE



Objectives - Examples

Objective 1 | Increase marketing support for Taiwan importers of Idaho Potatoes

Objective 2 | Increase Idaho potato exports to Taiwan to more than 50 containers per growing season

Objective 3 | Engage 2 more shippers in “late blight” testing to meet Taiwan import requirements (Currently only 1 participates)

Objective 1 | Improve quality of Idaho wine and wine grape production

Objective 2 | Increase knowledge and understanding of wine production skills

Objective 3 | Provide platform for future wine grape plantings in Idaho

Objective 4 | Improve knowledge of the Idaho wine industry

Objective 1. To improve the efficiency and quality of seed cleaning at the Snake River Seed Cooperative through upgraded technology.

Objective 2. To improve the efficiency and quality of seed germination tests at the Snake River Seed Cooperative through upgraded technology.

Objective 3. Document the cost effectiveness of these technologies for ourselves and future seed growers.

Objective 4. Add 30 new specialty crop seed varieties to our offerings.

Objective 5. Increase supply of specialty crop seeds to meet increasing customer demand.

OBJECTIVES CONT.



Statement Enhancing Specialty Crops

By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. 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
- Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds

CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGP project?

Yes ☐ No ☐

If you have selected "yes", please address the following:

DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

What was previously learned from implementing this project, including potential improvements?

How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?

DESCRIBE THE LIKELIHOOD OF THE PROJECT BECOMING SELF-SUSTAINING AND NOT INDEFINITELY DEPENDENT ON GRANT FUNDS

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently?

Yes ☐ No ☐

IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER FEDERAL OR STATE GRANT PROGRAM

Identify the Federal or State grant program(s).

Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.

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 or will potentially 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.

CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGP project?

Yes ☐ No ☐

If you have selected "yes", please address the following:

DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

What was previously learned from implementing this project, including potential improvements?

How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?

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Yes ☐ No ☐

IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER FEDERAL OR STATE GRANT PROGRAM

Identify the Federal or State grant program(s).

Describe how the SCBGP 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- these are not required, but **highly encouraged**

EXTERNAL PROJECT SUPPORT /LETTERS OF SUPPORT

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

EXPECTED MEASURABLE OUTCOMES

SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

You **MUST** choose at least one of the eight outcomes 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.

OUTCOME MEASURE(S)

Select the outcome measure(s) that are applicable for this project from the listing below. **DO NOT change the measures or edit the text.**

- ☐ **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 and awareness
- ☐ **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
- ☐ **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 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

OUTCOME INDICATOR(S)

Provide at least one indicator listed in the [SCBGP Performance Measures](#) and the related quantifiable result. **Cut and paste relevant indicators EXACTLY and then fill in the blanks.** If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator. Performance Measures can be found in the "Application Outcome Measures and Indicators" document on the ISDA SCBG website under the HR133 program: <https://agri.idaho.gov/main/marketing/financial-assistance/idaho-specialty-crop-block-grant-program/>

FOR EXAMPLE:

A. Outcome 1, Indicator ALWAYS sales dollars:

Sales increased from \$100,000 to \$150,000 and by 50 percent, as result of marketing and/or promotion activities

MISCELLANEOUS OUTCOME MEASURE

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS. Please consult with ISDA before choosing this outcome measure.

EXPECTED MEASURABLE OUTCOMES

Outcome Measures:

You must choose **at least one of the eight outcome measures (preferably 1-2)** listed in the SCBGP Performance Measures

Unlikely, but there is a miscellaneous outcome measure – requires USDA approval for use

EXPECTED MEASURABLE OUTCOMES

SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

You **MUST** choose at least one of the eight outcomes 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.

OUTCOME MEASURE(S)

Select the outcome measure(s) that are applicable for this project from the listing below. **DO NOT change the measures or edit the text.**

- ☐ **Outcome 1:** Enhance the competitiveness of specialty crops through increased sales (**required for marketing projects**)
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- ☐ **Outcome 3:** Enhance the competitiveness of specialty crops through increased access and awareness
- ☐ **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
- ☐ **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 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

OUTCOME INDICATOR(S)

Provide at least one indicator listed in the [SCBGP Performance Measures](#) and the related quantifiable result. **Cut and paste relevant indicators EXACTLY and then fill in the blanks.** If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator. Performance Measures can be found in the "Application Outcome Measures and Indicators" document on the ISDA SCBG website under the HR133 program: <https://agri.idaho.gov/main/marketing/financial-assistance/idaho-specialty-crop-block-grant-program/>

FOR EXAMPLE:

A. Outcome 1, Indicator ALWAYS sales dollars:

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MISCELLANEOUS OUTCOME MEASURE

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS. Please consult with ISDA before choosing this outcome measure.

