

# GRANT ADMINISTRATION TEMPLATE


The State department of agriculture must include the following information once at the beginning of the State Plan.

## RECIPIENT INFORMATION

**State Department of Agriculture:**..... XX State Department of Agriculture

## STATE PLAN COORDINATOR

List the person at the State department of agriculture directly responsible for administering the state plan.

**Coordinator Name:**..... om Jones; Manager  
**Title:**..... Marketing and Development Branch  
**Phone Number:**.....(555) 222-1234  
**Email:**.....tom.jones@XXX.gov

## OUTREACH

### OUTREACH TO SPECIALTY CROP STAKEHOLDERS TO IDENTIFY FUNDING PRIORITIES

States are encouraged to conduct outreach to specialty crop stakeholders to receive and consider public comment to identify state funding priority needs in solely enhancing the competitiveness of specialty crops prior to development of your request for proposals or applications.

### OUTREACH TO IDENTIFY FUNDING PRIORITIES

The Commissioner sent a personalized letter to specialty crop organizations, which solicited their input regarding the industry’s needs and priorities (Appendix A). The Commissioner and other Department staff also solicited priority needs from the public by taking comments when speaking at conferences and meetings.

### IDENTIFIED FUNDING PRIORITIES

Provide the funding priority needs identified through your outreach to specialty crop stakeholders. Add more funding priorities by copying and pasting the existing listing, or delete funding priorities that aren’t necessary.

**Funding Priority 1:** Food safety for specialty crop producers with emphasis on multi-state efforts

**Funding Priority 2:** Increased direct marketing opportunities

**Funding Priority 3:** Fostering sustainable/organic practices

### OUTREACH NOT CONDUCTED (IF APPLICABLE)

If outreach was not conducted to identify funding priorities, provide an explanation why it was not conducted.

N/A

## OUTREACH TO SOCIALLY DISADVANTAGED AND BEGINNING FARMERS

### IDENTIFYING SOCIALLY DISADVANTAGED AND BEGINNING FARMERS

*Describe the methods used to identify socially disadvantaged and beginning farmers within your state.*

We identified socially disadvantaged and beginning farmers within the state by working through State Extension agents and through several local non-profits that work directly with these groups. Non-profit TUV and the PQR non-profit were particularly helpful in targeting these populations.

### ENGAGING SOCIALLY DISADVANTAGED AND BEGINNING FARMERS

*Describe the methods used to reach out to these groups to inform them about the SCBGP.*

Socially disadvantaged and beginning farmers were included in outreach efforts and were provided information through a direct mailing to Minority Farm Registrants (provided by the USDA Office of Outreach at the request of the Department) and through our non-profit partners.

### OUTREACH NOT CONDUCTED (IF APPLICABLE)

*If outreach was not conducted to socially disadvantaged farmers and beginning farmers, provide an explanation why it was not conducted.*

N/A

## COMPETITIVE REVIEW PROCESS

### PROPOSAL SOLICITATION

*Describe the methods you used to solicit proposals that met identified specialty crop funding priority needs.*

The Department developed and distributed a press release to over 400 agricultural media outlets and organizations (Appendix B) announcing the request for proposals (RFP) for the Specialty Crop Block Grant Program-Farm Bill. The press release and RFP included the identified priority areas. The RFP and accompanying press release were also published and disseminated through email, posted on the Department's website, and hard copies upon request.

### GRANT PROPOSALS RECEIVED

**Number of Grant Proposals Received:**.....31

## APPLICATION REVIEW PANEL

### REVIEWER SELECTION

*Describe how you selected reviewers to ensure the review panel consisted of technical experts from various fields, who were qualified and able to perform high quality and fair reviews.*

Once the SCBGP's Notice of Funding Availability was published, the Department recruited reviewers from the state's pool of specialty crop experts by personal invitation and formed a Specialty Crop Block Grant Advisory Committee (Advisory Committee).

## REPRESENTED FIELDS OF EXPERTISE

Provide the fields of expertise the review panel members represented (i.e., botanists, food nutrition experts, commodity association representatives, etc.).

The Advisory Committee consisted of ten individuals with expertise in a wide range of specialty crop commodities (6), botany (3), and nutrition (1) from the State's public (4), private (2), academic (2), and non-profit (2) sectors.

## PREVENTING REAL OR PERCEIVED CONFLICT OF INTEREST

Describe how you documented and ensured reviewers were free from conflicts of interest (i.e., reviewers signed a conflict of interest statement).

Advisory Committee members signed an agreement with the Department to ensure that they did not apply for this funding opportunity or review applications with which they had a conflict of interest.

## SHARING THE RESULTS OF COMPETITIVE PROCESS WITH APPLICANTS

Describe how you will provide or did provide results of the peer review panel to the grant applicants while ensuring the confidentiality of the review panel members.

