



2025 Specialty Crop Block Grant Program – Farm Bill

Idaho State Department of Agriculture

OVERVIEW

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

WHAT IS A SPECIALTY CROP?

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

ELIGIBLE ENTITIES

- Non-Profit Organizations
- For-Profit Organizations
- Local, State, and Federal Government Entities
- Universities

ELIGIBLE GRANT PROJECTS

- Enhance the competitiveness of U.S. specialty crops in either domestic or foreign markets
- Grant funds **will not** be awarded for projects that solely provide a profit to a single organization, institution, or individual.
- Completed between Fall of 2025 (date of fully executed disbursement agreement) and September 29, 2028
- No minimum or maximum funding limits. Grant awards have ranged between \$10,000-\$544,000. Average in 2024: \$113,500
- No matching funds required.

ELIGIBLE GRANT PROJECTS (CONT.)

Examples of project areas include the following:

- 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 and specialty crops
- Improving efficiency and reducing costs of distribution systems
- Improving the capacity of all entities in the specialty crop distribution chain in developing good agricultural, handling, or manufacturing practices.
- Investing in specialty crop research, including research to focus on conservation and environmental outcomes
- Developing and enhancing domestic and international markets
- Expanding availability and access to specialty crops
- Improving agricultural workforce

ELIGIBLE GRANT PROJECTS (CONT.)

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

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Specialty Crop Block Grant Program

Progress: Opportunity Details (✓) Evaluation & Scoring (✓) Project Information (○) Application Forms (1) (○) Budget* (○) Submit (○)

[Download](#) [Save](#) [Save & Continue](#)

Subrecipient Detail

1 of 1

Project Profile Template

Instructions

1. Download the Project Profile Template
2. Complete the template offline.
3. Upload the template into your application.

Note on downloading the template:

When opening the template, you will receive a "Please wait..." error message. Please download the document to your computer and open the file with Adobe Reader or Adobe Acrobat to access the application pdf. USDA requires the use of a specific document format, known as XFA (XML Forms Architecture), for submitting the application.

DOWNLOAD Troubleshooting the PDF Application
Troubleshooting the SCBG PDF Application.docx

DOWNLOAD Project Profile Template
<https://agri.idaho.gov/marketing/grants-and-loans/specialty-crop-block-grant/>

Project Priority - If your organization is submitting multiple applications, please specify the project priority number. If submitting only one application, please state "1". *

0.00

UPLOAD Completed Project Profile Template *

[Choose File](#)

UPLOAD Letters of Support (Optional)

[Choose File](#)

APPLICATION PROCEDURES & DEADLINE

Applications must be submitted through AmpliFund no later than

March 10, 2025

Submit complete application packets via AmpliFund:

<https://www.gotomygrants.com/Public/Opportunities/Details/770a7d2e-09d7-41de-b258-3e2e75d02e49>.

Any applications received after March 10th will not be considered for funding.





GETTING STARTED

www.agri.idaho.gov/scbg

▲ 2025 Specialty Crop Grant Application Materials

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

For additional details and to submit your application, please visit: <https://www.gotomygrants.com/Public/Opportunities/Details/770a7d2e-09d7-41de-b258-3e2e75d02e49>.

- [2025 SCBG AmpliFund Training](#)
 - All applications must be submitted through AmpliFund. For step-by-step guidance on completing your application, please view this recorded training.
-  [2025 SCBG Application](#)
 - When opening the template, you will receive a 'Please wait...' error message. Please download the document to your computer and open the file with Adobe Reader or Adobe Acrobat to access the application pdf. USDA requires the use of a specific document format, known as XFA (XML Forms Architecture), for submitting the application.
-  [2025 Specialty Crop Block Grant Application Guidelines](#)
-  [2025 Application Outcome Measures and Indicators](#)
 - Sales is a MANDATORY measure for all marketing and promotion projects. Any projects using Outcome 1, MUST include Indicator 1.5
- [Register with SAM.gov](#)
-  [SCBG Application Example](#)
- [USDA Multi-State SCBGP Information](#)

APPLICATION GUIDELINES

2025 Specialty Crop Block Grant Program - Farm Bill

Application Guidelines



Idaho State Department of Agriculture

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AmpliFund – Application Portal Login

- [2025 SCBG AmpliFund Training](#)
 - **First-Time Users w/o an Org Account** – If your organization does not have an account, click on the “Create Account” button to register and setup a login.
 - **Users w/ an Existing Org Account** – Principle Investigators submitting an application for the University of Idaho should reach out to OSP to be setup as a user in your organization.
 - **Pass-Through Entity Users** – Commodity groups operating as a pass-through entity for a project will need to submit the application directly within their organization.

