SPECIALTY CROP BLOCK GRANT PROGRAM – FARM BILL (SCBGP-FB)

CFDA Number: 10.170

Website: www.ams.usda.gov/scbgp

FY 2012 Eligibility, Application Requirements, and Grant Management Procedures

Last Updated: 10/31/11

Changes from the Previous Version of the Eligibility, Application Requirements, and Grant Management Procedures

The following changes apply to the fiscal year 2012 program and are incorporated throughout the document.

Grant Period

- The grant period must begin no later than September 30, 2012 and end no later than September 29, 2015.

Indirect Costs

- The limits on indirect costs are now approved by the Office of Management and Budget each fiscal year. The limit on indirect costs will be published in a Federal Register notice each fiscal year. Changes were made throughout the document to include this requirement.

Additional Prior Approval Requirements

- Absence or Change in Subgrantee/Project Partner - When a subgrantee/project partner plans to: relinquish active direction of the project for a period of more than three consecutive months, the State Agency shall submit a written notification (email is acceptable) to the Federal Agency. The notification shall contain the new subgrantee organization or name as well as the approved project title and SCBGP-FB grant agreement number affected.

Multi-State Partnerships

- Defined multi-state projects.
- Added a recommended review process for multi-state projects.

Contractual Costs

- Hourly contractual costs exceeding the cap of a GS-14 step 10 Federal employee in your area were added to Appendix B as an unallowable cost unless an acceptable justification is provided
- More clarification was provided in Appendices C and D on acceptable justifications for exceeding the hourly contractual rate cap of a GS-14 step 10 Federal employee in your area.

Meals

- Meals as entertainment costs was added to Appendix B as an unallowable cost unless an acceptable justification is provided

General Changes

- In general, language was modified to make State Plan requirements more clear under the following sections in Appendix C and D:
    - Partner Organization
    - Project Purpose
    - Potential Impact
    - Work Plan
    - Budget Narrative – Travel
    - Budget Narrative - Contractual
    - Budget Narrative – Other (Meals)
    - Project Partner Oversight
    - Project Commitment
    - Multi-State Project

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PROGRAM AUTHORITY

On December 21, 2004, the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) authorized the Department of Agriculture (USDA) to provide grants to State departments of agriculture solely to enhance the competitiveness of specialty crops.

The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competiveness Act of 2004 and authorized the USDA to provide grants to States for each of the fiscal years 2008 through 2012 to enhance the competitiveness of specialty crops.

Each State that submits an application that is reviewed and approved by the Agricultural Marketing Service (AMS) is to receive at least an amount that is equal to the higher of $100,000, or 1/3 of 1 percent of the total amount of funding made available for that fiscal year. In addition, AMS will allocate the remainder of the grant funds based on the value of specialty crop production in each state in relation to the national value of specialty crop production using the latest available cash receipt data.

ELIGIBLE ENTITIES

State departments of agriculture in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands are eligible to apply for funds. State department of agriculture is defined as the agency, commission, or department of a State government responsible for agriculture within the State.

ELIGIBLE GRANT PROJECTS

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SOLELY ENHANCE THE COMPETITIVENESS OF U.S. OR U.S. TERRITORY GROWN SPECIALTY CROPS

To be eligible for a grant, the project(s) must **solely** enhance the competitiveness of U.S.- or U.S. territory-grown specialty crops in either domestic or foreign markets. See the SCBGP-FB website, for a list of eligible specialty crops and ineligible commodities.

AMS encourages states to develop projects solely to enhance the competitiveness of specialty crops pertaining to the following issues affecting the specialty crop industry: increasing child and adult nutrition knowledge and consumption of specialty crops; 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 research to focus on conservation and environmental outcomes; enhancing food safety; developing new and improved seed varieties and specialty crops; pest and disease control; and development of organic and sustainable production practices.

States may wish to consider submitting grants that increase the competitiveness of specialty crop farmers, including Native American and disadvantaged farmers. Increasing competiveness may include developing local and regional food systems, and improving food access in underserved communities.

COMPLETED WITHIN 3 CALENDAR YEARS

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Projects must be completed within 3 calendar years. The grant period must begin no later than September 30, 2012 and end no later than September 29, 2015.