Seven projects were chosen for funding and are detailed in the following sections of this State Plan. The twenty-four project directors that were not funded received a letter notifying them of their proposal status, the reason the project did not receive funding during this cycle, and that they could contact the Department with any questions or concerns.






## COMPETITIVE PROCESS NOT CONDUCTED (IF APPLICABLE)

If you did not conduct a competitive grant process, provide an explanation as to why you did not.

N/A

## OVERALL STATE PLAN BUDGET SUMMARY


Please ensure the total budget equals the State's available grant allocation and that the total grant administration costs (direct and indirect) do not exceed 8 percent of your total grant request.

#	Project Title	Direct	Indirect	Total
1	Developing RNA Vaccines to Manage Pepino Mosaic Virus	\$63,523.00	0	\$63,523.00
2	Farm-to-School: Building New Markets for Specialty Crops in Schools	\$250,000.00	0	\$250,000.00
3	Measuring Irrigation Water Quality on Vegetable Farms	\$50,573.44	\$4,002.56 	\$54,576.00
4	Establish a Super Berry Market in the State	\$13,390.50	0	\$13,390.50
5	Specialty Crop Solutions for Health-Distressed Communities	\$68,200.76	\$3,410.04	\$71,610.80
6	Training Series to Increase Local Fruit and Vegetable Production at the Local Market	\$12,669.00	0	\$12,669.00
7	Enhancing Sustainable Specialty Crop Production	\$22,800.00	0	\$22,800.00
<b>Grant Administration</b>		\$19,070.00 	\$8,800.00 	\$27,870.00
<b>Total</b>		\$500,226.70	\$16,212.60 	\$516,439.30 

## STATE DEPARTMENT OF AGRICULTURE OVERSIGHT

If you are using grant funds for direct administration of the grant agreement, provide the start and end dates for the use of these funds.


Start Date: 9/30/2016 

End Date: 9/29/2018 


**GRANT ADMINISTRATION BUDGET NARRATIVE**

All expenses described in this Budget Narrative must be associated with administration expenses for the SCBGP. Applicants should review the Request for Applications section 4.6 Funding Restrictions prior to developing their budget narrative.

Please review previous State Plans to ensure that you are not requesting grant administration costs for the same activities for the same period as previously awarded. The Specialty Crop Block Grant Program (SCBGP) will not fund duplicative costs. Your total administrative costs, which include direct and indirect expenses associated with grant administration, inclusive of individual project indirect costs, must not exceed 8 percent of your total grant request.




Budget Summary 	
Expense Category	Funds Requested
Personnel	\$13,200.00
Fringe Benefits	5,412.00
Travel	\$308.00
Equipment	\$0.00
Supplies	\$150.00
Contractual	\$0.00
Other	\$0.00
<b>Direct Costs Subtotal</b>	\$19,070.00
<b>Indirect Costs</b>	\$8,800.00


<b>Total Budget</b>	\$27,870.00
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Budget Breakdown by Year 			
Year 1	Year 2	Year 3	Total
\$13,935.00	\$13,935.00	0	\$27,870.00

**PERSONNEL**

List the organization’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.6.1 for further guidance.

#	Name/Title 	Level of Effort (# of hours OR % FTE) 	Funds Requested 
1	Tom Jones, Manager, Marketing and Development Branch	.15 FTE	\$13,200.00

<b>Personnel Subtotal</b>	\$13,200.00 
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**PERSONNEL JUSTIFICATION **

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

**Personnel 1:** Will make sure projects stay on task to include day to day operations, i.e. processing payments, compiling semiannual reports.

**FRINGE BENEFITS**

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

#	Name/Title	Fringe Benefit Rate	Funds Requested
1	Tom Jones, Manager, Marketing and Development Branch	24.6 %	\$5,412.00

<b>Fringe Subtotal</b>	\$5,412.00
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## 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 and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Various In-State Locations	Mileage	Miles	550	\$.56	1	\$308.00

<b>Travel Subtotal</b>	\$308.00
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## TRAVEL JUSTIFICATION

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 the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

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

5-2017, Lexington County, Site visit of high risk grantees to make sure they are still in compliance with administering this program.

## CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#).



## SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and solely enhance the competitiveness of specialty crops. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested
Printer Paper	\$30/box	3	10/23/16	\$90.00
Printer Cartridges	\$60/set of cartridges	1	10/23/16	\$60.00

<b>Supplies Subtotal</b>	\$150.00
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## SUPPLIES JUSTIFICATION

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

- Printer Paper- Printing materials for outreach and training workshops and reviewers.
- Printer Cartridges- Printing for workshops and reviewers.

## INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of your total grant request.

Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.7.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested
2%	\$8,800.00
<b>Indirect Subtotal</b> <span style="float: right;">\$8,800</span>	

# SCBGP PROJECT PROFILE TEMPLATE

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 acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

## PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

Developing RNA Vaccines to Manage Pepino Mosaic Virus

## DURATION OF PROJECT

**Start Date:** 9/1/2016 **End Date:** 9/1/2019

## PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project,
2. A concise outline the project's outcome(s), and
3. A description of the general tasks 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.

The XYZ State University (the University) will explore the mechanisms of the induced resistance of Pepino mosaic virus in tomatoes and to develop novel immunization approaches to induce the resistance.

## PROJECT PURPOSE

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

Fresh tomato production in the U.S. is valued at \$1.4 billion annually. Tomato production, particularly greenhouse tomato production, has expanded rapidly within the State between 2004 and 2008. However, the emergence of PepMV as a pathogen poses a serious challenge to the tomato industry. Infection by the virus affects the quality of fruit and reduces its size, which results in up to 38 percent of the tomato fruit becoming downgraded.

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

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

**Objective 1:** Determine if the naturally induced resistance in tomatoes is mediated by RNA-based immunity

**Objective 2:** Develop two alternate vaccines that can effectively induce the resistance

**Objective 3:** Protect tomato plants from PepMV

**Objective 4:** Eliminate the risk of late PepMV outbreaks

**PROJECT BENEFICIARIES**



Estimate the number of project beneficiaries: .....520

Does this project directly benefit socially disadvantaged farmers as defined in the RFA? Yes  No

Does this project directly benefit beginning farmers as defined in the RFA? Yes  No

**STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS**



By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#). Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).

**CONTINUATION PROJECT INFORMATION**



*If your project is continuing the efforts of a previously funded SCBGP project, address the following:*

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

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

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS  
N/A

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

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

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

**OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS**



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

Yes  No



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

### Identify the Federal or State grant program(s).

- USDA Special Projects Grant Program

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

The University presently has received matching funds from the USDA Special Projects Grant Program to provide one-half salary for the Senior Research Specialist. This individual will coordinate most of the laboratory operations and perform a majority of the laboratory and greenhouse experiments. This project will not be a duplicative effort, but rather enhance the program by providing additional dollars to elevate the part-time position to full time status.

## EXTERNAL PROJECT SUPPORT

*Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).*

The Tomato Association and its 500 members support this project. The members have recently identified PepMV as the greatest threat to their crops and specifically approached the researchers to request their assistance in finding solutions to it.

## EXPECTED MEASURABLE OUTCOMES

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

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

## OUTCOME MEASURE(S)

*Select the outcome measure(s) that are applicable for this project from the listing below.*

- 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
- 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 the ecology 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:**

**Outcome 2, Indicator 1.a.**

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

**Outcome 5, Indicator 7**

Number of viable technologies/processes developed or modified that will increase specialty crop distribution and/or production: 1 vaccine

**Outcome 5, Indicator 8**

Number of viable growers/producers that gained knowledge about science-based tools through outreach and education programs: 100 growers (2017 Agricultural Center Field Day) and 1500 scientists (2017 American Phytopathology Meeting)

**MISCELLANEOUS OUTCOME MEASURE** 

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

N/A




**DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS** 

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

To monitor the success of the project, we will meet together regularly as a research team to discuss our progress towards the development of a vaccine. Once the vaccine has been developed or is under way, we will work together to develop presentations to be shared with the growers at Agricultural Center Field Day and the annual American Phytopathology Meeting. The success of the project will be measured by attendance at each of the presentations and by self-identified interest amongst tomato growers in using the vaccine, as measured through a post-presentation survey. At least 30 percent of the attendees at the presentations will indicate an interest in using the vaccine.

**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 section 4.7 Funding Restrictions prior to developing their budget narrative.*

<b>Budget Summary</b> 	
<b>Expense Category</b>	<b>Funds Requested</b>
<b>Personnel</b>	\$27,000.00
<b>Fringe Benefits</b>	\$9,585.00
<b>Travel</b>	\$1,608.00
<b>Equipment</b>	\$5,000.00
<b>Supplies</b>	\$14,830.00
<b>Contractual</b>	\$0.00
<b>Other</b>	\$5,500.00
<b>Direct Costs Subtotal</b>	\$63,523.00
<b>Indirect Costs</b>	\$0.00 
<b>Total Budget</b>	\$63,523.00 

**PERSONNEL**

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance.