APPLICATION PROCEDURES & REQUIREMENTS

- AmpliFund Public Link:
<https://www.gotomygrants.com/Public/Opportunities/Details/770a7d2e-09d7-41de-b258-3e2e75d02e49>
- Must directly fill out the Application in its original dynamic format
- Application package **MUST** use the templates and include:
 - Application
 - Letters of Support (optional but **highly encouraged**)
- Any other additional material or pages will be discarded and not included in the review process

APPLICATION PROCEDURES & REQUIREMENTS

Application Sections

- Organization Detail
- Project Title
- Duration of Project
 - Start date – suggest Nov 1, 2025
- Project Partner and Summary
- Project Purpose
- External Project Support
- Expected Measurable Outcomes
- Budget Narrative



SPECIALTY CROP BLOCK GRANT PROGRAM PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The following information must be included in each project profile.

ORGANIZATION DETAIL	
Organization Name	<input type="text"/>
Organization Contact Name	<input type="text"/>
Phone	<input type="text"/>
Organization Email	<input type="text"/>
Organization Fax	<input type="text"/>
Mailing Address	
Street:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
PROJECT TITLE	
<input type="text"/>	
DURATION OF PROJECT	
Start Date	<input type="text"/>
End Date	<input type="text"/>
PROJECT PARTNER AND SUMMARY	
Include a project summary of <u>250 words or less</u> suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:	
<ol style="list-style-type: none">1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Department of Agriculture to lead and execute the project;2. The project's purpose, deliverables, and expected outcomes; and3. A description of the general tasks/activities to be completed during the project period to fulfill this goal.	
FOR EXAMPLE: The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.	
<input type="text"/>	

PROJECT TITLE

The Project Title needs to be 15 words or less

DURATION OF PROJECT

- Duration of Project is a maximum of three years (11/1/2025 thru 6/30/2028)
- The project will be executed for the full three-year period, so be aware that no additional time extensions will be permitted.

PROJECT SUMMARY

- Include a Project Summary of 250 words or less **suitable for dissemination to the public**. A Project Summary provides a very brief description of your project. A Project Summary includes:
 - The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with ISDA to lead and execute the project
 - The project's purpose, deliverables and expected outcomes and
 - A description of the general tasks to be completed during the project period to fulfill this goal

PROJECT PURPOSE

Clearly state the purpose of the project by providing the specific:

- Issue, Problem or Need the Project will address
- List of Objectives that the Project hopes to Achieve
- Objectives are different than measurable outcomes
- Project Beneficiaries
- Statement Enhancing Specialty Crops
- Continuation Project Information
- Other Support from Federal or State Grant Programs

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM, OR NEED THAT THE PROJECT WILL ADDRESS (5000 Character Limit)

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE
Include as many objectives as needed. To add another objective, use the "+" button. To delete, use the "-" button.

+	#	Objective
-		
-		

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries.

Does this project directly benefit underserved farmers as defined in the RFA?

Does this project directly benefit beginning farmers as defined in the RFA?

STATEMENT OF ENHANCING SPECIALTY CROPS

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

CONTINUATION PROJECT INFORMATION

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

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

PROVIDE THE AWARD NUMBER(S) AND PROJECT TITLES PREVIOUSLY FUNDED (1000 Character Limit)

PROJECT PURPOSE

Statement Enhancing Specialty Crops

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

www.ams.usda.gov/services/grants/scbgp

PROJECT PURPOSE

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

- How will the project differ from and build on previous efforts
 - **Include previous project titles and grant agreement numbers** (taken from previous Disbursement Agreements) EXAMPLE: Re-investing in digital communication in an increasingly virtual world 21SCBPID1086-00
- Provide a summary (3-5 sentences) of the outcomes of previous efforts
- Provide lessons learned on potential project improvements
- Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds

PROJECT PURPOSE

Other Support From Federal or State Grant Programs

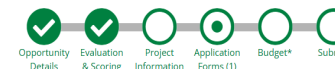
- Must indicate whether you submitted the project to a Federal or State grant program other than the SCBGP.
- If receiving or will potentially receive funds from another federal or state program, must identify the program and describe how this project differs from or supplements the other grant program's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