BENEFIT MORE THAN ONE PRODUCT OR ORGANIZATION

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Applications for grant funds should describe 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 benefit a particular commercial product or 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:

EXAMPLES OF UNACCEPTABLE PROJECTS

- 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.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers market.
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

EXAMPLES OF ACCEPTABLE PROJECTS

- A State requests funding to contract with a university 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.
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

MULTI-STATE PARTNERSHIPS

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Multi-state projects are encouraged to provide a growing need for solutions to problems that cross state boundaries such as, but not limited to: addressing good agricultural practices, research on crop productivity or quality, enhancing access to federal nutrition programs, pest and disease management, or commodity-specific projects addressing common issues in multi-state regions.

A project is multi-state when an organization receives SCBGP-FB funding from more than one state to execute the same or multiple components of the same project. The project must be identified as a multi-state project through the inclusion of a multi-state section in the State Plan project profile (see Appendix C: State Plan Format and Appendix D: Application Checklist for more information). In addition, all States reviewing the proposal need to be aware that the project is multi-state so that they can collectively decide to fund it.

If interested in working with a particular state or states, please contact the Specialty Crop Block Grant Program – Farm Bill office. Their contact information is listed in "SCBGP-FB Contacts" at the end of this document.

Recommended Review Process for Multi-State Projects

Multi-state projects present an opportunity to address complex issues both efficiently and comprehensively within the specialty crop industry. Situations that require a multi-state effort tend to be beyond the scope or reach of a single State department of agriculture. Therefore, it may not be feasible to align specialty crop goals, priorities, review criteria, etc. to ensure the selection of multi-state projects within each State department of agriculture's competitive review process. As such, it may be sensible for the States to consider the use of a non-competitive review process specifically for multi-state project proposals in order to encourage their development and submission.

This non-competitive peer review process, although not part of a State's competitive review, demonstrates that the proposed project is of the highest quality, is multi-state, meets stakeholder needs, and is consistent with each State's goals. Accordingly, it is advisable to ensure that the reviewers are not associated with the project and that they are knowledgeable in the subject matter of the proposed project. Concerns that are identified during the review process should be addressed in subsequent revisions of the proposal in order to obtain approval.

A high-quality multi-State project proposal demonstrates the following information and procedures:

1. The objectives are clearly focused
2. Each participant listed has direct involvement in the accomplishment of the stated objectives
3. The project is multi-state
4. The project proposal has been peer-reviewed

5. The proposed project is oriented toward accomplishment of specific outcomes and impacts and based on the priorities developed from stakeholder input
6. The proposal describes how the States are going to collaborate effectively within the project
7. Each State participating in the project submits the project in their State plan indicating which State is taking the coordinating role and the percent of the budget covered by each State

ADMINISTRATION OF GRANTS

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AMS applies the following federal grant uniform administrative requirements to the management of each grant award, and the State department of agriculture shall in turn apply these requirements to their subgrantees based on the type of organization through their contractual or cooperative linkages. For example, if the State government subawards 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
- 7 CFR Part 3052, "Audit of States, Local Governments, and Non-profit Organizations"

ALLOWABLE COSTS

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All awards and subawards are subject to those cost principles applicable to the particular organization concerned. For example, if a State government subawards 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. <u>All costs must be associated with project activities that enhance the competitiveness of specialty crops.</u>

- 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

RESTRICTIONS AND LIMITATIONS ON GRANT FUNDS

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- Grant funds shall supplement the expenditure of State funds in support of specialty crops grown in that State, rather than replace State 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.

- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.

  Capital expenditures means expenditures for the acquisition cost 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, which 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 $5000.

- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5000 or more have the acceptance of AMS. (Note: Acceptance from AMS means that the special purpose equipment must be included in the State Plan, and the State Plan must receive approval from AMS. If special purpose equipment was not originally included in the approved State plan, then the grantee must request approval from AMS to purchase the equipment before utilizing grant funds.)

  Special purpose equipment means equipment which is used only for research, scientific, or other technical activities. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry.