OUTCOME INDICATOR(S)



You must also choose at least one outcome indicator for each outcome measure

Cut and Paste from website:

The links below provide detailed information on how to apply, as well as the complete set of application documents.

HR133 Specialty Crop Grant Application Materials

- HR133 SCBG Application
- HR133 Specialty Crop Block Grant Application Guidelines
- HR133 Application Information Sheet (Exhibit A)
- HR133 Line Item Budget Form (Exhibit B)
- HR133 Application Outcome Measures and Indicators
- HR133 SCBG FAQs
- HR133 Application Checklist
- Register with SAM.gov

OUTCOME INDICATOR(S)



Cut, Paste and Fill in the blanks – at least one Indicator per outcome – delete the ones not used. Example for Outcome 1:

Outcome 1: To enhance the competitiveness of specialty crops through increased sales

THIS IS MANDATORY FOR ALL MARKETING AND PROMOTION PROJECTS

Indicator: Sales increased from \$_____ to \$_____ and by _____ percent, as result of marketing and/or promotion activities

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

OUTCOME INDICATOR(S)



Cut, Paste and Fill in the blanks – at least one Indicator per outcome – delete the ones not used. Example for Outcome 3:

Outcome 3: Enhance the competitiveness of specialty crops through increased access and awareness

Indicators:

1. Of the _____ total number of consumers or wholesale buyers reached,
 - a. _____ The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
 - b. _____ The number that reported an intention to access/produce/prepare/preserve specialty crops
 - c. _____ The number that reported supplementing their diets with specialty crops that they produced/preserved/obtained/prepared
2. Of the _____ total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached,
 - a. _____ The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
 - b. _____ The number that reported an intention to access/produce/prepare/preserve specialty crops
 - c. _____ The number that reported supplementing their diets with specialty crops that they produced/prepared/preserved/obtained
3. Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops
 - a. _____ farmers markets
 - b. _____ produce at corner stores
 - c. _____ school food programs and other food options (vending machines, school events, etc.)
 - d. _____ grocery stores
 - e. _____ wholesale markets
 - f. _____ food hubs that process, aggregate, distribute, or store specialty crops
 - g. _____ home improvement centers with lawn and garden centers
 - h. _____ lawn and garden centers
 - i. _____ other systems/access points, not noted
 - j. _____ total (if not reported above)
4. Number of new delivery systems/access points offering specialty crops
 - a. _____ farmers markets
 - b. _____ produce at corner stores
 - c. _____ school food programs and other food options (vending machines, school events, etc.)
 - d. _____ grocery stores
 - e. _____ wholesale markets
 - f. _____ food hubs that process, aggregate, distribute, or store specialty crops
 - g. _____ home improvement centers with lawn and garden centers
 - h. _____ lawn and garden centers
 - i. _____ other systems/access points, not noted
 - j. _____ total (if not reported above)

OUTCOME INDICATOR(S)



Cut, Paste and Fill in the blanks – at least one Indicator per outcome – delete the ones not used. Example for Outcome 8:

Outcome 8: Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development.

Indicators:

1. Number of new rural careers created _____
2. Number of new urban careers created _____
3. Number of jobs maintained/created _____
4. Number of small businesses maintained/created _____
5. Increased revenue/increased savings/one-time capital purchases (in dollars) _____
6. Number of new beginning farmers who went into specialty crop production _____
7. Number of socially disadvantaged famers who went into specialty crop production _____

Additional information:

- Difference between "jobs" and "careers": jobs are net gain of paid employment; new businesses created or adopted can indicate new careers.
- Beginning Farmer is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.
- Socially Disadvantaged Farmer is a farmer who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

OUTCOME INDICATOR(S)

- Data collection – explain how you will collect the required data to report on the outcome and indicator selected
- Be specific
- If you select it, you MUST track it

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Explain how you will collect the required data to report on the outcome and indicator in the space below.

BUDGET NARRATIVE *ALSO ATTACH EXHIBIT B – LINE ITEM BUDGET

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. Applicants should review the Application Guidelines Appendix A section 4.7.2 Allowable and Unallowable Costs and Activities prior to developing their budget narrative.

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

PERSONNEL

List any of the organization's employees whose time and effort will be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities for further guidance.

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			
2			
3			
4			

Personnel Subtotal

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Personnel 1:

Personnel 2:

Personnel 3:

Add other Personnel as necessary

BUDGET NARRATIVE



Budget summary entered directly into the application

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. This is the section where you actually describe what you are going to do.

- 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.

TIP- please make sure and check that your application's budget narrative dollar amounts match what you put in the Line-Item Budget (Exhibit B).