EXTERNAL PROJECT SUPPORT

- Describe the specialty crop stakeholders **who** support this project and **why** (other than the applicant and organizations involved in the project).
 - Summarize the content from the letters of support – any letters of support are NOT submitted to USDA
- Attach letters of support as separate documents- these are not required, but **highly encouraged**, but **highly encouraged**

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Specialty Crop Block Grant Program



Subrecipient Detail

1 of 1

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UPLOAD Completed Project Profile Template *

Choose File

UPLOAD Letters of Support (Optional)

Choose File

EXPECTED MEASURABLE OUTCOMES

Outcome Measures:

- You must choose **at least one of the seven outcome measures (preferably 1-2)** listed in the SCBGP Performance Measures
 - Outcome 1: Increasing Consumption and Consumer Purchasing of Specialty Crops**
 - Outcome 2: Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution**
 - Outcome 3: Increase Food Safety Knowledge and Processes**
 - Outcome 4: Improve Pest and Disease Control Processes**
 - Outcome 5: Develop New Seed Varieties and Specialty Crops**
 - Outcome 6: Expand Specialty Crop Research and Development**
 - Outcome 7: Improve Environmental Sustainability of Specialty Crops**
- Unlikely, but there is a miscellaneous outcome measure – requires USDA approval for use
- Please note, the outcome measures are the same as the previous 3 years

OUTCOME INDICATOR(S)

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

EXPECTED MEASURABLE OUTCOMES

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

You must choose at least one of the seven outcomes listed in the SCBGP Performance Measures, which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

OUTCOME MEASURE(S)

1. INCREASING CONSUMPTION AND CONSUMER PURCHASING OF SPECIALTY CROPS <input checked="" type="checkbox"/>		
Indicators	Value	N/A
1.1 Total number of consumers who gained knowledge about specialty crops:		<input checked="" type="checkbox"/>
1.1a Adults		<input checked="" type="checkbox"/>
1.1b Children		<input checked="" type="checkbox"/>
1.2 Total number of consumers who consumed more specialty crops:		<input checked="" type="checkbox"/>
1.2a Adults		<input checked="" type="checkbox"/>
1.2b Children		<input checked="" type="checkbox"/>
1.3 Number of additional specialty crop customers counted		<input checked="" type="checkbox"/>
1.4 Number of additional business transactions executed		<input checked="" type="checkbox"/>
1.5 Increased sales measured in:		<input type="checkbox"/>
1.5a Dollars		<input checked="" type="checkbox"/>
1.5b Percent change	10	<input type="checkbox"/>
1.5c Combination of volume and average price as a result of enhanced marketing activities		<input checked="" type="checkbox"/>

OUTCOME INDICATOR(S)

Example for Outcome 4:

OUTCOME MEASURE(S)

1. INCREASING CONSUMPTION AND CONSUMER PURCHASING OF SPECIALTY CROPS

2. INCREASING ACCESS TO SPECIALTY CROPS AND EXPANDING SPECIALTY CROP PRODUCTION AND DISTRIBUTION

3. INCREASE FOOD SAFETY KNOWLEDGE AND PROCESSES

4. IMPROVE PEST AND DISEASE CONTROL PROCESSES

Indicators	Value	N/A
4.1 Number of stakeholders that gained knowledge about science-based tools to combat pests and diseases	100	<input type="checkbox"/>
4.2 Number of stakeholders that adopted pest and disease control best practices, technologies, or innovations	25	<input type="checkbox"/>
4.3 Number of stakeholders trained in early detection and rapid response practices to combat pests and diseases, and of those:		<input checked="" type="checkbox"/>
4.3a the number of additional acres managed using integrated pest management		<input checked="" type="checkbox"/>
4.4 Number of stakeholders that implemented new diagnostic systems, methods, or technologies for analyzing specialty crop pests and diseases		<input checked="" type="checkbox"/>
4.5 Total number of producers/processors that enhanced or maintained pest and disease control practices, and of those, the number that reported:		<input checked="" type="checkbox"/>
4.5a Reduction in product lost to pest and diseases		<input checked="" type="checkbox"/>
4.5b Improved crop quality		<input checked="" type="checkbox"/>
4.5c Reduction in labor costs		<input checked="" type="checkbox"/>
4.5d Reduction in pesticide use		<input checked="" type="checkbox"/>
4.6 Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by:		<input checked="" type="checkbox"/>
4.6a Improving speed		<input checked="" type="checkbox"/>
4.6b Improving reliability		<input checked="" type="checkbox"/>
4.6c Expanding capability		<input checked="" type="checkbox"/>
4.6d Increasing testing (i.e. survey work for pests)		<input checked="" type="checkbox"/>