- Rental costs of buildings, equipment, and vehicles are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

APPLICATION PROCEDURES AND REQUIREMENTS

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REQUIRED FORMS

ONE SF-424, "APPLICATION FOR FEDERAL ASSISTANCE" (**PDF**) (**WORD**) (**INSTRUCTIONS**)

Most information blocks on the required form are either self-explanatory or adequately explained in the instructions. However, the following supplemental instructions associated with specific blocks on form SF-424 should be used for SCBGP-FB applications. See Sample SF-424 (PDF) to a view a completed form.

Block	Instruction
#1 Type of Submission	Check Application
#2 Type of Application	Check New
#4 and #5	Not applicable
# 8c Organizational DUNS	Applicant Information-refers to the State agency submitting the application and to the employee responsible for the project. Obtaining a DUNS Number, A Guide for Federal Grant and Cooperative Agreement Applicants.
#8d Address	Enter the State agency street address. P.O. Boxes will not be accepted. Enter a 9-digit zip code.
#10 Name of Federal Agency	AMS, USDA
#11 Catalog of Federal Domestic Assistance Number	Enter 10.170 for the Catalog of Federal Domestic Assistance Number. Title of Program is "Specialty Crop Block Grant Program-Farm Bill".
#12 Funding Opportunity Number	Enter AMS-FV-2012 for the funding opportunity number. Title - Specialty Crop Block Grant Program – Farm Bill.
#13Competition Identification Number	Not applicable
#14 Areas Affected by Project	Enter cities, counties, states affected by project
#15 Descriptive Title of Applicant's Project	A detailed description of each project is not necessary.
#16a Congressional Districts for Applicant	Enter the Congressional district where your main office is located.
#16b Congressional Districts for Program/Project	Enter the Congressional district where your project is performed. Provide "All" if the projects will be performed in more than one location.
#17 Proposed Project Start Date and End Date	For applications that contain multiple projects, indicate the start date of the earliest project and the end date of the latest project. Your grant period cannot be more than three years in length. The grant period must begin no later than September 30, 2012 and end no later than September 29, 2015.
#18 Estimated Funding	Estimated Funding categories include: Federal =Total Specialty Crop Block Grant funds requested
#19 Is Applicant Subject to Review by State Under Executive Order 12372 Process?	To determine if your State plan is subject to review under State Executive order 12372, consult the following website: http://www.whitehouse.gov/omb/grants_spoc/.

SF-424A, "BUDGET INFORMATION – NON CONSTRUCTION PROGRAM" (**PDF**) (**EXCEL**)

Each project's budget must be included on the SF-424A. You may use one or more forms as needed to include the required information for each project. Make sure to include the title of the project associated with the budget. Only include federal funds in Section B – Budget Categories. Please note that if you have more than four projects, you will need to attach and submit more than one SF-424A through www.grants.gov or use the Excel version of the form (Excel) which includes multiple sheets that enables each state to enter more than 4 projects per SF-424A.

Most information blocks on the required form are either self-explanatory or adequately explained in the instructions. However, the following supplemental instructions associated with specific blocks on form SF-424A should be used for SCBGP-FB applications. See Sample SF-424A (PDF) to view completed forms.

Block	Instruction
#1a Grant Program	Enter SCBGP-FB
#1b CFDA No.	Enter 10.170
#1c Federal	Enter amount of federal funds applied for
# 6 (1) through #6 (4) Grant Program Activity	Enter text that refers to the title of the project
#6 a. through h Object Class Categories	Enter totals finds for each applicable object class category for each project
#6i Total Direct Charges	Sum of #6a through #6h
#6j Indirect Charges	Enter the amount of indirect costs. The limit on indirect costs will be published in a Federal Register notice each fiscal year. A cost may not be allocated as an indirect cost if it is also incurred as a direct costs for the same purpose and vice versa.
#6k Totals	Sum of #6i and #6j
#6 (5) Total	Totals each object class category for all projects listed
#7 Program Income	Enter the estimated amount of income. Do not add or subtract this amount from the total project amount.
Page 2	Not applicable
Non-Federal Resources	SCBGP-FB does not have a match requirement. If non-federal resources are used on the grant, these resources may, but are not required to be provided on the form.

ONE SF-424B, "ASSURANCES-NON CONSTRUCTION PROGRAMS" (**PDF**)

See Sample SF-424B (PDF) to view a completed form.