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Senior Research Specialist	10% FTE	\$21,000.00
2	Undergraduate Students	500 hours	\$6,000.00

<b>Personnel Subtotal</b>	\$27,000.00
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## PERSONNEL JUSTIFICATION

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

**Personnel 1:** Determine if RNAi is involved in the natural resistance (09/2016 – 01/2017);

Construct an infectious cDNA clone for PepMV (01/2017 – 06/2017);

Construct an RNA immunization vector (06/2017 – 08/2017);

Develop an attenuated PepMV strain (08/2017 – 05/2018);

Test the efficacy of the immunization vector (03/2018 – 12/2018)

**Personnel 2:** Determine if RNAi is involved in the natural resistance (09/2016 – 01/2017);

Construct an infectious cDNA clone for PepMV (01/2017 – 06/2017);

Construct an RNA immunization vector (06/2017 – 08/2017);

Develop an attenuated PepMV strain (08/2017 – 05/2018);

Test the efficacy of the immunization vector (03/2018 – 12/2018)

## FRINGE BENEFITS

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

#	Name/Title	Fringe Benefit Rate	Funds Requested
1	Senior Research Specialist	44.74%	\$9,387.00
2	Undergraduate Students	3.3%	\$98.00

<b>Fringe Subtotal</b>	\$9,585.00
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## 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 and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	City X and City Y	Car rental	Days	7	\$32/day	1	\$224.00

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
2	City X and City Y	M&IE	Days	7	\$25/day	1	\$175.00
3	City X and City Y	Lodging	Nights	2	\$60/night	1	\$120.00
4	Nashville, TN	Airfare	Flight	1	\$349.00	1	\$349.00
5	Nashville, TN	Lodging	Nights	5	\$99	1	\$495.00
6	Nashville, TN	M&IE	Days	5	\$49	1	\$245.00

<b>Travel Subtotal</b>	\$1,608.00
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### TRAVEL JUSTIFICATION

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 the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

**Trip 1 (Approximate Date of Travel 05/2018):** Field surveys in City Y (4 day trips); Field surveys in City X (2 overnight trips); and the Annual Agricultural Center Field Day (1 day trip)

**Trip 2 (Approximate Date of Travel 01/2018):** Annual American Phytopathological Society to present the research completed to date.

### CONFORMING WITH YOUR TRAVEL POLICY





By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.

### EQUIPMENT

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

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

#	Item Description 	Rental or Purchase 	Acquire When? 	Funds Requested 
1	96-well thermocycler	Purchase	10/2016	\$5,000.00

<b>Equipment Subtotal</b>	\$5,000.00
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### EQUIPMENT JUSTIFICATION

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

**Equipment 1:** The 96-well thermocycler will be purchased to accommodate the large numbers of PCR-related experiments outlined in the project.

## SUPPLIES

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

Item Description 	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested 
Greenhouse supplies for growing tomato plants including 400 pots, soils (10-50 lb bags), and fertilizers (Osmocote, 5 lb)			10/2016	\$500.00
Laboratory supplies including chemicals, biochemicals, molecular biology reagents, enzymes, columns for RNA and DNA isolations, plant and bacterial media, plastic- and glass-ware, gel boxes and trays	\$1,000/month	12 months	10/2016	\$12,000.00
Gilson Pipetteman (each set consisting of 4 pipettes ranging from 1 µl to 1000 µl, \$1,165.00 for each set)	\$1,165/set	2 sets	10/2016	\$2,330.00

<b>Supplies Subtotal</b>	<b>\$14,830.00</b> 
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## SUPPLIES JUSTIFICATION

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

**Greenhouse supplies:** required to grow the tomato plants to be included in the analysis.



**Laboratory supplies:** expendable supplies are required on a monthly basis to run the proposed tests. Because they are not reusable, they have to be replenished on a monthly basis.

**Gilson Pipetteman:** necessary as components for the analysis of PepMV

## OTHER

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

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

Item Description 	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested 
Publishing costs	\$1,500.00	1	01/2019	\$1,500.00

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested
Rental of transgenic greenhouse	\$140.00/month	28.5 months	10/2016	\$4,000.00

<b>Other Subtotal</b>	\$5,500.00
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#### OTHER JUSTIFICATION

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

**Publishing costs:** partially defray costs of publishing the results of the project

**Rental of transgenic greenhouse:** rental of greenhouse space to grow the tomatoes for testing (including the winter)

## PROJECT TITLE

Farm-to-School: Building New Markets for Specialty Crops in Schools

## DURATION OF PROJECT

**Start Date:** 9/29/2016

**End Date:** 9/30/2019

## PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

4. 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,
5. A concise outline the project's outcome(s), and
6. A description of the general tasks to be completed during the project period to fulfill this goal.

The XXX State Department of Agriculture program will expand the market for State-grown specialty crops in schools and increase the number of specialty crop growers with the certification required by school districts through: developing an online toolkit and conducting farm-to-school workshops for foodservice buyers on how to purchase and prepare local specialty crops. The project will also develop resources and hold events to help farmers to understand and prepare for Good Agricultural Practices (GAP) food safety certification.