5. DEVELOP NEW SEED VARIETIES AND SPECIALTY CROPS

6. EXPAND SPECIALTY CROP RESEARCH AND DEVELOPMENT

OUTCOME INDICATOR(S) – Data Collection

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

BUDGET NARRATIVE – Budget Summary

Budget summary entered directly into the application

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications (RFA) section on *Funding Considerations* prior to developing their budget narrative.

Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Direct Costs Sub-Total	
Indirect Costs	
Total Budget	

BUDGET NARRATIVE – Budget Summary Cont.

- Make sure you fill out budget categories as detailed as possible. This is the section where you actually describe what you are going to do.
- Justifications:
 - For the budget categories of Personnel, Travel, Equipment, Supplies, Contractual, and Other, justifications are required. Be sure and fill out the justification section as fully as possible.

BUDGET NARRATIVE – Personnel

Personnel-

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

Example:

Personnel (\$12,400)

A Project Manager, Jane Smith, will provide oversight and lead research activities.

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

$\$50,000 \times 0.2 = \$10,000$

Undergraduate student labor will be utilized to process laboratory samples: $\$12.00/\text{hr} \times 200 \text{ hrs} = \$2,400$

If you already know the name of the individuals performing the job, please include it.

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. If the listed employee's salary/position will not be paid with SCBGP funds list \$0.00 in the Funds Requested column. See the RFA section on *Presenting Direct and Indirect Costs Consistently and Allowable and Unallowable Costs and Activities* for further guidance. Fill personnel information in space below as needed.

+	#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
-	1	Project Manager, Jane Smith	20% FTE	\$10,000.00
-	2	Undergraduate Student	200 hours	\$2,400.00
Personnel Subtotal				\$12,400.00

PERSONNEL JUSTIFICATION (2000 Character Limit)

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

FOR EXAMPLE:

Personnel 1: Description and justification

Personnel 2: Description and justification

Personnel 1: A project manager, Jane Smith, will provide oversight and lead research activities. 20% FTE will be focused on the project. Annual salary is \$50,000. $\$50,000 \times 0.2 = \$10,000$

Personnel 2: Undergraduate student labor will be utilized to process laboratory samples: $\$12.00/\text{hr} \times 200 \text{ hrs} = \$2,400$

BUDGET NARRATIVE – Fringe Benefits

Fringe Benefits-

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

Example:

Fringe (\$3,980)

The Project Manager's fringe benefit rate is 35%
 $\$10,000 \times 0.35 = \3500

The Undergraduate student fringe rate is 20%
 $\$2400 \times 0.2 = \480

FRINGE BENEFITS

Provide the fringe benefit rates, in percentages, for each of the employees described in the Personnel section that will be paid with SCBGP funds.

+	#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
-	1	Project Manager, Jane Smith	35	\$3,500.00
-	2	Undergraduate Student	20	\$480.00
Fringe Subtotal				\$3,980.00

BUDGET NARRATIVE - Travel

Travel-

- Trip Destination
- Type of Expense (airfare, car, hotel, meals, mileage, etc)
- Unit of Measure
- Number of Units
- Cost per Unit
- Number of Travelers Claiming the Expense
- Funds Requested

All travel must comply with State of Idaho regulations.

BUDGET NARRATIVE – Travel Cont.

Travel-

Example:

Travel (\$1,613)

Trip 1: The Project Manager and field assistant will travel from Moscow to test plots in Parma. The trip will be approximately 3 days in length.

Per trip Costs:

Ground Transportation: 600 miles x \$0.655/mile = \$393

Lodging: \$80 per night for 2 nights for 2 travelers = \$320

Meals: \$55 per day for 3 days for 2 travelers = \$330

Total = \$1,043

Trip 2: The project manager will travel to Pocatello, Idaho to present project findings at the Idaho Potato Conference.

Per trip Costs:

Airfare: 1 roundtrip x \$300 x 1 traveler = \$300

Lodging: \$80/night x 2 nights x 1 traveler = \$160

Meals: \$55/day x 2 days x 1 traveler = \$110

Total = \$570

Rates were determined based on GSA rates and the Idaho state travel policy.