PROJECT DURATION

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Specialty crop block grant funds will be awarded for projects of up to 3 years duration. The grant period start date and end date are determined by the State department of agriculture and indicted on the SF-424 in entry #17. The State department of agriculture shall allow ample time for completion of projects. The grant period must begin no later than September 30, 2012 and end no later than September 29, 2015.

STATE PLAN

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See Appendix C "State Plan Format" for further information on how to prepare the State Plan and the "Sample State Plan" for further information and examples.

APPLICATION CHECKLIST

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See Appendix D "Application Checklist" for a checklist to assist you in ensuring that the application is complete prior to submission.

1. Form SF-424
2. Form SF-424A

3. Form SF-424B
4. State Plan

ELECTRONIC APPLICATIONS

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AMS requires applicants to submit SCBGP-FB applications electronically through the central Federal grants web site, www.grants.gov instead of mailing hard copy documents. Original signatures are not needed on the SF-424 and SF-424B when applying through www.grants.gov and applicants are not required to submit any paper documents to AMS. Applicants should familiarize themselves with the Federal grants web site and begin the application process well in advance of the application deadline (between 3 and 6 months). AMS will send an email confirmation when applications are received by the AMS office.

For information on how to apply electronically, please consult Grants.gov's Get Registered webpage. Applicants experiencing problems in electronic preparation or submission of documentation should contact www.grants.gov, or the Grants.gov Contact Center at 1-800-518-4726, or visit their Troubleshooting Tips webpage for troubleshooting tips. The hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Time; and they are closed on Federal Holidays.

POST-AWARD MANAGEMENT

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For further information on post-award monitoring, please see "Subgrantee Monitoring Resources".

GRANT AGREEMENT

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By signing the grant agreement, each State department of agriculture is agreeing to execute all aspects of the grant agreement according to all applicable parts of USDA's Uniform Federal Assistance Regulations (7 CFR 3015 et seq) or as they may be later revised, and successive published regulations as appropriate; complete activities outlined in the approved State Plan, any approved revisions thereto, and the approved Award Budget; adhere to the Award Terms and Conditions; and commence the timely drawdown of funds; initial drawdown must be made within the first year of the grant period.

PRIOR APPROVAL REQUIREMENTS

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CHANGE KEY PERSONNEL

Absence or Change in State Agency Key Personnel – When it is necessary to change the program contact for the State Agency for a period of more than three consecutive months, the State Agency shall submit a written notification (email is acceptable) to the Federal Agency. The notification shall contain the new individuals name and contact information.

Absence or Change in Subgrantee/Project Partner - When a subgrantee/project partner plans to: relinquish active direction of the project for a period of more than three consecutive months, the State Agency shall submit a written notification (email is acceptable) to the Federal Agency. The notification shall contain the new subgrantee organization or name as well as the approved project title and SCBGP-FB grant agreement number affected.

The following items require a written request, including signature of the Project Coordinator for the State Agency and the Federal Agency before the request is approved. The Federal Agency will accept a faxed document or PDF file with a signature.

SCOPE OR OBJECTIVES

When it is necessary to modify the scope or objectives of the award, submit a written justification for the change to include the:

1) The SCBGP-FB grant agreement number(s) affected by the change(s);
2) The approved project title(s) affected by the change(s);
3) A description of the revised scope or objectives of the award; and
4) The signature of the Project Coordinator for the State Agency.

If requesting to discontinue all or a portion of a project in order to add a new project, submit a written justification for the change following the guidelines in Appendix C and or Appendix D, State Plan format with the new project proposal to include:

1) Project Title;
2) Project Partner;
3) Project Abstract;
4) Project Purpose;
5) Potential Impact;
6) Expected Measurable Outcomes;
7) Work Plan;
8) Budget Narrative;
9) Project Oversight;
10) Project Commitment; and
11) Signature of the Project Coordinator for the State Agency.

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 from the State Agency program contact must contain the following information:

1) The SCBGP-FB grant agreement number(s) affected by the change;
2) The length of additional time required to complete project objectives and a justification for the extension;
3) A summary of progress to date (status of project timeline and objectives…etc.);
4) An estimate of remaining funds on the scheduled expiration date;

5) A projected timetable to complete the project for which the extension is being requested; and
6) Signature of the Project Coordinator for the State Agency.

