

2020 Specialty Crop Block Grant Program -Farm Bill

Application Guidelines



Idaho State Department of Agriculture

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I. Introduction

The Idaho State Department of Agriculture (ISDA) is pleased to announce the competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds for projects that solely enhance the competitiveness of specialty crops in Idaho. The United States Department of Agriculture (USDA), Agricultural Market Service (AMS) has allocated these funds to the states and ISDA will be passing through funds as competitive grants.

There are no minimum or maximum limits on the amount of funds that can be requested for one project, but the average grant amount in the past has been between \$50,000-\$100,000.

The application deadline is **Friday, March 6, 2020.**

The requirements and procedures listed below are based on federal rules and regulations for SCBGP funds. **Specialty crops are defined by USDA as fruits, vegetables, tree nuts, dried fruits, horticulture, nursery crops, and honey** (see Appendix E for a list of specialty crops).

II. Eligible Entities

ISDA is seeking proposals from eligible non-profit organizations, local, state, and federal government entities, for-profit organizations, and universities for projects that aim to enhance the production and competitiveness of Idaho specialty crops. In order to be eligible to participate, applicants must reside in or their business or educational affiliation must be in Idaho.

III. Eligible Grant Projects

Limit each application to a single project scope. Each applicant may submit up to two applications. If submitting two applications, specify the priority of the projects.

A. Enhance the Competitiveness of U.S. Specialty Crops

To be eligible for a grant, the project(s) must solely enhance the competitiveness of U.S. specialty crops in either domestic or foreign markets.

Project areas may include, but are not limited to, the following issues affecting the specialty crop industry:

- Increasing child and adult nutrition knowledge and consumption of specialty crops
- Pest and disease control
- Sustainability
- Enhancing food safety
- Developing new and improved seed varieties
- Improving efficiency and reducing costs of distribution systems
- Assisting all entities in the specialty crop distribution chain in developing “Good Agricultural Practices”, “Good Handling Practices”, “Good Manufacturing Practices”, and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors

- Investing in specialty crop research, including organic research to focus on conservation and environmental outcomes
- Participation of industry representatives at meetings of international standard setting bodies in which the US government participates

B. Benefit More Than One Product or Organization

Applications for grant funds should show how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. ***Grant funds will not be awarded for projects that solely provide a profit to a single organization, institution, or individual.*** Single organizations, institutions, and individuals are encouraged to participate as project partners.

The following are some examples of acceptable and unacceptable projects:

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.

Examples of Acceptable Projects

- A university requests funding to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the state.
- A single grower 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.

C. Completed by September 30, 2022

Projects must be completed by September 30, 2022. The start date is estimated to be sometime in October 2020 but varies depending upon the date the disbursement agreement is signed between the Sub Recipient and ISDA Director. No expenses may be incurred before or after the effective dates.

D. Multi-State Applications

There is a separate pool of funds for multi-state projects. The Specialty Crop Multi-State Program (SCMP) offers grants to solely enhance the competitiveness of specialty crops by funding collaborative, multi-state projects that address the following regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion. Applications are made to participating states. Idaho is not a participating state but Idaho projects are eligible. Applications were due last year in September. It is anticipated that the application deadline for 2020 will be similar. For details, visit the SCMP program website:

<https://www.ams.usda.gov/services/grants/scmp>

E. Letters of Support

Letters of support should be submitted with the application to show industry support. While letters of support are not mandatory, failure to have a letter showing industry support will hurt your scoring during the selection process. Letters of support do not count toward the fifteen (15) page limit.

IV. Application Procedures and Requirements

Applications must include the following:

- Application –Must use our application template and it must be **no more than fifteen (15) pages**
- Application Information Sheet (Exhibit A)
- Line Item Budget (Exhibit B)
- Letters of Support (Optional)

Exhibit A and B and the Application are available on the ISDA website, www.agri.idaho.gov/scbg/. Letters of support must be submitted with your application, but **any other additional material will be discarded and not included in the review process.**

The Application Template includes the following sections that must be filled out with an acceptable narrative of 11 or 12 pitch:

A. Project Title:

- Include the title in 15 words or less

B. Duration of Project

- Project will last no longer than two years

C. Project Partner and Summary

- Follow specific instructions on application

D. Project Purpose

- Provide the specific issue, problem or need that the project will address

E. Potential Impact

- Provide specific potential impact that the project will address

F. Objectives

- Provide a listing of the objectives that this project hopes to achieve
- Project beneficiaries
 - Answer how many beneficiaries there will be, if the project directly benefited socially disadvantaged farmers, and does the project directly benefit beginning farmers as defined
- Statement of solely enhancing specialty crops
- Continuation project information
- Information on other support from Federal or State grant programs

G. External Project Support/Letters of Support

- Letters of support

H. Expected Measurable Outcomes

- Must choose at least one of the eight outcomes listed in the [SCBGP Performance measures](#).
****Outcome 1: Enhance the competitiveness of specialty crop through increased sales – REQUIRED FOR ALL MARKETING PROJECTS**
- **Must select an outcome indicator for each measurable outcome selected**
- Date collection to report on outcomes and indicators

I. Budget / (Must attach the Line Item Budget- Exhibit B)

- Provide sufficient detail in the space provided for the budget categories listed below. All requested budget items and activities should correlate to the purpose and goals of the project, as well as demonstrate that they are reasonable and adequate for the proposed work.
 - If a project benefits products other than eligible specialty crops, the budget must clearly show how grant funds are being used to solely benefit specialty crops.
 - Specify the total expenses for **each** budget category and **show how all numbers were calculated**. Please see Appendix C - Budget Narrative Format for further information on preparing the budget narrative.
- **Personnel**
For each participant funded with grant monies, indicate their title, the percent of full time equivalents (FTE) and the corresponding salary for the FTE, or the hourly wage and number of hours spent on the project.
 - **Fringe Benefits**
Indicate the rate of fringe benefits for each salary. ISDA allows grant funds to be used toward fringe benefits for those employees listed in the personnel category as performing grant work. While fringe benefits such as employee medical benefits are allowed, ISDA does not allow reimbursement of student tuition.
 - **Travel**
Indicate the destination, purpose of trip, number of people traveling, number of days traveling, total airfare costs, total ground transportation costs, total lodging and meals costs, and total mileage costs for the travel. **This level of detail must be provided. A lump sum amount requested for travel will not be approved.** Funding for travel to present results of the project must **clearly** demonstrate a benefit to Idaho and to specialty crops. Travel expenses must comply with the state of Idaho travel regulations found at www.sco.idaho.gov.

Meals are only provided when in official travel status. Official travel status is when a traveler is physically away from their official primary work station by a distance of 50 miles or more, or includes an overnight stay.
 - **Equipment**
Indicate anticipated purchases or rental costs of equipment and its intended use. List separately each item of equipment, its intended use, and its cost. Please see Appendix B for restrictions and limitations on grant funds for further guidance on equipment.

- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.
 - 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.
 - Procure equipment using existing documented procurement procedures which may reflect applicable State, local and tribal law and regulations, provided that the procurements conform to applicable Federal law and the standards 2 CFR§ 200.318 through § 200.326. All procurement documentation must be submitted to ISDA for review and approval before these items will be reimbursed.
 - If no existing documented procurement procedures are in place for your organization obtain three written bids for any expenditure of \$10,000.00 or more, according to the Idaho Administrative Rules pertaining to the Department of Administration, Division of Purchasing as found in DIAPA 38.05.01, and award the purchase to the lowest acceptable bid. All procurement documentation, including rejected bids must be submitted to ISDA for review and approval before these items will be reimbursed.
 - Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.
 - Capital expenditures for special purpose equipment that will ever be used for anything other than activities solely benefiting specialty crops are unallowable.
- **Supplies**
Provide an **itemized** list of projected supply expenditures and the **dollar amount for each item**.
 - **Contractual**
Provide a short description of the services each contract covers and the flat rate fee or the total hourly rate. Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. List general categories of items the contract covers such as professional services, travel, supplies, etc. Federal regulations for this grant limit consultant fees to \$53.02 per hour, excluding travel and subsistence costs. Procure contractual services using existing documented procurement procedures which may reflect applicable State, local and tribal law and regulations, provided that the procurements conform to applicable Federal law and the standards 2 CFR§ 200.318 through § 200.326. All procurement documentation must be submitted to ISDA for review and approval before these items will be reimbursed.
 - If no existing documented procurement procedures are in place for your organization obtain three written bids for any expenditure of \$10,000.00 or more, according to the Idaho Administrative Rules pertaining to the Department of Administration, Division of Purchasing as found in DIAPA 38.05.01, and award the purchase to the lowest acceptable bid. All procurement documentation, including rejected bids must be submitted to ISDA for review and approval before these items will be reimbursed.
 - **Other**
Provide detailed descriptions of other costs such as conferences or meetings, communications, rental expenses, advertisements, speaker/trainer fees, publication costs, data collection, and other miscellaneous budgeted costs associated with the project.
 - **Program Income**

If program income will be earned on any project, indicate the nature and source of program income and the estimated amount, and how the income will be used to further enhance the competitiveness of specialty crops. For example, if registration fees are being collected at a conference as part of the project, indicate the estimated amount of registration fees that will be collected, and describe how the registration fees will be used to solely enhance the competitiveness of specialty crops.

J. Submission Procedures

Applications must be emailed to the department no later than **Friday, March 6, 2020**.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Applications not adhering to the procedures above will not be considered for funding.

Submit complete applications to:

Idaho State Department of Agriculture
Market Development Division
Attn: Nichole Britt
Email: Nichole.Britt@ISDA.idaho.gov
(208)332-8537

V. Administration of Grants

AMS applies the following federal grant uniform administrative requirements to the management of each grant award, and the Idaho State Department of Agriculture must in turn apply these requirements to subgrantees based on the type of organization through contractual or cooperative linkages. For example, if ISDA sub awards to a non-profit, the administrative requirements applicable to a non-profit will apply.

- 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

VI. Allowable Costs

All sub awards are subject to those cost principles applicable to the particular organization concerned. For example, if ISDA sub awards to a university, the cost principles applicable to a university will apply. Please refer to the applicable cost principles when developing your project activities and budget. You may reference Appendix A, 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. **All costs must be associated with project activities that enhance the competitiveness of specialty crops.**

- State and Local Governments and Indian Tribal Governments - 2 CFR 225 (OMB Circular A-87). See Appendix B Unallowable and Allowable Costs for State Governments, for specific unallowable and allowable costs under the SCBGP-FB for State governments.
- Colleges and Universities - 2 CFR 220 (OMB Circular A-21).

- Non-Profits - 2 CFR 230 (OMB Circular A-122).
- For Profits - 48 CFR Part 31.2.

VII. Restrictions and Limitations on Grant Funds

- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7321-7326).
- Development or participation in lobbying activities pursuant to 31 U.S.C. 1352, including costs of membership in organizations substantially engaged in lobbying, are unallowable costs.
- Capital expenditures for general purpose equipment, buildings, and land are unallowable.

Capital expenditures means expenditures for the acquisition of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit's regular accounting practices.

General purpose equipment means equipment that is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000.

- 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 that the item will only be used solely to benefit the competitiveness of specialty crops. Special purpose equipment means equipment which is used only for research, scientific, or other technical activities.
- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.
- Indirect costs are not allowed for the State of Idaho's Specialty Crop Block Grant Program.
- Tuition costs are not allowed for the State of Idaho's Specialty Crop Block Grant Program.
- Fellowships are not allowed for the State of Idaho's Specialty Crop Block Grant Program
- Publication costs are only allowable if in work plan and budget and must provide copy of article that is to be published.

- Registration fees/Conferences allowable only if in work plan and budget and if necessary to accomplish the project’s program objectives. Additionally, conferences are allowable if the primary purpose is dissemination of technical information and is reasonable for successful project performance under the grant.

VIII. Selection and Scoring Criteria

A selection committee will be made up of industry representatives and ISDA staff. Reviewers for individual applications will be selected to ensure there are no conflicts of interest. The committee will apply the below scoring criteria to each application.

Criteria for assessing the projects includes:	Maximum Points
Project Quality and Soundness	30
<ul style="list-style-type: none"> - 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? 	
Enhances the Competiveness of Idaho Specialty Crops	25
<ul style="list-style-type: none"> - 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? 	
Return on Investment	25
<ul style="list-style-type: none"> - 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? 	
Measurable Outcomes	20
<ul style="list-style-type: none"> - Does the project include at least one measurable outcome? - 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?
- If outcome one is selected, does the outcome clearly define how sales dollars will be collected?

IX. Post-Award Management

Sub grantees must ensure they are:

1. Making adequate progress toward achieving the grant project's goals, objectives, and targets;
2. 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;
3. Aware of the requirements imposed upon them by Federal statute and regulations;
4. In compliance with records retention and access requirements;
5. Using federal funds responsibly.

Change in Key Personnel - When it is necessary to change the program contact for a period of more than three (3) months, submit a written request (email is acceptable) to ISDA. Request should contain the new individual's name and contact information.

Scope or Objectives - When it is necessary to modify the scope or objectives of the award, submit a written justification for the change, along with the revised scope or objectives of the award to ISDA.

If requesting to add a new project, submit a written justification for the change along with a project proposal to include the project title, purpose, potential impact, expected measurable outcomes, work plan, budget narrative, project oversight, and project commitment and signature of the Project Coordinator.

Extension of Grant Agreement - Where an extension of time is required; the extension(s) must be received in writing no later than 60 days prior to the expiration date of the award. The request must contain the following information:

1. The length of additional time required to complete project objectives and a justification for the extension;
2. A summary of progress to date (status of project timeline and objectives...etc.);
3. An estimate of remaining funds on the scheduled expiration date;
4. A projected timetable to complete the project for which the extension is being requested;
5. Signature of the Program Coordinator.

Budget Changes – Where a modification to the approved budget is required, the modification must be approved in writing by the ISDA. Expenses that are not in the original work plan or budget such as additional travel or additional personnel should be submitted for approval.

X. Reporting Requirements

All financial and written performance reports should be emailed to nichole.britt@isda.idaho.gov

A. Quarterly Financial Reports

Fifteen days after the end of every quarter, each subgrantee must submit a quarterly financial report to ISDA (forms provided by ISDA upon award). Even if you have zero expenses for the quarter, you must provide an email stating that there were no expenses. Failure to submit timely ledgers may affect future scoring of applications.

Specific requirements for ledger and backup documentation include the following:

- Ensure costs are reasonable, allowable, and allocable.
- Keep records for at least three years following grant end date.
- Must provide payroll reports that show employees paid, dollar amount paid for each (broken down between salary and fringe), time period or pay date for each period paid, and grand total salary and fringe costs, that match what was reported on the ledger.
- Mark A, B, C etc., on ledger receipts to match with corresponding line items on the ledger.
- Must get prior approval to deviate from the Work Plan or Budget before expenses and ledger can be approved for payment.
- Any questionable costs must be approved by ISDA and documented in the file before that expense and ledger can be approved for payment.
- Submit receipts for all expenses. For Idaho universities, submit receipts as well as itemized expenditure reports.