## PROJECT PURPOSE

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

Due to labor or facilities constraints, school buyers often require processed products but farmers may have limited knowledge of or access to necessary processing facilities. Farmers need guidance in expanding their markets by producing value-added, consumer ready products. Additionally, schools need training on purchasing from farms/small distributors on building seasonal, cost-effective menus. These farms/distributors will need GAP certification and will need to continue this audit training.

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

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

**Objective 1:** Develop an online toolkit and conduct farm-to-school workshops for foodservice buyers on how to purchase and prepare specialty crops.

**Objective 2:** Provide classroom resources to educate students about the benefits of eating fruits and vegetables.

**Objective 3:** Conduct grower trainings to assist specialty crop producers in selling to institutional markets.

**Objective 4:** Develop resources and hold events to help farmers to understand and prepare for Good Agricultural Practices (GAP) certification.

**Objective 5:** Survey farmers and processors to inventory the current capacity for post-harvest processing required to meet the school foodservice market.

## PROJECT BENEFICIARIES

**Estimate the number of project beneficiaries:** .....10,000

Does this project directly benefit socially disadvantaged farmers as defined in the RFA? Yes  No

Does this project directly benefit beginning farmers as defined in the RFA? Yes  No

STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS 

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#). Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).

CONTINUATION PROJECT INFORMATION 

*If your project is continuing the efforts of a previously funded SCBGP project, address the following:*

DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS  
This project is not a continuation of any previous project.

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

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS  
N/A

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

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

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

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS 

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

Yes  No

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

**Identify the Federal or State grant program(s).**

- N/A



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

N/A

**EXTERNAL PROJECT SUPPORT**



*Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).*

The SU County Extension service will loan video and editing equipment: SU Small Farms Team will conduct outreach about GAP; and the Institute for Sustainable Agriculture and University Extension will structure for foodservice toolkit website and page structure and coding.

**EXPECTED MEASURABLE OUTCOMES**

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

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

**OUTCOME MEASURE(S)**



*Select the outcome measure(s) that are applicable for this project from the listing below.*

- 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
- 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 the ecology 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:**

**Outcome 2, Indicator 1.a.**

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

**Outcome 4, Indicator 3.c.**


40 school food programs and other food options

**Outcome 6, Indicator 3**

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 250

**MISCELLANEOUS OUTCOME MEASURE** 

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




**DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS** 

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

The number of farmers participating in the workshops, number of downloads of GAP/GHP training materials from DA website, and the number of farmers certified by DA’s Fruit and Vegetable Inspection Program who report having attended these workshops.





**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 section 4.7 Funding Restrictions prior to developing their budget narrative.*

<b>Budget Summary</b> 	
<b>Expense Category</b>	<b>Funds Requested</b>
<b>Personnel</b>	\$124,000
<b>Fringe Benefits</b>	\$31,000
<b>Travel</b>	\$8,000
<b>Equipment</b>	\$0
<b>Supplies</b>	\$3,000
<b>Contractual</b>	\$23,000
<b>Other</b>	\$61,000
<b>Direct Costs Subtotal</b>	\$250,000
<b>Indirect Costs</b>	\$0 
<b>Total Budget</b>	\$250,000 

**PERSONNEL**

*List the organization’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance.*

<b>#</b>	<b>Name/Title</b> 	<b>Level of Effort (# of hours OR % FTE)</b> 	<b>Funds Requested</b> 
1	Coordinator	100% FTE	\$124,000
<b>Personnel Subtotal</b>			\$124,000 

**PERSONNEL JUSTIFICATION** 

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

**Personnel 1:** The Coordinator will oversee all functions of the project from start to finish. This includes the procurement of supplies, contractors and travel to various sites throughout the state. The Coordinator will also be in charge of conducting GAP/GHP on-farm events and securing for farmer-training events.

## FRINGE BENEFITS

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

#	Name/Title	Fringe Benefit Rate	Funds Requested
1	Coordinator	25%	\$31,000

<b>Fringe Subtotal</b>	<b>\$31,000</b>
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## 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 and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	City X	Mileage	Miles	1,200	\$0.55	1	\$600
2	City Y	Mileage	Miles	885	\$0.55	1	\$487
		Lodging	Nights	2	\$91	1	\$182
		Meals	Days	3	\$59	1	\$177
		Parking	Days	3	\$20	1	\$60
3	City Y	Mileage	Miles	885	\$0.55	1	\$487
		Lodging	Nights	2	\$91	1	\$182
		Meals	Days	3	\$59	1	\$177
		Parking	Days	3	\$20	1	\$60
4	City Z	Mileage	Miles	40	\$0.55	1	\$70
		Lodging	Nights	2	\$94	1	\$188
		Meals	Days	2	\$59	1	\$118
		Parking	Days	2	\$10	1	\$20
5	City A	Mileage	Miles	208	\$0.55	1	\$378
		Lodging	Nights	2	\$70	1	\$140
		Meals	Days	2	\$39	1	\$78