Note: All awards are limited to 3 calendar years from the start date of the grant agreement period.

BUDGET CHANGES

Where a modification to the SCBGP-FB approved budget is required, the modification must be approved in writing by the SCBGP-FB if the cumulative amount of such a modification exceeds 20 percent (20%) of the project's total budget as last approved by the SCBGP-FB. A request for a budget change shall include:

1) The SCBGP-FB grant agreement number(s) affected by the change;
2) The approved project title(s) affected by the change;
3) A description of the change;
4) A justification for the change; and
5) Signature of the Project Coordinator for the State Agency.

Note that if the cumulative amount of allowable budget change is less than 20 percent (20%), prior SCBGP-FB approval is not required.

COOPERATIVE OR CONTRACTUAL LINKAGES WITH ELIGIBLE ENTITIES

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State departments of agriculture shall assume the lead role in the specialty crop block grant projects, and use cooperative or contractual linkages with other agencies, universities, institutions, and producer, industry or community-based organizations, as appropriate.

State departments of agriculture should ensure through their cooperative or contractual linkages that subgrantees are:

1) Making adequate progress toward achieving the grant project's goals, objectives, and targets;
2) Ensuring through the use of clauses in every subgrant that federal grant funds are expended in ways that meet provisions of pertinent statutes, regulations, AMS administrative requirements, and relevant Office of Management and Budget (OMB) circulars (See the most recent Award Terms and Conditions for required statutes, regulations, and policy requirements to include in your contractual arrangements and Appendix E for additional information);
3) Ensuring subgrantees are aware of the requirements imposed upon them by Federal statute and regulation including performance and financial reporting requirements and prior approval requirements;
4) Ensuring that a provision for compliance with §3016.42 "Retention and access requirements for records" is placed in every cost reimbursement subgrant;
5) Conforming any advances of grant funds to subgrantees substantially to the same standards of timing and amount that apply to cash advances by Federal Agencies; and
6) Ensuring that subgrantees expending $500,000 or more in Federal awards during the subgrantee's fiscal year have met the audit requirements of 7 CFR Part 3052, "Audit of States, Local Governments, and Non-profit Organizations" for that fiscal year.

REPORTING REQUIREMENTS

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Annual performance reports and final performance reports will be accepted via email. A final Federal Financial Report (SF-425) shall be signed by the appropriate State official, and submitted to SCBGP-FB by email. If emailing the form, please scan the signed document and attach it to the email. The reports may be sent by email to: Scblockgrants@ams.usda.gov or via www.yousendit.com.

Upon receipt of each performance report, the Program Office will review the report and communicate with the grantee should there be any questions or concerns. Annual and final performance reports that are approved will become part of the official grant file.

ANNUAL PERFORMANCE REPORTS

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Annual performance reports are required to be received prior to 90 days after the end of the first year of the date of the signed grant agreement and each subsequent year until the expiration date of the grant period. The annual performance report should include a cover page and sections for each project that detail the progress to date.

COVER PAGE

Provide the following information in the order requested:

- ☐ Name of State Department of Agriculture
- ☐ Name of State Point of Contact
- ☐ USDA AMS Agreement Number
- ☐ Type of Report (Annual or Final Performance Report)
- ☐ Date Report is Submitted

Each project shall be outlined as separate project profiles. For example, Project 1 shall include a section for the project title, activities performed, problems and delays, future project plans, and total funding expended to date and then project two should include a section for project title, activities performed, problems and delays, etc.

PROJECT TITLE

- ☐ Provide the project's title.

ACTIVITIES PERFORMED

- ☐ Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.

- ☐ Provide a comparison of actual accomplishments with the goals established for the reporting period.
- ☐ Present the significant contributions and role of project partners in the project.
- ☐ Clearly convey progress toward achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.
- ☐ If a target of a project has already been achieved, it is encouraged to amend the outcome measure. This permits the project staff to "stretch" the goals in order to go beyond what they are already doing.

PROBLEMS AND DELAYS

- ☐ Note unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for each project. Explain why these changes took place.
- ☐ Mention the actions that were taken in order to address these delays, impediments, and challenges.
- ☐ Review measurable outcomes to determine if targets are realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report. Keep in mind that targets may slip due to all kinds of factors, such as employee turn-over and bad weather.
- ☐ In the event that the work plan timeline, expected measurable outcomes, budget, and/or methodology needs to be adjusted, provide an outline of those changes.