Personal/salary/fringe

- Must provide payroll reports that show employees paid, dollar amount paid for each (broken down between salary and fringe), time period or pay date for each period paid, and grand total salary and fringe costs, that match what was reported on the ledger.
- Provide timesheets or reports (can be incorporated into the payroll report) that show each employee's hours worked for each pay period that is included in the ledger request for hourly employees.
- Universities may submit an affidavit certifying a salaried exempt faculty member's % of FTE that is being charged to the project. One must be submitted for each salaried exempt faculty member with every ledger.
- If there are any deviations from work plan and budget on who is doing work on the grant, you must let ISDA know before requesting it on ledger for payment.

Travel

- All travel must meet either your own organization's ISDA accepted travel policy or the State Travel Policy requirements. See: <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>
- Check all travel costs against what was written in your work plan (i.e. mode, type, timeframes, conferences identified, etc.).
- Individuals who travel must match to what was written in the work plan (i.e. employee A was identified as the sole traveler but travel costs for other employees are included - these would not be allowed without first asking for approval). Must get prior approval before deviations from work plan can occur.

- Vehicles - If you are claiming mileage for travel, then you cannot also claim direct vehicle expenses such as fuel, lube, etc. It is one or the other, but not both. If there are direct expenses such as lube and fuel for equipment such as tractors, then please explain on the receipt or ledger.
- For mileage, you will need to keep a log which has date, time, miles and vehicle. ISDA will only reimburse mileage up to the Federal mileage rate applicable during the time period mileage is being claimed.
- Foreign Travel - Allowable with prior approval from both USDA and ISDA. Each separate foreign trip must receive prior approval from USDA.
- Out of State Travel - Allowable with prior approval from ISDA. During project you must get prior approval for out of state travel, if not included in the work plan or budget.
- **Airfare**
 - All airfare must be included in the budget; if not, prior approval from ISDA is required to make adjustments. USDA approval is required for each foreign trip.
 - For foreign travel, must also comply with the Fly America Act, 49 U.S.C. 40101 *et. seq.* Use United States and EU member air carrier service for all travel and cargo transportation services funded by the United States Government. When traveling between countries, if there is not U.S. Carrier available, a foreign carrier may be used. If it is a code share, the flight must be booked with the U.S. carrier flight number.
 - Must provide receipt that shows all payments for flights and itineraries.
 - Documentation must show that upgrade was paid separately.
 - Any deviation must print quote for unrestricted flight on same day of purchase (date will be on printed copy).
- **Meals**
 - Allowable if included in work plan and budget. Meals will be reimbursed at the per diem rate & sub-recipient must reimburse the traveler at the per diem rate as well.
 - Allowable for meals consumed while in official travel status. Official travel status is when traveler is physically away from their official primary work station by a distance of 50 miles or more, or includes an overnight stay.
 - Under State Travel Policy, lunch within 50 miles of work station is not eligible.
 - Meals not related to travel please contact ISDA for additional guidance.

Procurement/Bidding

- Procure commercially available goods and services using existing documented procurement procedures which may reflect applicable State, local, and tribal law and regulations, provided that the procurements conform to applicable Federal law and the standards § 200.318 through § 200.326. All procurement documentation must be submitted to ISDA for review and approval before these items will be reimbursed.

If no existing documented procurement procedures are in place for your organization obtain three written bids for any expenditure of \$10,000.00 or more, according to the Idaho Administrative Rules pertaining to the Department of Administration, Division of Purchasing as found in DIAPA 38.05.01, and award the purchase to the lowest acceptable bid. All procurement documentation, including rejected bids must be submitted to ISDA for review and approval before these items will be reimbursed.

Equipment Purchases

- Make sure all equipment costs correlate with what is written in the work plan and budget.
- If any individual equipment purchase exceeds \$10,000, procurement documentation must be submitted before expenses are paid.
- Special Purpose vs General Purpose – general purpose equipment is unallowable under the grant. Special purpose equipment may be allowed.
- Annual inventory tracking for equipment is required, even after the close of the grant. A form will be provided each year by ISDA to verify location of equipment. Ownership of equipment must be retained for life. There are stringent disposal procedures required by USDA. If a subrecipient needs to dispose of equipment purchased with grant funds, please contact ISDA well in advance for specific procedures.

Contractual Costs

- When submitting contractual costs, make sure they match what was written in the work plan and budget.
- Major contracts (\$10,000 or more) must be documented in the file with a copy of the contract between the sub recipient and the contractor, in addition to copies of the procurement documents.
- Per I.C. 67-2332, agreements between state agencies, or between state agencies and any other public entity, are exempt from competitive procurement rules; however, a copy of the contract is still needed

Matching Funds

- As of 2019, matching funds are no longer available.

Annual Performance Report

An Annual Performance Report is due October 30 of each year. The Annual Performance Report must be completed using the template provided by ISDA- see Appendix E below for an example. Blank templates are available on the ISDA website at www.isda.idaho.gov/scbg/ Failure to provide timely reports may affect scoring on future applications.

Final Performance Report

A final performance report will be required 45 days following the end date of the grant agreement. The final report will be combined by ISDA with all other Specialty Crop Grant Reports from Idaho and posted on the SCBGP-FB web site. This represents an important vehicle for sharing project findings with Federal and State agencies and the public. The Final Performance Report must be completed using the template shown below. Blank templates are available on the ISDA website at www.isda.idaho.gov/scbg/. Failure to provide timely reports may affect scoring on future applications.

XI. Request for Payment

Funds will be dispersed to grant recipients on a reimbursement basis following the end of each quarter, and upon submission and approval of quarterly ledger and acceptable supporting documentation including, but not limited to, time sheets, payroll registers, receipts, invoices, and check stubs. The first quarter in which funds will be available is the quarter ending December 31, 2020. Failure to provide timely quarterly ledgers along with proper support documentation may affect scoring on future applications.

XII. Records Retention

In accordance with Federal regulations, grant recipients should retain all records relating to the grant for a period of three years after the final financial status report has received by ISDA, or until final resolution of any audit finding or litigation. Because records must be retained according to when ISDA receives a final report, the required retention date could be more than four years after the subgrantee's grant end date. ISDA will notify subgrantees when the report is received.

XIII. ISDA Specialty Crop Block Grant Contacts

Applications should be emailed to:

Idaho State Department of Agriculture, Market Development Division

Attn: Nichole Britt

Email: Nichole.Britt@isda.idaho.gov

Tel: (208) 332-8537

Appendix A: List of Selected Costs Contained in OMB Cost Principles Regulations

4.7.2 ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

All SCBGP awards are subject to the most recent [General Award Terms and Conditions](#), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200)*, and other laws and regulations affecting Federal assistance.

Applicants that have questions concerning the allowability of costs after reviewing the associated Federal cost principles should contact the SCBGP using the contact information listed under [7.0 Agency Contacts](#).

