XXX State Department of Agriculture

Division of Agriculture
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Approved by
Trista Etzig
4/15/11

MEMORANDUM

TO: Trista Etzig; Project Manager, Specialty Crop Block Grant Program

FROM: Tom Jones; Manager, Marketing and Development Branch

DATE: April 15, 2011

RE: Request to Amend the Budget for AMS Agreement 12-25-B-XXXX

The XXX State Department of Agriculture (the Department) would like to amend the projects entitled ***Enhancing Sustainable Specialty Crop Production*** and ***Training Series to Increase Local Fruit and Vegetable Production at the Local Market*** in Fiscal Year 2010 AMS Agreement 12-25-B-XXXX. Please see the detail below that describes the reason and extent of the changes to the project:

JUSTIFICATION:

Upon completion of the project entitled ***Training Series to Increase Local Fruit and Vegetable Production at the Local Market***, the Department's staff realized that funds in the amount of **$3,243** had not been utilized. This is due to financial efficiencies found within the project that saved money while maintaining the continuity of the project. The Department has worked with the Farm Extension & Research Center to determine the best usage of these funds. As a result of this effort, the Department requests to redirect these unused funds to the project entitled ***Enhancing Sustainable Specialty Crop Production*** in order to increase the number of specialty crop production and season extension workshops held during the 2011 calendar year from two (June 2011 and September 2011) to four (June 2011, August 2011, September 2011, and November 2011).

DESCRIPTION:

With the additional funding of **$3,243**, the Farm Extension & Research Center plans to hold two additional two-day workshops (August 2011 and November 2011) to train local specialty crop producers about specialty crop production innovations and opportunities to extend the season of their crops. This will be an augmentation of the existing two, which will be held as a result of the amount of program income accrued from the previous year's workshops and Apprenticeship Program (**$5,210**).

Specifically, the additional funds will be used to facilitate the two additional two-day workshops by providing funds for room rental and speaker fees.

Cost Category	Original	Amended
Supplies	$ 17,800	$ 17,800
Contractual	5,000	5,000
Other	*0*	*3,243*
Total SCBGP Funds:	$ 22,800	$ 26,043

Other ($3,243.00)

Room rental for the two-day workshops at the local community center amounts to $310.75 per day for a total of **$1,243**. This fee grants access to all the facility's technological equipment and capabilities, which includes Internet access, audio/video presentation capabilities, etc.

There will also be two speakers that specialize in specialty crop production and season extension for these workshops. Their fees amount to $500 per workshop, which amounts to **$2,000**.

Program Income ($1,500.00)

These workshops will also require a small registration fee ($25 per participant). We expect that approximately 30 specialty crop producers will participate in each workshop (30 X 2 X $25 = **$1,500**).

These additional funds will be reinvested into the program and will be used for printing and advertising associated with these workshops.

If you have any questions concerning this requested amendment, please feel free to contact me. If necessary, I will be more than happy to discuss and ratify this request to ensure that it meets the requirements of the Specialty Crop Block Grant Program.

Sincerely,

X

Tom Jones
Manager