FUTURE PROJECT PLANS

- ☐ Briefly summarize activities performed, targets, and/or performance goals to be achieved during the next reporting period for each project. Whenever possible, describe the work accomplished in both quantitative and qualitative terms.
- ☐ Describe any changes that are anticipated in the project.

FUNDING EXPENDED TO DATE

- ☐ Provide information regarding the level of grant funds expended to date.
- ☐ In the event that a project gained income as a result of planned activities, provide the amount of this supplemental funding and how it will be reinvested into the project.

FINAL PERFORMANCE REPORT

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A final performance report will be required within 90 days following the end date of the grant agreement. The final report will be posted on the SCBGP-FB website and represents an important vehicle for sharing project findings with Federal and State agencies and the public. The final performance report should include a cover page and sections for each project that detail the progress to date.

COVER PAGE

Provide the following information in the order requested:

- ☐ Name of State Department of Agriculture
- ☐ Name of State Point of Contact
- ☐ USDA AMS Agreement Number
- ☐ Type of Report (Annual or Final Performance Report)
- ☐ Date Report is Submitted

Each project should be outlined as separate project profiles. For example, Project 1 should include a section for the project title, project summary, project approach, goals and outcomes achieved, beneficiaries, lessons learned, contact information, and additional information and then project two should include a section for project title, project summary, project approach, goals and outcomes achieved, beneficiaries, etc.

PROJECT TITLE

- ☐ Provide the project's title.

PROJECT SUMMARY

- ☐ Provide a background for the initial purpose of the project, which includes the specific issue, problem, or need that was addressed by this project.
- ☐ Establish the motivation for this project by presenting the importance and timeliness of the project.
- ☐ If the project built on a previously funded project with the SCBGP or SCBGP-FB describe how this project complimented and enhanced previously completed work.

PROJECT APPROACH

- ☐ Briefly summarize activities performed and tasks performed during the grant period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.
- ☐ Present the significant contributions and role of project partners in the project.

GOALS AND OUTCOMES ACHIEVED

- ☐ Supply the activities that were completed in order to achieve the performance goals and measurable outcomes for the project.
- ☐ If outcome measures were long term, summarize the progress that has been made towards achievement.
- ☐ Provide a comparison of actual accomplishments with the goals established for the reporting period.
- ☐ Clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.

BENEFICIARIES

- ☐ Provide a description of the groups and other operations that benefited from the completion of this project's accomplishments.
- ☐ Clearly state the quantitative data that concerns the beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project.

LESSONS LEARNED

- ☐ Offer insights into the lessons learned by the project staff as a result of completing this project. This section is meant to illustrate the positive and negative results and conclusions for the project.
- ☐ Provide unexpected outcomes or results that were a effect of implementing this project.
- ☐ If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.

CONTACT PERSON

- ☐ Name the Contact Person for the Project
  - Telephone Number
  - Email Address

ADDITIONAL INFORMATION

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

FINAL FEDERAL FINANCIAL REPORT

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A final **Federal Financial Report** submission of SF-425 (PDF) (Excel) (Instructions) is required within 90 days following the grant ending date.

Completed forms are to be signed by the appropriate State official, and submitted to SCBGP-FB by fax or email. If emailing the form, please scan the signed document and attach it to the email.

The form may be sent by email to: Scblockgrants@ams.usda.gov or faxed to (202) 720-0016; Attn: Specialty Crop Block Grant Program.

Most information blocks on the required forms are either self-explanatory or adequately explained in the instructions. However, the following supplemental instructions associated with specific blocks on form SF-425 should be used for SCBGP-FB applications.