Cost Category	Description, Guidance and Exceptions
Advisory Councils	Unallowable for costs incurred by advisory councils or committees.
Alcoholic Beverages	Unallowable for alcoholic beverages unless the cost is associated with fulfilling the purpose of the grant program and either approved in the application or with prior written approval.
Buildings and Land – Construction	<p>Unallowable for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations of an existing building or facility (including site grading and improvement, and architecture fees). This also includes construction and construction-related materials, which may include, but are not limited to, the purchase of building materials such as wood, nails, concrete, asphalt, roofing, gravel, sand, paint, insulation, drywall, or plumbing.</p> <p>Allowable for rental costs of land and building space. However, lease agreements to own (i.e., lease-to-own or rent-to-own) are not allowable. The lease or rental agreement must terminate at the end of the grant cycle.</p> <p>A building is any permanent structure designed or intended for support, enclosure, shelter or protection of people, animals or property, and having a permanent roof supported by columns or walls.</p>
Conferences	<p>Allowable if the conference fulfills the purpose of a grant program’s legislated purpose. Allowable conference costs paid by the non-Federal recipient as a sponsor or host of the conference may include rental of facilities, speakers’ fees, costs of meals (see Meals for restrictions), and refreshments, local transportation, and other items incidental to such conferences with the exception of entertainment costs that are unallowable. If registration fees are collected, the recipient must report fees as program income (see Program Income).</p> <p>Allowable to rent a building or room for training; however, where appropriate, AMS encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room. The recipient should use the most cost-effective facilities, such as State government conference rooms, if renting a building or a room is necessary.</p>

Contingency Provisions	Unallowable for miscellaneous and similar rainy-day funds for events the occurrence of which cannot be foretold with certainty as to the time or intensity, or with an assurance of their happening. Unallowable for working capital for activities/items not already in place.
Contractual/Consultant Costs (Professional Services)	Allowable subject to limitations. Contractual/consultant costs are expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the recipient in the form of a procurement relationship. Allowable for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in the area (for more information, visit the OPM website) and travel that is reasonable and necessary. This does not include fringe benefits, indirect costs, or other expenses. If rates exceed this amount, the recipient is required to justify the allowability of the cost aligning with 2 CFR §§ 200.317-326 .
Contributions or Donations	Unallowable for contributions or donations, including cash, property, and services, made by the recipient to other entities. A non-Federal entity using grant funds to purchase food or services to donate to other entities and/or individuals is unallowable.
Electronic Benefit Transfer (EBT) Machines	Unallowable for the purchase/lease of Supplemental Nutrition Assistance Program (SNAP) EBT equipment.
Entertainment Costs	Unallowable for entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs (such as bands, orchestras, dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities). Entertainment costs are defined in 2 CFR § 200.438 . Allowable where the specific cost is considered to meet the requirements of the sponsored program and are authorized in the approved budget or with prior written approval.
Equipment	Unallowable for acquisition costs of general purpose equipment or lease agreements to own (i.e., lease-to-own or rent-to-own). Allowable for rental costs of general purpose equipment when provided in the approved budget or with prior written approval. Vehicles may be leased but not purchased. The lease or rental agreement must terminate at the end of the grant cycle. For vehicle and equipment leases or rentals with an acquisition cost that equals or exceeds \$5,000, rates should be in light of factors such as: rental costs of comparable vehicles and equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the vehicle or equipment leased. Allowable when provided in the approved budget or with prior written approval for acquisition costs and rental costs of special purpose equipment provided the following criteria is met:

	<ol style="list-style-type: none"> 1) Necessary for the research, scientific, or other technical activities of the grant agreement; 2) Not otherwise reasonably available and accessible; 3) The type of equipment is normally charged as a direct cost by the organization; 4) Acquired in accordance with organizational practices; 5) Must be used solely to meet the legislative purpose of the grant program and objectives of the grant agreement; 6) More than one single commercial organization, commercial product, or individual must benefit from the use of the equipment; 7) Must not use special purpose equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services; and 8) Equipment is subject to the full range of acquisition, use, management, and disposition requirements under 2 CFR § 200.313 as applicable. <p>Definitions</p> <p>Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.</p> <p>Acquisition cost means the cost of the asset including the cost to prepare the asset for its intended use. Acquisition cost for equipment is the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for its acquired purpose.</p> <p>General Purpose Equipment means equipment that is not limited to technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.</p> <p>Special Purpose Equipment is equipment used only for research, scientific, or technical activities.</p>
<p>Equipment – Information Technology Systems</p>	<p>Unallowable for information technology systems having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established in accordance with GAAP by the recipient for financial statement purposes or \$5,000. Acquisition costs for software includes those development costs capitalized in accordance with GAAP.</p> <p>Information technology systems include computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources.</p>

	<p>Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. Examples of unallowable information technology systems include service contracts, operating systems, printers, and computers that have an acquisition cost of \$5,000 or more.</p> <p>Allowable for website development, mobile apps, etc., that are not considered to be information technology systems but rather social media applications.</p>
Farm, Gardening, and Production Activities and Supplies	<p>Unallowable for farm, gardening, and production activities, materials, supplies, and other related costs including but not limited to soil, seeds, shovels, gardening tools, greenhouses, and hoop houses.</p> <p>Allowable where the specific cost is considered to meet the requirements of the sponsored program and are authorized in the approved budget or with prior written approval.</p>
Fines, Penalties, Damages and Other Settlements	<p>Unallowable for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local, or foreign laws and regulations.</p>
Fixed Amount Subawards	<p>Unallowable for cost related to fixed amounts subawards.</p> <p>Allowable to meet the requirements of the sponsored program (noncompetitive) and with prior written approval. A pass-through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in 2 CFR § 200.201.</p>
Fundraising and Investment Management Costs	<p>Unallowable for organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. This includes salaries of personnel involved in activities to raise capital.</p>
General Costs of Government	<p>Unallowable for:</p> <ol style="list-style-type: none"> 1) Salaries and expenses of the Office of the Governor of a State or the chief executive of a local government or the chief executive of an Indian tribe; 2) Salaries and other expenses of a State legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction; 3) Costs of the judicial branch of a government; 4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in § 200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements); and 5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation

Goods or Services For Personal Use	Unallowable for costs of goods or services for personal use of the recipient's employees regardless of whether the cost is reported as taxable income to the employees.
Indirect Costs – Unrecovered	Unallowable for unrecovered indirect costs. Allowable for projects with match requirements to use unrecovered indirect costs as part of cost sharing or matching.
Insurance and Indemnification	Allowable when provided in the approved budget or with prior written approval as indirect costs for insurance and indemnification.
Lobbying	Unallowable as defined in 2 CFR § 200.450 .
Meals	Unallowable for business meals when individuals go to lunch or dine together although no need exists for continuity of a meeting. Such activity is considered an entertainment cost. Unallowable for conference attendee breakfasts. It is expected attendees will have adequate time to obtain this meal on their own before a conference begins. Unallowable for meal costs that duplicate a meeting participant's per diem or subsistence allowances. Allowable for lunch or dinner meals if the costs are reasonable, and a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Allowable for meals consumed while in official travel status. They are considered per diem expenses and should be reimbursed in accordance with the organization's established written travel policies.
Memberships, Subscriptions, and Professional Activity Costs	Unallowable for costs of membership in any civic or community organization. Allowable for costs of membership in business, technical, and professional organizations when provided in the approved budget or with prior written approval.
Organization Costs	Unallowable for costs of investment counsel and staff and similar expenses incurred to enhance income from investments. Allowable with prior approval for organization costs per 2 CFR § 200.455 .
Participant Support Costs	Allowable when provided in the approved budget or with prior written approval for such items as stipends or subsistence allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, surveys, and focus groups.