<b>Travel Subtotal</b>	<b>\$8,000</b>
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## TRAVEL JUSTIFICATION

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 the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

**Trip 1 (Approximate Date of Travel MM/YYYY): GAP/GHP on-farm event Jul-Dec 2016 for video shooting, editing and production (inspectors present for on-farm even and video shoot and provide expertise for production**

**Trip 2(Approximate Date of Travel MM/YYYY): Farmer Training events: Jan-Mar 2017**

**Trip 3(Approximate Date of Travel MM/YYYY): Foodservice Training events: Apr-Jul 2017**

**Trip 4(Approximate Date of Travel MM/YYYY): Farmer training events: Jan-Mar 2018**

**Trip 5(Approximate Date of Travel MM/YYYY): Foodservice Training events: May-Jun 2018**

### CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.



### SUPPLIES

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

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested
Office supplies & materials	\$500 per year	3 years	Annually	\$1,500
Paper, folders, etc	\$500	3 years	Annually	\$1,500

<b>Supplies Subtotal</b>	<b>\$3,000</b>
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### SUPPLIES JUSTIFICATION

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

- Office supplies and materials: support content for online toolkit
- Paper, folders, etc.: Education materials to distribute

### CONTRACTUAL/CONSULTANT

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

### ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

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

#	Name/Organization	Hourly Rate/Flat Rat	Funds Requested
1	Online Toolkit Development and Adaptation	\$60/hour	\$10,000
2	County Extension Hmong Youth Film Project	Flat Rate	\$10,000
3	Processing Study Analysis	Flat Rate	\$3,000

<b>Contractual/Consultant Subtotal</b>	\$23,000
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## CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

**Contractor/Consultant 1:** this \$10,000 contract was awarded prior to the submission of this project following the State Department of Agriculture’s procurement policies. It will take the online toolkit donated by University State X, and adapt it for DA use and web specifications. Personnel under this contract will be paid at a rate of \$60/hour. Any leftover funds will be used to develop State-specific content for the toolkit.

**Contractor/Consultant 2:** flat fee stipends for 5 youth at \$2,000 each to be coordinated through County Extension Hmong Youth Film Project for a total of \$10,000. The participating youth have not been chosen for these stipends yet; however, they will be chosen through the State’s procurement standards. Youth will film and edit video in close collaboration with DA staff and under supervision of SU Hmong Outreach Coordinator.

**Contractor/Consultant 3:** this \$3,000 flat rate contract will analyze the production information on processing needs of growers and current availability of processing facilities and compile a report. The project staff will use the procurement standards established by the State to select this contractor.

## 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.



## OTHER

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

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

Item Description 	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested 
Foodservice trainings	\$3,500	6	Jun 2016	\$21,000
Farmer Trainings	\$2,000	6	Mar 2017	\$12,000
Processor Survey	\$3,333 per year	3 years	December 2016	\$10,000
GAP/GHP On-Farm Trainings	\$1,333 per year	3 years	December 2016	\$4,000
Copies of GAP/GHP video onto DVD	\$5	400	Annually	\$2,000

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested
SU Small Farms Team and Small Farms Advisory Board Meetings	\$4,000	3 years	Annually	\$12,000

<b>Other Subtotal</b>	\$61,000
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## OTHER JUSTIFICATION

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

- Foodservice trainings: *Space rental, educational materials, trainer stipends, food for demonstrations and hands-on workshop*
- Farmer Trainings: *Space rental, educational materials, trainer stipends and other costs*
- Processor Survey: *Sampling, survey printing and mailing to farmers and processors around the State, using services of National Agricultural Statistics Service, information from the Processors Association and other sources*
- GAP/GHP On-Farm Trainings: *Administration costs, paperwork, surveys and stipends to host farms*
- Copies of GAP/GHP Video onto DVD: *Getting DVDs made and packaged*
- SU Small Farms Team and Small Farms Advisory Board Meetings: *Meet in person with team and board members from around the state to plan, develop, and implement training and outreach to small farms and minority and socially disadvantaged farmers. These farms are those most likely to need GAP/GHP certification to sell to schools.*

## PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

Measuring Irrigation Water Quality on Fruit and Vegetable Farms

## DURATION OF PROJECT

**Start Date:** 9/1/2016

**End Date:** 11/1/2018

## PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

7. 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,
8. A concise outline the project's outcome(s), and
9. A description of the general tasks 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.