Instructions for completing the SF-425	
Block	**Instruction**
#1 Federal Agency and Organizational Element	USDA, AMS
#2 Federal Grant Number	Enter the Agreement number from block 4 of your Grant Agreement for the grant you are reporting on

#3 Recipient Organization	Enter the State Agency name and complete address
#4a DUNS number	Enter the State Agency DUNS number
#4b EIN	Enter the State Agency Employer ID number
#5 Recipient Account Number	Enter the Accounting Code from Block 1 of your Grant Agreement for the grant you are reporting on
#6 Report Type	Select Final
#7 Basis of Accounting	Refers to the State department of agriculture accounting system
#8 Project/Grant Period	Include the month, day, and year beginning date and end date of the grant agreement period. See block 15 "Period of Performance" on grant agreement.
#9 Reporting Period End Date	See instructions for #8.
#10a Cash Receipts	Not applicable.
#10b Cash Disbursements	Not applicable.
#10c Cash on Hand	Not applicable.
#10d Total Federal Funds Authorized	Enter the total amount AMS approved the State department of agriculture to expend over the grant period (this can be found in block 16 of the Grant Agreement)
#10e Federal Share of Expenditures	Enter the amount of Federal fund expenditures
#10f Federal Share of Unliquidated Obligations	Enter zero.
#10g Total Federal Share	Enter the sum of lines 10e and 10f
#10h Unobligated Balance of Federal Funds	Enter the amount of Line 10d minus Line 10g. This is the amount that will need to be refunded back to the Federal Agency if amount was disbursed previously
#13a Typed or Printed Name and Title of Authorized Certifying Official	Enter the name and title of the authorized certifying official.
#13b Signature of Authorized Certifying Official	Authorizing official must sign and date the form
#13c Telephone (Area Code, Number, and Extension)	Enter the telephone number of the individual listed in Line 13a
#13d E-mail address	Enter the email address of the individual listed in Line 13a
#13e Date Report Submitted	Enter the date the form is submitted to AMS using the month, day, year format

AUDIT REQUIREMENTS

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The State is accountable for conducting an annual financial audit of the expenditures of all SCBGP-FB funds. This requirement can be fulfilled by the Single Audit Act (A-133) or a program-specific audit in accordance with 7 CFR Part 3052, "Audit of States, Local Governments, and Non-profit Organizations".

SINGLE AUDIT ACT

If the Single Audit Act applies, the State shall submit the annual A-133 audit results to AMS within 30 days after completion of the audit. See OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" for guidance on if the Single Audit Act applies.

PROGRAM-SPECIFIC AUDIT

If the Single Audit Act does not apply, the State shall conduct an audit in accordance with Generally Accepted Government Auditing Standards (GAGAS) of all SCBGP-FB funds no later than 60 days after the end date of the grant agreement. The State shall submit to AMS not later than 30 days after completion of the audit, a copy of the audit results.

GRANT CLOSE OUT CHECKLIST

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Due 90 days following the grant ending date:

1. Final Performance Report
2. SF-425, "Federal Financial Report"
3. Program-Specific Audit Report if A-133 audit was not previously submitted on an annual basis

REQUESTS FOR PAYMENT

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Payments of grant funds must be requested by the State agency using Form SF-270, "Request for Advance or Reimbursement" at least on a quarterly basis. Quarterly cash advances shall be limited to the minimum amounts needed to meet current disbursement needs and shall be scheduled so the funds are available as closely as is administratively feasible to the actual disbursements by the State Agency for program costs. Cash advances made by the State Agency to secondary recipient organizations or the State Agency's field organizations shall conform substantially to the same standards of timing and amount that applies to cash advances by the Federal Agency to the State Agency. Payments will be made electronically to the bank account specified by the State agency. The SF-270 should be signed by the appropriate organizational representative and submitted to SCBGP-FB by fax or email. If emailing the form, please scan the signed document and attach it to the email.

Requests for payments should be scheduled so that all grant funds are obligated (encumbered) at the end of the grant agreement and disbursed within 90 days after the end date of the grant agreement. Any unobligated (unencumbered) balance of cash at the end of this period must immediately be refunded back to the Federal Agency.

The obligation of funds may be terminated without further cause unless the grantee commences the timely drawdown of funds; initial drawdown must be made within the first year of the grant period.

The form may be sent by email to: Scblockgrants@ams.usda.gov or faxed to (202) 720-0016; Attn: Specialty Crop Block Grant Program.

RECORD RETENTION

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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 SCBGP-FB or until final resolution of any audit finding or litigation.

SCBGP-FB CONTACTS

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For questions, please call:

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OR

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OR

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Address:

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1400 Independence Avenue, SW
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Room 2077 South Building
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