Political Activities	Unallowable for development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7326).
Pre-Award Costs	Allowable when provided in the approved budget or with prior written approval if such costs are necessary for efficient and timely performance of the project’s scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award. A recipient may incur pre-award costs 90 calendar days before the award. Expenses more than 90 calendar days pre-award require prior approval. These costs and associated activities must be included in the recipient’s project narrative and budget justification. All costs incurred before the award are at the potential recipient’s risk. The incurrence of pre-award costs in anticipation of an award imposes no obligation on AMS to award funds for such costs.
Printing and Publications	Allowable to pay the cost of preparing informational leaflets, reports, manuals, and publications relating to the project; however, the printing of hard copies is discouraged given the prevalence of electronic/virtual publication means.
Rearrangement and Reconversion Costs	Allowable as indirect costs with prior approval for cost incurred for ordinary and normal rearrangement and alteration of facilities. Allowable as direct costs with prior approval for special arrangements and alterations costs incurred specifically for the award. Rearrangement and reconversion costs are those incurred in restoring or rehabilitating the non-Federal entity’s facilities to approximately the same condition existing immediately before the start of the grant agreement, less costs related to normal wear and tear.
Salaries and Wages	Allowable as part of employee compensation for personnel services in proportion to the amount of time or effort an employee devotes to the grant-supported project or program during the period of performance under the Federal award, including salaries, wages, and fringe benefits. Such costs must be incurred under formally established policies of the organization, be consistently applied, be reasonable for the services rendered, and be supported with adequate documentation. Salary and wage amounts charged to grant-supported projects or programs for personal services must be based on an adequate payroll distribution system that documents such distribution in accordance with generally accepted practices of like organizations. Standards for payroll distribution systems are contained in the applicable cost principles (other than those for for-profit organizations). Unallowable for salaries, wages, and fringe benefits for project staff who devote time and effort to activities that do not meet the legislated purpose of the grant program.
Selling and Marketing Costs – Promotion of an Organization’s Image, Logo, or	Unallowable for costs designed solely to promote the image of an organization, a general logo, or a general brand. <ul style="list-style-type: none"> • Promotional items could say “Buy STATE/COUNTY Grown

Brand Name	<p>Apples” but not “XYZ Grown”, which promotes XYZ generically.</p> <ul style="list-style-type: none"> • A promotional campaign to increase producer sales of “STATE/COUNTY Grown fruits and vegetables” is acceptable while increasing membership in “STATE/COUNTY Grown” generally is not.
Selling and Marketing Costs – Promotion of Venues that do not Align with Grant Program Purpose	Unallowable for costs for promotion of specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. that do not align with the legislated purpose of the grant program.
Selling and Marketing Costs – Promotional Items, Gifts, Prizes, etc.	<p>Unallowable for promotional items, swag, gifts, prizes, memorabilia, and souvenirs.</p> <p>Allowable with conditions to meet the requirements of the sponsored agreement, in the approved application or with prior approval for marketing activities directly related to the funded project.</p> <p>Promotional items include point-of-sale materials, promotional kits, signs or streamers, automobile stickers, table tents, and place mats, or promotional items of a personal nature (e.g., t-shirt, hats, etc.).</p>
Selling and Marketing Costs – Coupons, Incentives or Other Price Discounts	<p>Unallowable for costs of the value of coupon/incentive redemptions or price discounts (e.g., the \$5.00 value for a \$5.00 clip-out coupon).</p> <p>Allowable for costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (e.g., a print advertisement that contains a clip-out coupon) as long as they benefit more than a single program or organization.</p>
Selling and Marketing Costs – Food for Displays, Tastings, Cooking Demonstrations	<p>Unallowable for purchasing food for displays, tastings, and cooking demonstrations.</p> <p>Allowable where the specific cost is considered to meet the programmatic purpose of the sponsored program and is authorized in the approved budget or with prior written approval.</p>
Selling and Marketing Costs- General Marketing Costs	<p>Unallowable for costs designed solely to promote the image of an organization, general logo, or general brand.</p> <p>Allowable for costs designed to promote products that align with the purpose of the grant program.</p>
Selling and Marketing Costs – Sponsorships	Unallowable for costs associated with sponsorships. A sponsorship is a form of advertising in which an organization uses grant funds to have its name and/or logo associated with certain events and where the organization does not necessarily know how the funds associated with sponsorship costs will be used. These costs also benefit only the organization offering funding, limiting the beneficiaries to the sponsor organization.
Selling and Marketing Costs – Use of Meeting Rooms, Space, Exhibits that do not Align with Grant Program Purpose	Unallowable for costs associated with trade show attendance/displays, meeting room reservations, and/or any other displays, demonstrations, exhibits, or rental of space where activities do not specifically align with the purpose of the grant program. See Conferences for more information.

<p>Supplies and Materials, Including Costs of Computing Devices</p>	<p>Allowable for costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award. Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs. Only materials and supplies used for the performance of a Federal award may be charged as direct costs.</p>
	<p>A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the recipient for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award. Where Federally donated or furnished materials are used in performing the Federal award, such materials will be used without charge.</p>
<p>Training</p>	<p>Allowable when the training is required to meet the objectives of the project or program, including training that is related to Federal grants management.</p>
<p>Travel – Domestic and Foreign</p>	<p>Allowable for travel, when provided in the approved budget or with prior written approval when costs are limited to those allowed by formal organizational policy and the purpose aligns with the legislated purpose of the program.</p> <p>The allowable travel cost of recipients that do not have formal travel policies and for-profit entities may not exceed those established by the Federal Travel Regulation, issued by General Services Administration (GSA), including the maximum per diem and subsistence rates prescribed in those regulations. If a recipient does not have a formal travel policy, those regulations will be used to determine the amount that may be charged for travel costs.</p>

Appendix B: OUTCOME MEASURES

Expected Measurable Outcomes – The following outcome measures shall be used. At least one outcome must be selected

OUTCOME MEASURE(S)

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 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. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.

FOR EXAMPLE:

A. Outcome 1, Indicator ALWAYS sales dollars:

Sales increased from \$100,000 to \$150,00 and by 50 percent, as result of marketing and/or promotion activities

OUTCOME MEASURES - DEFINED

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

Outcome Definition:

Marketing and Promotion

Marketing and promotion projects focus efforts to sell, advertise, promote, market, and generate publicity, attract new customers, or raise customer awareness for specialty crops or a specialty crop venue. These include, but are not limited to:

- Uses of social media to market and promote;
- Specialty crop local, regional and national campaigns;
- Specialty crop only tradeshow;
- Website promotion and development;

- Use/development of billboards, radio, television, magazine and email ads, marketing materials such as direct mail, brochures;
- Agritourism;
- Export market development;
- Retail promotions including point-of-purchase items, labels, packaging etc.;
- 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. For example, an expected outcome of growth in sales from 5% to 10% is not acceptable by itself, but in combination with an increase in sales of \$1 million to \$2 million it is acceptable. This requirement means that an established baseline of sales in dollars should already exist at the time of application. For projects that do not already have a baseline of sales in dollars, one of the objectives of the project must be to determine such a baseline in order to meet the requirement to document the value of sales increases by the end of the project.

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 2: Enhance the competitiveness of specialty crops through increased consumption Indicators:

1. Of the _____ total number of children and youth reached,
 - 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
2. Of the _____ total number of adults reached,
 - 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
3. Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents) _____
4. Number of new specialty crops and/or specialty crop products introduced to consumers _____

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 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.

Indicators:

1. Numbers of plant/seed releases (i.e., cultivars, drought-tolerant plants, organic, enhanced nutritional composition, etc.) _____
2. Adoption of best practices and technologies resulting in increased yields, reduced inputs,

increased efficiency, increased economic return, and conservation of resources (select at least one below).