BUDGET NARRATIVE CONT.



Line Item Budget Exhibit B

Exhibit B: ISDA Specialty Crop Block Grant Program Line Item Budget		
Project Title:		
Applicant Name:		
Instructions: List estimated expenditure amounts within the categories below. Add rows as needed to insert budget items within categories. *All items on the Line Item Budget must be included in your budget narrative along with a detailed breakdown of costs. *Totals MUST match totals in Application.		
Personnel		
Description	Vendor (if known)	Grant Funds
Total		\$ -
Fringe Benefits		
Description	Vendor (if known)	Grant Funds
Total		\$ -
Travel		
Description	Vendor (if known)	Grant Funds
Total		\$ -
Equipment		
Description	Vendor (if known)	Grant Funds
Total		\$ -
Supplies		
Description	Vendor (if known)	Grant Funds
Total		\$ -
Contractual		
Description	Vendor (if known)	Grant Funds
Total		\$ -

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:

Jane Smith, Project Manager, 20% FTE, \$10,000

Justification

A Project Manager, Jane Smith, will provide oversight and implement the activities.

20% FTE will be focused on the project.

Annual salary is \$50,000.

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

PERSONNEL

List any of the organization's employees whose time and effort will be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities for further guidance.

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			
2			
3			
4			

Personnel Subtotal

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Personnel 1:

Personnel 2:

Personnel 3:

Add other Personnel as necessary

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

FRINGE BENEFITS

Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds.

#	Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			
4			

Fringe Subtotal

BUDGET NARRATIVE CONT.

TRAVEL

Explain the purpose of each Trip Request. Please note that travel costs are limited. In the case of air travel, project participants must use the lowest reasonable commercial airfares. Travel expenses must comply with the State of Idaho travel regulations found at www.sco.idaho.gov.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1							
2							
3							
4							
5							
6							
7							

Travel Subtotal

TRAVEL JUSTIFICATION

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objective to include approximately when the trip will occur. Add more trips by copying and pasting the existing list necessary.

Trip 1 (Approximate Date of Travel MM/YYYY):

Trip 2 (Approximate Date of Travel MM/YYYY):

Trip 3 (Approximate Date of Travel MM/YYYY):

Add other Trips as necessary

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Media Mission – Seattle	Airfare	Round Trip	1	\$350	2	\$700
1		Hotel	Nights	5	\$189	2	\$1890
1		Ground Transportation	Days	5	\$50	2	\$500

Travel Subtotal \$3,090

Justification

Explain why the trip is important for the project and what will be accomplished. Include additional details about costs.

What, Where, Who, Why and When

BUDGET NARRATIVE CONT.

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Travel

- Must follow the State of Idaho Travel Policy on www.sco.idaho.gov
- Current mileage rate
 - \$0.585 per mile (*as of January 1, 2022)
- Per diem schedule
 - Maximum \$55/day for in-state travel
 - Meals are only provided when in official travel status. The per diem allowance will only be paid for travel outside a 50-mile radius of the employee's primary work location and for travel in excess of 12 hours, or includes an overnight stay.
 - Only preauthorized travel is permitted

BUDGET NARRATIVE CONT.



Equipment-

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

EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Application Guidelines Appendix A section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Application Guidelines Appendix A section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

#	Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				

Equipment Subtotal

EQUIPMENT JUSTIFICATION

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.

Equipment 1:

Equipment 2:

Equipment 3:

BUDGET NARRATIVE CONT.

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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. Be as specific as possible.

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Application Guidelines Appendix A section 4.7.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested

Supplies Subtotal

SUPPLIES JUSTIFICATION

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

|

BUDGET NARRATIVE CONT.

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Supplies- Table

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested
Real-time PCR Master Mix (1000 RXN packs)	\$400	5	November 2021 & 2022	\$2,000
Primers and probes for PCR	\$1,000	2	December 2021	\$2,000
PCR supermix	\$100	1	December 2021	\$100
Kingfisher mL consumable	\$430	1 pack	November 2021	\$430
50 ml tubes (300 pack)	\$70	1 pack	November 2021	\$70
Microtubes 1.5 ml	\$100	1 case	November 2021	\$100
Microtubes 2 ml	\$100	1 case	November 2021	\$100
Pipette tips	\$300	2 cases	November 2021	\$600
Ethanol	\$300	1 case	November 2021	\$300
Nitrile Gloves (1000 pack)	\$250	2	November 2021	\$500
Nucleic Acid Extraction kit	\$1,200	1	November 2021	\$1,200
MiSeq sequencing fees (Genomic Resources Core at the U of I)	\$1,000	7	May 2022 & May 2023	\$7,000
Supplies Subtotal				\$14,400

BUDGET NARRATIVE CONT.