The ABC University will partner with the states of A, B, C, D, E, and F to objectively measure the quality of irrigation water used on fruit and vegetable farms in several states to help shape future irrigation water standards, improve on-farm risk assessment, provide strategies for implementing a water testing program, aid in interpreting water testing results, and provide assistance for understanding when mitigation strategies should be adopted.

## PROJECT PURPOSE

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

Fruit and vegetable crops tend to be irrigated with surface water sources, such as ponds and streams. While there is concern with all sources of water for pre-harvest use, surface water has a higher probability of being exposed to more fecal contamination than ground water. This is expected to pose greater human health risk than irrigation water from deep aquifers with properly constructed and protected wells. In most cases, the sanitary quality of surface water used for irrigation is not known because it is not regularly tested.

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

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

### Objective 1

Collect scientific data on irrigation water quality in the seven states to contribute to the National Irrigation Database organized by the National GAPs Program at Cornell University for fresh fruit and vegetable production in the National Food Safety Program.

### Objective 2

Provide educational workshops on irrigation water quality management to Extension professionals and producers.

**Objective 3**

Improve on-farm risk assessment, provide strategies for implementing a water testing program, aid in interpreting water testing results and provide assistance for understanding when mitigation strategies should be adopted

**Objective 4**


Participate in the development of a National Irrigation Database that will provide new scientific data to support comprehensive efforts by the produce industry and public health regulators to create meaningful and realistic water quality standards that minimizes microbial food safety hazards to fresh and fresh-cut vegetables posed by surface irrigation.

**PROJECT BENEFICIARIES** 

**Estimate the number of project beneficiaries:**.....5,000

**Does this project directly benefit socially disadvantaged farmers as defined in the RFA?** Yes  No

**Does this project directly benefit beginning farmers as defined in the RFA?** Yes  No

**STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS** 

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#). Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).

**CONTINUATION PROJECT INFORMATION** 

*If your project is continuing the efforts of a previously funded SCBGP project, address the following:*

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

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

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS  
N/A

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

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

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

**OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS** 



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

Yes  No

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

Identify the Federal or State grant program(s).

- N/A

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

N/A

EXTERNAL PROJECT SUPPORT 

Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).

Growers associations representing carrots, potatoes, tomatoes and berries support this project since it will improve on-farm risk assessment, provide strategies for implementing a water testing program, and ultimately lower grower expenses.

EXPECTED MEASURABLE OUTCOMES

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

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

OUTCOME MEASURE(S) 

Select the outcome measure(s) that are applicable for this project from the listing below.

- 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
- 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 the ecology 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:**

**Outcome 2, Indicator 1.a.**

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

**Outcome 7, Indicator 1.**

Number of projects focused on: 1. Increased understanding of fecal indicators and pathogens \_6\_

**MISCELLANEOUS OUTCOME MEASURE** 

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




**DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS** 

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

All who access the National Irrigation Database will be required to complete a short survey indicating who they are, what they intend to use the data for, and whether they will implement projects focused on increasing the understanding of the fecal indicators and pathogens.

**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 section 4.7 Funding Restrictions prior to developing their budget narrative.*

Budget Summary 	
Expense Category	Funds Requested
Personnel	\$9,480
Fringe Benefits	\$3,792
Travel	\$9,000
Equipment	\$0
Supplies	\$1,750
Contractual	\$22,960
Other	\$3,050
<b>Direct Costs Subtotal</b>	\$50,032
<b>Indirect Costs</b>	\$4,544 
<b>Total Budget</b>	54,576 

**PERSONNEL**

*List the organization’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance.*

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Student Assistant	360 Hours	\$9,480

<b>Personnel Subtotal</b>	\$9,480
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## PERSONNEL JUSTIFICATION

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

### Personnel 1:

The Student will assist with this project through data entry and training preparation and will also attend and present at grower workshops.

## FRINGE BENEFITS

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

#	Name/Title	Fringe Benefit Rate	Funds Requested
1	Student Assistant	40%	\$3,792

<b>Fringe Subtotal</b>	\$3,792
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## 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 and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Year 1 Sampling Trips	Mileage	Miles	7000	.4	1	\$2,800
	Year 1 Sampling Trips	Lodging	Nights	8	70	1	\$560
	Year 1 Sampling Trips	Meals	Days	10	39	1	\$390
2	Year 2 Sampling Trips	Mileage	Miles	7000	.4	1	\$2,800
	Year 2 Sampling Trips	Lodging	Nights	8	70	1	\$560
	Year 2 Sampling Trips	Meals	Days	10	39	1	\$390
3	Year 2 Grower Workshops	Airfare	Flight	2	602	1	\$1,204
	Year 2 Grower Workshops	Hotel	Nights	2	70	1	\$140
	Year 2 Grower Workshops	Meals	Days	4	39	1	\$156