- a. Number of growers/producers indicating adoption of recommended practices _____
 - b. Number of growers/producers reporting reduction in pesticides, fertilizer, water used/acre _____
 - c. Number of producers reporting increased dollar returns per acre or reduced costs per acre _____
 - d. Number of acres in conservation tillage or acres in other best management practice _____
3. Number of habitat acres established and maintained for the mutual benefit of pollinators and specialty crops _____

Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems

Indicators:

Number of new or improved innovation models (biological, economic, business, management, etc.), technologies, networks, products, processes, etc. developed for specialty crop entities including producers, processors, distributors, etc.

Number of innovations adopted

Number of specialty crop growers/producers (and other members of the specialty crop supply chain) that have increased revenue expressed in dollars

Number of new diagnostic systems analyzing specialty crop pests and diseases. _____

[Diagnostic systems refer to, among other things: labs, networks, procedures, access points.]

Number of new diagnostic technologies available for detecting plant pests and diseases.

[The intent here is not to count individual pieces of equipment or devices, but to enumerate technologies that add to the diagnostic capacity.]

Number of first responders trained in early detection and rapid response to combat plant pests and diseases

Number of viable technologies/processes developed or modified that will increase specialty crop distribution and/or production_

Number of growers/producers that gained knowledge about science-based tools through outreach and education programs

Outcome 6: Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety

Indicators:

Number of viable technologies developed or modified for the detection and characterization of specialty crop supply contamination from foodborne threats

Number of viable prevention, control and intervention strategies for all specialty crop production scales for foodborne threats along the production continuum

Number of individuals who learn about prevention, detection, control, and intervention food safety practices and number of those individuals who increase their food safety skills and knowledge

Number of improved prevention, detection, control, and intervention technologies

Number of reported changes in prevention, detection, control, and intervention strategies

Outcome 7: Enhance the competitiveness of specialty crops through increased understanding of threats to food safety from microbial and chemical sources

Indicators:

Number of projects focused on:

1. Increased understanding of fecal indicators and pathogens _____

Increased safety of all inputs into the specialty crop chain

Increased understanding of the roles of humans, plants and animals as vectors

Increased understanding of preharvest and postharvest process impacts on microbial and chemical threats

Number of growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices)

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.

Appendix C: Budget Narrative

Although there is no specific format for the supplemental budget, the budget should contain a narrative in paragraph format for each project in order for AMS to determine the costs are reasonable and allowable.

1. *Personnel* – Persons employed by the grantee or subgrantee organization should be listed in this category. Those employed elsewhere would be listed as subcontractors or consultants in the “Other” category.

In order for secretarial and clerical salaries to be allowable as direct charges to the awards, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

For each project participant, indicate their title, percent of full time equivalents (FTE), and corresponding salary for the FTE.

For example, if a project participant’s salary is \$50,000 and they are participating 50% of their time on the project, the total budgeted salary cost would be \$25,000.

2. *Fringe Benefits* – Provide the rate of fringe benefits for each project participant’s salary described in the personnel section.
 - *Travel* – Please provide the following information in the narrative if applicable: destination; purpose of trip; number of people traveling; number of days traveling; estimated airfare costs; estimated ground transportation costs; estimated lodging and meals costs; estimated mileage costs. Meals will be reimbursed on a per diem basis consistent with the State of Idaho guidelines only when a traveler is in official travel status. Official travel status is when a traveler is physically away from their official primary work station by a distance of 50 miles or more, or includes an overnight stay.

*****EFFECTIVE January 1, 2020 state mileage rate for travel is \$0.575**

3. *Equipment* – This category includes items of property having a useful life of more than one year and an acquisition cost of \$5,000. If the cost is under \$5,000, then include these items under SUPPLIES.

Provide an itemized list of equipment purchases or rentals, along with a brief narrative on the intended use of each equipment item, and the cost for all the equipment purchases or rentals.

Please see Section VII Restrictions and Limitations on Grant Funds for further guidance on equipment.

- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.
- 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 AMS.
- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR Part 3015.

4. Supplies – This is anything with acquisition cost under \$5,000 and could be anything from office supplies and software to educational or field supplies. For non-typical materials & supplies items, include a brief narrative of how this fits with the project.
 - Provide an itemized list and estimate the dollar amount for each item.
 - For example, office supplies such as pens, paper, toner, etc. - \$500; Gardening supplies such as soil and fertilizer - \$500.
 - Items such as telephone, postage, fax and express mail are more appropriately listed under the “Other” category.
5. Contractual – Provide a short description of the services each contract covers and include the flat rate fee OR the total hourly rate fee for each contract.
 - Compensation for contractor/consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Contractual hourly rates that exceed the salary of a GS-15 step 10 Federal employees in your area (\$53.02/hr), unless one of the following justifications is provided.
 - 1) A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis from at least three contractors who can perform the service. The purpose of the cost analysis is to review and evaluate each element of cost to determine reasonableness. (Please provide company name and contract amount for each analysis.)

OR

- 2) Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Therefore, the selected contractor’s specialized qualifications necessitate hiring at a rate beyond a GS-15 step 10. (Please outline the unique qualifications of the contractor.)
 - If the contract is for service or maintenance, costs should be in direct correlation to the use of the equipment for the project (i.e., if a particular machine is used 50% of the time for the project, the project should only be charged 50% of the service contract paid from Federal funds.)
6. Other – Provide a detailed description of all other direct costs such as:
 - a. Conferences/Meeting - Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities or equipment for the meeting. Details of costs for each conference or meeting should be broken out and provided in the budget.
 - i. Meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. Meals may be charged to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Some examples of acceptable reasons are that the conference facility is located in a remote area where public facilities are not accessible; there will be a speaker and business discussions during the meal; there is insufficient time available to allow participants to go out on their own. If one or more of these justifications cannot be met, or if there are no other acceptable and compelling reasons, then the meals should not be charged to the award. The attendees should be responsible for providing their own meals.
 - ii. Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning. This does not pertain to persons in a travel status.

When paying for the travel of a person to attend a conference, meals and lodging may be included in the cost without additional justification.

- b. Communications – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.
 - c. Speaker/Trainer Fees- Provide the amount of the speaker’s fees and a description of the services they are providing
 - d. Publication Costs –Provide the estimated cost of printing of brochures and other program materials or scientific or technical journals.
 - e. Data collection - Provide the estimated cost of collecting performance data to measure the project outcome measures.
7. PROGRAM INCOME – Indicate the nature or source of program income (for ex: registration fees) If program income is earned it may be used for 1) expanding the project or program; 2) continuing the project or program after the grant or sub grant support ends; and 3) supporting other projects or programs that further the broad objectives of the grant program.