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Supplies- Justification

Match with each line on the table

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

Real-time PCR Master Mix is used for conducted TaqMan PCR which is the main seed testing method utilized in the project.

Primers and probes for PCR are required for TaqMan PCR

PCR ~~supermix~~ is required for conventional PCR which is required for DNA sequencing and validation of new TaqMan PCR assays.

Kingfisher mL consumable is used in extracting DNA and RNA from seed samples prior to PCR.

50 ml tubes (300 pack) is used in extracting DNA and RNA from seed samples prior to PCR.

Microtubes 1.5 ml is used to store DNA and RNA samples.

Microtubes 2 ml are used in extracting DNA and RNA from seed samples and PCR.

Pipette tips is used in extracting DNA and RNA from seed samples and PCR.

Ethanol is used in extracting DNA and RNA from seed samples prior to PCR.

Nitrile Gloves (1000 pack) are used to protect DNA and RNA samples from contaminants from handling.

Nucleic Acid Extraction kit is used to extract DNA and RNA from seed samples.

~~MISeq~~ sequencing fees (Genomic Resources Core at the U of I) are required pay for sequencing required to analyze DNA and RNA from seed samples.

BUDGET NARRATIVE CONT.

Contractual

- Indicate the Name/Organization, Hourly Rate/Flat Fee, and Funds Requested
- Provide a short description of the services each contract covers in the justification

CONTRACTUAL/CONSULTANT

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contract/consultant.)

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of contractors/consultants, detailing out the name, hourly/flat rate, and overall cost of the services performed. For pass-through entities, provide an itemized budget (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification.

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1			
2			
3			
4			

Contractual/Consultant Subtotal	
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CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Application Guidelines Appendix A section 4.7.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications. Contracts must also conform to State of Idaho procurement standards. That information can be found at <https://purchasing.idaho.gov/>

Contractor/Consultant 1:

Contractor/Consultant 2:

Contractor/Consultant 3:

Add other Contractors/Consultants as necessary

BUDGET NARRATIVE CONT.



Other

- Includes meetings and conferences (speakers, AV equipment) advertisements, room rental and data collection
- Indicate the Item Description, per-unit cost, number of units, Acquire date and Funds Requested
- Provide a description of each item and why it is important for the project

OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Meals for further guidance.

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested

Other Subtotal

OTHER JUSTIFICATION

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

BUDGET NARRATIVE CONT.



Program Income

- Program income must be carefully tracked and applied back to the project
- Program income is discouraged

PROGRAM INCOME

Program income is gross income—earned by a recipient or subrecipient under a grant—directly generated by the grant-supported activity, or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to solely enhance the competitiveness of specialty crops	Estimated Income

Program Income Total	
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ALLOWABLE COSTS



- **All costs must be associated with project activities that enhance the competitiveness of specialty crops.**
- 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).

PURCHASING REQUIREMENTS



- Bid any equipment or service with cost = or > \$10,000
 - Naming the item in the work plan does NOT approve of the purchase without bidding
- A minimum of three bids is required
- Additional purchasing information can be found on Idaho's Division of Purchasing website
<https://purchasing.idaho.gov>



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 & 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 \$5,000 or more have the prior approval of ISDA and USDA 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



COVID related issues and impacts (20 points)

- How significant was the impact of COVID-19 to the organization?
- How effective is the project at mitigating COVID related issues and impacts?
- How well does the project respond to risks and/or supply chain disruptions?

SELECTION AND SCORING CRITERIA



Project Quality and Soundness (20 points)

- 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 (20 points)

- 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 (20 points)

- 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 points)

- 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

REPORTING REQUIREMENTS



Quarterly Financial Ledgers

- Due 15 days following the end of each quarter

Annual Report

- Due November 15, 2023 and November 15, 2024(if an extension granted otherwise a final report will be due)
- MUST use the template on the ISDA website

Final Report

- Due 45 days following the end of the project
- MUST use the template on the ISDA website

PRIOR APPROVAL OR NOTIFICATION



Required for change in:

- Key Personnel
- Scope or Objectives
- Budget Changes (10% or more)
- 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

- This is strictly a **reimbursement grant**
- Ledger submissions must include all supporting documentation needed to verify expenses
- ISDA must approve expenditures and documentation before disbursement is made
- Expenditures may not be incurred prior to the effective date of the contract
- All documentation must be submitted before final disbursement is made

RESOURCES/CONTACT INFO



Website for complete documentation:

www.agri.idaho.gov/HR133

Laura Johnson

208-332-8533

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Thank you