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem for lodging and meals and incidental expenses (M&IE) and mileage rates prescribed in those regulations. This information is available at <http://www.gsa.gov/travel>. See the RFA section on *Allowable and Unallowable Costs and Activities* for further guidance. For all trips, please list each cost item (airfare, car rental, meals, hotel, etc.) associated with that trip number on a separate line. Please do not combine costs like airfare and hotels on the same line.

+	#	Trip Destination	Type of Expense (e.g., airfare, car rental, hotel, etc.)	Unit of Measure (e.g., days, nights, miles)	Number of Units	Cost per Unit	Number of Travelers Claiming Expense	Funds Requested
-	1	Test Plots - Moscow to Parma	Mileage	Miles	600	\$0.66	1	\$393.00
-		Test Plots - Moscow to Parma	Hotel	Nights	2	\$80.00	2	\$320.00
-		Test Plots - Moscow to Parma	Meals	Days	3	\$55.00	2	\$330.00
-	2	Idaho Potato Conference - Pocatello, Idaho	Airfare	Roundtrip	1	\$300.00	1	\$300.00
-		Idaho Potato Conference - Pocatello, Idaho	Hotel	Nights	2	\$80.00	1	\$160.00
-		Idaho Potato Conference - Pocatello, Idaho	Meals	Days	2	\$55.00	1	\$110.00
Travel Subtotal								\$1,613.00

TRAVEL JUSTIFICATION (2000 Character Limit)

For each trip listed in the above table, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when and where the trip will occur and who will be traveling. If the location is not yet known, please use "to be determined (TBD)". If you are not using GSA rates, please include how you arrived at the rate numbers. For example, it might be including tax for the hotel or University travel policy. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

FOR EXAMPLE:

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

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

Trip 1: (Approximate Date of Travel 01/2026) - The project manager and field assistant will travel from Moscow to test plots in Parma. The trip will be approximately 3 days in length.
Ground Transportation: 600 miles x \$0.655/mile = \$393, Lodging: \$80/night x 2 nights x 2 travelers = \$320, Meals \$55/day x 3 days x 2 travelers = \$330. Rates were determined based on GSA rates and the Idaho state travel policy.

Trip 2: (Approximate Date of Travel 09/2026) - The project manager will travel to Pocatello, Idaho to present project findings at the Idaho Potato Conference.
Airfare: 1 roundtrip x \$300 x 1 traveler = \$300, Lodging: \$80/night x 2 nights x 1 traveler = \$160, Meals: \$55/day x 2 days x 1 traveler = \$110. Rates were determined based on GSA rates and the Idaho state travel policy.

BUDGET NARRATIVE – Travel Cont.

Travel

- Must follow the State of Idaho Travel Policy on www.sco.idaho.gov
- Current mileage rate
 - \$0.67 per mile (*as of February 1, 2024)
- Per diem schedule
 - Maximum \$55/day In-State
 - Meals are only provided when in official travel status. The per diem allowance will only be paid for travel outside a 50-mile radius of the employee's primary work location and for travel in excess of 12 hours, or includes an overnight stay.
 - Only preauthorized travel is permitted

BUDGET NARRATIVE – Equipment & Supplies

Equipment-

If an item is over \$10,000, it is considered equipment. Include the purpose and estimated costs of each item. This must only benefit specialty crops. Follow instructions closely on the application.

Supplies-

Include an itemized list of supplies under \$10,000, which includes the estimated dollar amount of each item and the total supply costs. Follow instructions closely on application. Be as specific as possible.

BUDGET NARRATIVE - Contractual

Contractual-

- Provide a short description of the services each contract covers in the justification
- Indicate the Name/Organization, Hourly Rate/Flat Fee, Rate Value, and Funds Requested
- If your entire grant is contractual (i.e. a University is doing research for your commodity group)- then please breakdown each budget category under Contractual in the budget narrative

BUDGET NARRATIVE – Contractual Cont.