Appendix D: List of Eligible Specialty Crops

List of Plants Commonly Considered Fruits and Tree Nuts

Almond	Cranberry	Papaya
Apple	Currant	Passion fruit
Apricot	Date	Peach
Avocado	Feijou	Pear
Banana	Fig	Pecan
Blackberry	Filbert (hazelnut)	Persimmon
Blueberry	Gooseberry	Pineapple
Breadfruit	Grape (including raisin)	Pistachio
Cacao	Guava	Plum (including prune)
Cashew	Kiwi	Pomegranate
Citrus	Litchi	Quince
Cherimoya	Macadamia	Raspberry
Cherry	Mango	Strawberry
Chestnut (for nuts)	Nectarine	Suriname cherry
Coconut	Olive	Walnut
Coffee		

List of Plants Commonly Considered Vegetables

Artichoke	Garlic	Potato
Asparagus	Horseradish	Pumpkin
Bean Snap or green Lima Dry, edible	Kohlrabi	Radish (all types)
Beet, table	Leek	Rhubarb

Broccoli (including broccoli raab)	Lettuce	Rutabaga
Brussels sprouts	Melon (all types)	Salsify
Cabbage (including Chinese)	Mushroom (cultivated)	Spinach
Carrot	Mustard and other greens	Squash (summer and winter)
Cauliflower	Okra	Sweet corn
Celeriac	Pea Garden, English or edible pod	Sweet potato
Celery	Onion	Swiss chard
Chive	Opuntia	Taro
Collards (including kale)	Parsley	Tomato (including tomatillo)
Cucumber	Parsnip	Turnip
Eggplant	Pepper	Watermelon
Endive		

List of Plants Commonly Considered Medicinal Herbs

Artemisia	Goat's rue	Pokeweed
Arum	Goldenseal	St. John's wort
Astragalus	Gypsywort	Senna
Boldo	Horehound	Skullcap
Cananga	Horsetail	Sonchus
Comfrey	Lavender	Sorrel
Coneflower	Yerba buena	Stevia
Ephedra	Liquorice	Tansy
Fenugreek	Marshmallow	Urtica
Feverfew	Mullein	Witch hazel
Foxglove	Passion flower	Wood betony
Ginko biloba	Patchouli	Wormwood
Ginseng	Pennyroyal	Yarrow

List of Plants Commonly Considered Culinary Herbs and Spices

Ajwain	Cinnamon	Mace
Allspice	Clary	Mahlab
Angelica	Cloves	Malabathrum
Anise	Comfrey	Marjoram
Annatto	Common rue	Mint (all types)
Artemisia (all types)	Coriander	Nutmeg
Asafetida	Cress	Oregano
Basil (all types)	Cumin	Orris root
Bay (cultivated)	Curry	Paprika
Bladder wrack	Dill	Parsley

Bolivian coriander	Fennel	Pepper
Borage	Fenugreek	Rocket (arugula)
Calendula	Filé (gumbo, cultivated)	Rosemary
Chamomile	Fingerroot	Rue
Candle nut	French sorrel	Saffron
Caper	Galangal	Sage (all types)
Caraway	Ginger	Savory (all types)
Cardamom	Hops	Tarragon
Cassia	Horehound	Thyme
Catnip	Hyssop	Turmeric
Chervil	Lavender	Vanilla
Chicory	Lemon balm	Wasabi
Cicely	Lemon thyme	Water cress
Cilantro	Lovage	

List of Commonly Considered Nursery, Floriculture, and Horticulture Crops

Christmas Trees	Hops	Tea Leaves
Cut Flowers	Maple Syrup	Turf Grass
Honey		

List of Ineligible Commodities

Alfalfa	Hay	Safflower meal
Amyl maize	Hemp	Safflower oil
Barley	Livestock products	Shellfish (marine or freshwater)
Buckwheat	Millet	Sorghum
Canola	Mustard seed oil	Soybean oil
Canola Oil	Oats	Soybeans
Clover	Peanut oil	Striped maize
Cotton	Peanuts	Sugar beets
Cottonseed oil	Pod corn	Sugarcane
Dairy products	Primrose	Sunflower oil
Dent corn	Quinoa	Tobacco
Eggs	Rapeseed oil	Tofu
Field corn	Range grasses	Triticale
Fish (marine or freshwater)	Rice	Waxy corn
Flaxseed	Rye	Wheat
Flint corn		White corn
Flower corn		Wild Rice

ANNUAL REPORT

Annual Project Report Template

Project Information

Project Title	Developing RNA Vaccines to Manage Pepino Mosaic Virus		
Recipient Organization Name:	Your Organization HERE		
Recipient's Project Contact			
Name:	Enter the Project Contact's Name.		
Phone:	Enter the Project Contact's Phone Number.		
Email:	Enter the Project Contact's Email.		

Project Report

Annual Report Type:	Annual Report			
Reporting Period:	Start Date:	10/1/2020	End Date:	9/30/2021

Performance Narrative

Activities Performed

Address the below sections as they relate to this reporting period.

ACCOMPLISHMENTS

Estimate the Total Percentage (%) of Work Completed on the Project.....40%

List your accomplishments or activities for this period of performance, and indicate how these accomplishments assist in the fulfillment of your project's objective(s), identifying the specific objective(s) from the Accepted Project Proposal.

#	Accomplishment/Activity	Relevance to Objective
1	Tomato plants were germinated and grown in a growth room, and were subsequently inoculated with three isolates of Pepino mosaic virus (PepMV). The symptom development study caused by three isolates of PepMV was performed. An isolate of PepMV was collected from the Sunlit Farm (SF) and inoculated to greenhouse tomato plants in the laboratory.	Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems. Indicator 4. Number of new diagnostic systems analyzing specialty crop pests and diseases.
2		
3		
4		

CHALLENGES AND DEVELOPMENTS

Provide any challenges to the completion of your project or any positive developments outside of the project's original intent that you experienced during this reporting period. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

#	Challenge or Development	Corrective Action or Project Change
1	Delayed starting date because funds were not available.	The timeline for the project has been amended (see updated timeline below)
2	Even with the delay, a substantial amount of baseline data has been generated to allow the project to move rapidly forward in next year.	With the preparatory experiments done and critical sequence data from the SF PepMV isolate gathered, we are confident that the revised activities outlined below will be completed by the amended termination date for this project.
3	New time line developed.	<p>Develop an attenuated PepMV strain: July 2020 – May 2021</p> <p>Test the efficacy of the immunization vector: August 2020 – May 2021</p> <p>Test the protection of tomato plants using the attenuated PepMV strain: June 2020 – September 2021</p> <p>Draft survey for growers to complete after presentations to measure their interest in using the developed vaccine: July 2021</p>
4		

OUTCOME AND INDICATOR RESULTS TO DATE

Please list the Outcomes and Indicators you selected in your accepted project proposal, and identify the quantifiable results, along with an update on their progress. It is understood that the results may not yet be final at the time that this report is submitted; however, please provide an update on the progress to date.

#	Outcome/Indicator	Quantifiable Results
1	<p>Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems.</p> <p>Indicator 4. Number of new diagnostic systems analyzing specialty crop pests and diseases.</p>	<p>First Quarter – Preparatory experiments were conducted to get this project underway. Tomato plants were germinated and grown in a growth room and were subsequently inoculated with three isolates of the Pepino mosaic virus (PepMV). Symptom development and naturally acquired resistance were observed and recorded. However, no natural recovery phenomenon has been observed in these experiments, contrary to previously held beliefs. PepMV was purified from infected tomato tissues and the viral genomic RNA was isolated from the purified virus. These RNA preparations would be used to make full-length infectious cDNA clones that are required for the development of an attenuated PepMV strain. Additional tomato plants were inoculated and will be used to determine if RNAi is involved in the naturally occurring resistant to this virus.</p>

2	<p>Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems.</p> <p>Indicator 4. Number of new diagnostic systems analyzing specialty crop pests and diseases.</p>	<p>Second Quarter- In this quarter, we continued several experiments to study the symptom development caused by three isolates of PepMV. In these experiments, symptoms caused by PepMV were similar to what had been reported in literature; however, they appeared more severe in the tomato varieties we used. Again, infected tomato plants did not recover from the PepMV infections. Based on consistent data from the repeated experiments, we conclude that PepMV infected tomato plants do not naturally recover from PepMV infections.</p>
3	<p>Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems.</p> <p>Indicator 4. Number of new diagnostic systems analyzing specialty crop pests and diseases.</p>	<p>Third Quarter- In this quarter, we completed the follow-up experiments on PepMV symptom development and switched emphasis to molecular characterization of the virol isolates and determination of the 5'terminal and the3'terminal regions fo the viral genomes. Forty-siz cDNA clones were obtained and sequenced. Although there were substantial sequence variations between different isolates, the sequence of each isolate exhibited little changes.</p>
4	<p>Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems.</p> <p>Indicator 4. Number of new diagnostic systems analyzing specialty crop pests and diseases.</p>	<p>Fourth Quarter- an isolate of PepMV was collected from the Sunlit Farm (SF) and inoculated to greenhouse tomato plants in the laboratory. Since the goal of this project was to provide an attenuated PepMV strain as a vaccine in this state, characterizing a local isolate and using it to develop an attenuated strain is vitally important. Experiments were conducted to determine the 5' and 3'terminal sequence of the SF PepMV isolate. Over 35 clones of the PepMV terminal regions were obtained by RT-PCR and sequenced. There was little sequence variation among the clones, indicating that the PepMV isolate contained a pure strain. Sequent analysis suggested that the stat'es PepMV isolate was most closely related to strains originally reported in Europe, suggesting a possible European origin of this isolate. These baseline data are curcial to the construction of the infectious PepMV cDNA clone and the engineering of a vaccine strain with attenuated virulence.</p>

DISCUSSION OF ACTIVITIES PERFORMED (IF NEEDED)

Provide any additional information that has not already been covered by Accomplishments, Challenges, and/or Outcomes sections. This section is not required.

Through the pursuit of current outcomes and indicators we have discovered a new possibility of achievement in adding to the number of potential findings that we have previously estimated.

Upcoming Activities

Describe activities you plan to complete during the next reporting period.

#	Activity	Anticipated Completion
1	Conduct phase 2 of the cultivation phase	1/2021
2	Prepare building site for construction	4/2021

Project Expenditures to Date

EXPENDITURES

Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds ONLY)
Personnel	\$27,000.00	\$10,000.00
Fringe Benefits	\$9,585.00	\$3,515.00
Travel	\$1,608.00	\$0.00
Equipment	\$8,000.00	\$0.00
Supplies	\$14,830	\$6,000.00
Contractual	\$0.00	\$0.00
Other	\$0.00	\$0.00
Direct Costs Sub-Total	\$61,023.00	\$19,515.00
Indirect Costs	NOT allowed by ISDA	NOT allowed by ISDA
Total Federal Costs	\$61,023.00	\$19,515.00

DISCUSSION OF EXPENDITURES

For 1st Annual Reports if this amount is less than 30 percent and for 2nd Annual Reports if this amount is less than 60 percent, include a statement explaining how the grant funds will be expended and project activities completed as planned by the end date on the grant agreement.

PROGRAM INCOME (IF APPLICABLE)

Source/Nature (i.e., registration fees)	Amount Approved in Budget	Actual Amount Earned
Not applicable		
Total Program Income Earned		

Use of Program Income

Describe how the earned program income was used to further the objectives of this project.

Appendix F: Final Performance Report Template

PROJECT TITLE

FINAL PERFORMANCE REPORT

Final Project Report Template

Project Information

Project Title	Enter Project Title as Stated on the Grant Agreement.		
Recipient Organization Name:	Enter Recipient Organization Name.		
Period of Performance:	Start Date:	Enter Date.	End Date: Enter Date.
Recipient's Project Contact			
Name:	Enter the Project Contact's Name.		
Phone:	Enter the Project Contact's Phone Number.		
Email:	Enter the Project Contact's Email.		

Performance Narrative

PROJECT BACKGROUND

Provide enough information for the reader to understand the importance or context of the project. This section may draw from the background and justification contained in the approved project proposal.

Activities Performed

Address the below sections as they relate to the entire project's period of performance.

OBJECTIVES

Provide the approved project's objectives.

#	Objective	Completed?	
		Yes	No*
1			
2			
3			
4			

*If no is selected for any of the listed objectives, you must expand upon this in the challenges and lessons learned sections.

ACCOMPLISHMENTS

List your accomplishments for the project's period of performance, including the impact they had on the project's beneficiaries, and indicate how these accomplishments assist in the fulfillment of your project's objective(s), outcome(s), and/or indicator(s).

#	Accomplishment or Impact	Relevance to Objective, Outcome, and/or Indicator
1		
2		
3		
4		

CHALLENGES AND DEVELOPMENTS

Provide any challenges to the completion of your project or any positive developments outside of the project's original intent that you experienced during this project. Also, provide the corrective actions you took to address these issues. If you did not attain an approved objectives, outcome(s), and/or indicator(s), provide an explanation in the Corrective Actions column.

#	Challenge or Development	Corrective Action or Project Change
1		
2		
3		
4		

LESSONS LEARNED

Provide recommendations or advice that others may use to improve their performance in implementing similar projects.

CONTINUATION AND DISSEMINATION OF RESULTS (IF APPLICABLE)

Describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results.

Beneficiaries

Number of project beneficiaries:.....Enter Number of Project Beneficiaries

Outcome(s) and Indicator(s)/Sub-Indicator(s)

Provide the results of the project outcome(s) and indicator(s) as approved in your application and project proposal. The results of the outcome(s) and indicator(s) will be used to evaluate the performance of the Program on a national level.

OUTCOME MEASURE(S)

Select the Outcome Measure(s) that were approved for your project.

- Outcome 1:** Enhance the competitiveness of specialty crops through increased sales
- Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption and awareness
- 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 the indicator approved for your project and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator (add more rows as needed).

#	Outcome and Indicator	Quantifiable Results
1		
2		
3		
4		

DATA COLLECTION

Explain what data was collected, how it was collected, the evaluation methods used, and how the data was analyzed to derive the quantifiable indicator.

Federal Project Expenditures

EXPENDITURES

Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds ONLY)
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other		
Direct Costs Sub-Total		
Indirect Costs		
Total Federal Costs		

PROGRAM INCOME (IF APPLICABLE)

Source/Nature (i.e., registration fees)	Amount Approved in Budget	Actual Amount Earned
1.		

Source/Nature (i.e., registration fees)	Amount Approved in Budget	Actual Amount Earned
2.		
3.		
Total Program Income Earned		

Use of Program Income <i>Describe how the earned program income was used to further the objectives of this project.</i>

Additional Information

Provide additional information available (i.e., publications, websites, photographs) that is not applicable to any of the prior sections.

Exhibit A: Application Information Sheet

The 2020 fillable Application Information Sheet is available at www.agri.idaho.gov/scbg/

Exhibit A: 2020 Specialty Crop Block Grant Program Application Information Sheet					
Idaho State Department of Agriculture					
<i>Applications Due: March 6, 2020</i>					
Project Title (15 words or less):					
Applicant Organization Name:					
Contact Name:					
Position:					
Phone:					
E-mail Address					
Mailing Address					
City, State, Zip Code					
Employer/Taxpayer Identification Number (EIN/TIN):					
Organizational DUNS (required)					
List all project partners (add lines as needed):					
Name					
Contact					
Phone					
Email Address					
Mailing Address					
City, State, Zip code					
Name					
Contact					
Phone					
Email Address					
Mailing Address					
City, State, Zip code					

Exhibit B: Line Item Budget

The 2020 fillable Line Item Budget is available at www.agri.idaho.gov/scbg/.

Exhibit B: ISDA Specialty Crop Block Grant Program Line Item Budget This form for use with ISDA's 2020 Specialty Crop Grant Program Application		
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		\$ -
Other		
Description	Vendor (if known)	Grant Funds
Total		\$ -
Total Grant Funds Requested		\$ -
Signature	Date	