CONTRACTUAL/CONSULTANT

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

Create a new line for each contractor/consultant. Provide a list of contractors/consultants, detailing out the name, hourly or flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

+	#	Contractual Name/Organization	Hourly Rate/Flat Rate	Rate Value	Funds Requested
-	1	University	Flat Rate	\$25,778.50	\$25,778.50
Contractual/Consultant Subtotal					\$25,778.50

CONTRACTUAL JUSTIFICATION (2000 Character Limit)

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See the RFA section on *Allowable and Unallowable Costs and Activities* for acceptable justifications. If the Contractor has not yet been identified or is TBD, please indicate how you will announce the opportunity, evaluate candidates, and select the contractor for the position/work to be completed.

FOR EXAMPLE:

Contractual 1: Description and justification
 Contractual 2: Description and justification

Contractual 1: University

Personnel 1: John Doe, Project Manager, (no salary requested) John is the PI.

Personnel 2: Jane Smith, Graduate Student, Jane will provide oversight and lead research activities. 20% FTE will be focused on the project. Annual salary is \$50,000. $\$50,000 \times 0.2 = \$10,000$

Personnel 3: Undergraduate Student, 200 hours will be utilized to process laboratory samples. $\$12.00/\text{hr} \times 200 \text{ hrs} = \$2,400$.

Personnel Total: \$12,400

Jane Smith's rate is 35%, $\$10,000 \times 0.35 = \$3,500$.

Undergraduate student's rate is 20%, $\$2,400 \times 0.2 = \480 .

Fringe Total: \$3,980

Supply 1: Greenhouse supplies \$4,000; potting soil, pots, space charge for use, irrigation supplies.

Supply 2: Lab supplies \$1,900; petri dishes, sand for small pot experiments, pots.

Supply 3: Field supplies \$200; sample bags and marking flags

Supplies Total: \$6,100

We anticipate 1 trip per growing season for Jane Smith and the undergraduate student to visit plots in Parma for

sampling. Funds will cover mileage costs, lodging and meals for a 3-day trip.

Round trip mileage per trip is 575 miles at \$0.67/mile is \$385.25.

Hotel costs for 3 nights, 2 rooms per trip = \$934.

Meal costs for each trip for two travelers are \$330. \$3,298.50/2yrs

Travel total: \$3,298.50

Total contractual cost: \$25,778.50

BUDGET NARRATIVE – Contractual Cont.

Entire budget allocated to contractual Example:

Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	\$42,158.50
Other	
Direct Costs Sub-Total	\$42,158.50
Indirect Costs	
Total Budget	\$42,158.50

sampling. Funds will cover mileage costs, lodging and meals for a 3-day trip.

Round trip mileage per trip is 575 miles at \$0.67/mile is \$385.25.

Hotel costs for 3 nights, 2 rooms per trip = \$934.

Meal costs for each trip for two travelers are \$330. \$3,298.50/2yrs

Travel total: \$3,298.50

Total contractual cost: \$42,158.50

CONTRACTUAL/CONSULTANT

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

Create a new line for each contractor/consultant. Provide a list of contractors/consultants, detailing out the name, hourly or flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

+	#	Contractual Name/Organization	Hourly Rate/Flat Rate	Rate Value	Funds Requested
-	1	University	Flat Rate	\$42,158.50	\$42,158.50
Contractual/Consultant Subtotal					\$42,158.50

CONTRACTUAL JUSTIFICATION (2000 Character Limit)

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See the RFA section on *Allowable and Unallowable Costs and Activities* for acceptable justifications. If the Contractor has not yet been identified or is TBD, please indicate how you will announce the opportunity, evaluate candidates, and select the contractor for the position/work to be completed.

FOR EXAMPLE:

Contractual 1: Description and justification

Contractual 2: Description and justification

Contractual 1: University

Personnel 1: John Doe, Project Manager, (no salary requested) John is the PI.

Personnel 2: Jane Smith, Graduate Student, Jane will provide oversight and lead research activities. 20% FTE will be focused on the project for 2 years. Annual salary is \$50,000. $\$50,000 \times 0.2 \times 2 \text{ years} = \$20,000$

Personnel 3: Undergraduate Student, 200 hours (per year) will be utilized to process laboratory samples for 2 years. $\$12.00/\text{hr} \times 200 \text{ hrs} \times 2 \text{ years} = \$4,800$.

Personnel Total: \$24,800

Jane Smith's rate is 35%, $\$10,000 \times 0.35 = \$7,000$

Undergraduate student's rate is 20%, $\$4,800 \times 0.2 = \960 .

Fringe Total: \$7,960

Supply 1: Greenhouse supplies \$4,000; potting soil, pots, space charge for use, irrigation supplies.

Supply 2: Lab supplies \$1,900; petri dishes, sand for small pot experiments, pots.

Supply 3: Field supplies \$200; sample bags and marking flags

Supplies Total: \$6,100

We anticipate 1 trip per growing season for Jane Smith and the undergraduate student to visit plots in Parma for

BUDGET NARRATIVE – Contractual Cont.

Entire budget allocated to contractual
Example:

Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	\$175,000.00
Other	
Direct Costs Sub-Total	\$175,000.00
Indirect Costs	
Total Budget	\$175,000.00

CONTRACTUAL/CONSULTANT

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

Create a new line for each contractor/consultant. Provide a list of contractors/consultants, detailing out the name, hourly or flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

+	#	Contractual Name/Organization	Hourly Rate/Flat Rate	Rate Value	Funds Requested
-	1	University (See Supplemental Budget Document for budget line item details)	Flat Rate	\$175,000.00	\$175,000.00
Contractual/Consultant Subtotal					\$175,000.00

CONTRACTUAL JUSTIFICATION (2000 Character Limit)

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See the RFA section on *Allowable and Unallowable Costs and Activities* for acceptable justifications. If the Contractor has not yet been identified or is TBD, please indicate how you will announce the opportunity, evaluate candidates, and select the contractor for the position/work to be completed.

FOR EXAMPLE:

Contractual 1: Description and justification
Contractual 2: Description and justification

Contractor/Consultant 1: See Supplemental Budget Document for justification details.

PURCHASING REQUIREMENTS

- Obtain three written bids for any expenditure of \$15,000.00 or more for software, other property, and a mix of goods and services; OR \$25,000 or more for services only
- A minimum of three bids is required
- Additional purchasing information can be found on Idaho's Division of Purchasing website <https://purchasing.idaho.gov>
- This is mandatory even if the vendor is specified in the application

CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through.326](#), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

See Idaho specific procurement standards at <https://purchasing.idaho.gov/>

BUDGET NARRATIVE – Other

Other-

- Provide expenses not covered in any of the previous budget categories. Expenses may include conference registration fees, conferences, rental expenses, advertisements, publication costs, etc.
- Provide a short description of the item and why it is needed for the project
- Indicate the Item Description, Cost per Unit, Number of Units, Acquisition Date, and Funds Requested

INDIRECT COSTS

- Costs need to be directly attributable to the grant project's goals and objectives and be included in the approved workplan and budget
- Indirect costs are unallowable by ISDA (e.g., general administration, general office expenses, etc.)

ALLOWABLE COSTS

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

FEDERAL GRANT FUNDS

Must follow applicable cost principles:

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

RESTRICTIONS & LIMITATIONS ON GRANT FUNDS

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

- Fund political activities
- Develop or participate in lobbying activities (including costs of membership in organizations substantially engaged in lobbying)
- Purchase **general purpose equipment, buildings, and land**
 - Capital expenditures for **special purpose equipment** are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of ISDA and USDA and the item will only to be used to solely benefit the competitiveness of specialty crops.
 - **Rental costs** of buildings and equipment are allowable as direct costs

SELECTION AND SCORING CRITERIA

Project Quality and Soundness (30 points)

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

SELECTION AND SCORING CRITERIA

Enhances the Competitiveness of Idaho Specialty Crops (25 points)

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

SELECTION AND SCORING CRITERIA

Return on Investment (25 points)

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

SELECTION AND SCORING CRITERIA

Measurable Outcomes (20 points)

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

POST-AWARD MANAGEMENT

Subrecipients must ensure they are:

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

REPORTING REQUIREMENTS

Quarterly Financial Ledgers

- Due 20 days following the end of each quarter

Annual Report

- Due November 15, 2026 and November 15, 2027
- MUST use the template on the ISDA website

Final Report

- Due November 15, 2028 (unless the project ended prior)
- MUST use the template on the ISDA website

PRIOR APPROVAL OR NOTIFICATION

Required for change in:

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

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

DISTRIBUTION OF FUNDS

Expenditures will be reimbursed quarterly

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

RESOURCES/CONTACT INFO

Website for complete documentation:

www.agri.idaho.gov/scbg

Brenden Meyet

208-332-8547

Brenden.Meyet@ISDA.Idaho.gov

Ken Cameron

208-332-8537

Ken.Cameron@ISDA.Idaho.gov

Thank you