<b>Travel Subtotal</b>	\$9,000
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## TRAVEL JUSTIFICATION

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 the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

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

April – September 2017

Year 1 Sampling Trips - Collect irrigation water samples from 10 farms in each of 3 geographic regions, four times over the production season (10 farms x 3 regions x 4 sampling times= 120 samples)

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

April – September 2018

Year 2 Sampling Trips - Collect irrigation water samples from 10 farms in each of 3 geographic regions, four times over the production season (10 farms x 3 regions x 4 sampling times= 120 samples)

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

August – November 2018

Provide workshops on irrigation water quality and management for Extension professionals and growers in different regions

**CONFORMING WITH YOUR TRAVEL POLICY**

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.



**SUPPLIES**

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

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested
Sample Tubes	1	750	9/2016	\$750
Boxes	1	250	9/2016	\$250
Trays	1	250	9/2016	\$250
Water Samplers	2	250	9/2016	\$500

<b>Supplies Subtotal</b>	<b>\$1,750 </b>
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**SUPPLIES JUSTIFICATION**

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

In order to collect water samples and perform research, Dr. Joe Smith and his research assistant will need research supplies such as sample tubes, boxes and trays for transportation, and water samplers.

**CONTRACTUAL/CONSULTANT**

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

**ITEMIZED CONTRACTOR(S)/CONSULTANT(S)**

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

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	XYZ Laboratories	Flat Rate	\$22,960

<b>Contractual/Consultant Subtotal</b>	<b>\$22,960</b>
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### CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

#### Contractor/Consultant 1:

We will contract with XYZ Laboratories in order to perform the water analysis of all the samples gathered by the project investigators. This quality analysis will be performed for a flat rate of **\$10,980** per year of the project for a total of **\$21,960.00** (\$10,980 x 2).

Each lab that enters data will need a secure password and some training for data input. This will have an initial cost (approximately **\$1,000.00**). Currently quality control procedures are performed for all data entered into the database with the lab data form. This too requires time, but is not necessary once the lab understands the data entry portal and how it works.

### 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.



### OTHER

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

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

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested
Shipping Costs	1	550	9/2016-11/2018	\$550
Publication Costs	1	1	11/2018	\$1,000
Workshop Materials and Media	1	1	8/2018	\$1,500

<b>Other Subtotal</b>	<b>\$3,050</b>
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## OTHER JUSTIFICATION


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

There are certain areas in the State that are considered to be inadequate for transferring water samples by vehicle. The cost associated with shipping these samples is **\$550.00**.

In year 2, workshops will be offered for Extension professionals through train-the-trainer sessions and growers in each of the 3 regions of the state, covering proper irrigation water sampling, choosing the proper sanitary water tests, interpreting the test results and selecting mitigation strategies (**\$1,500.00**). Training materials will be developed both for hard-copy and web dissemination. Presentations will also be developed for the workshops and available to the Extension professionals for use in their home counties (**\$1,000.00**).

## INDIRECT COSTS

*The indirect cost rate must not exceed 8 percent of any project's budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.7.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.*

Indirect Cost Rate	Funds Requested 
8%	\$4,544

<b>Indirect Subtotal</b>	<b>\$4,544</b>
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## PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

Establish a Super Berry Market in the State

## DURATION OF PROJECT

**Start Date:** 9/1/2016

**End Date:** 6/1/2019

## PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

10. 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,
11. A concise outline the project's outcome(s), and
12. A description of the general tasks 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.

This project is designed to increase the production of organic Super Berries, aronia, saskatoons, raspberries, elderberries, currants and gooseberries in the State. This will be completed through the research and testing of value added products. The team will also design an organic berry producers' interactive website in order to share research results, methods, growing tips, and organic opportunities.

## PROJECT PURPOSE

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

Nutritional antioxidant-rich foods are growing in demand from the consumer marketplace due to the health benefits and medicinal nature that super foods provide. Fruits containing high levels of anthocyanins and flavonoids with beneficial nutrients such as antioxidants, polyphenols, minerals and vitamins, are known as Super Berries. Research found that such berries contain compounds that fight degenerative diseases, heart conditions, and cancer. Research also indicated that consumer demand exceeds production levels producers can provide and that demand is expected to grow. Most super fruits in the market today are imported from other countries making them difficult to obtain.

For these reasons, it is becoming increasingly necessary to expand berry acreage that will produce Super Berries. It is important that we foster the development of this market for the State and the Region. Since this is a new endeavor, the submitted proposed project has not been presented to or funded by another Federal or State grant program.

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

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

**Objective 1:** To increase the number of growers and producers of Super Berries

**Objective 2:** To design and growth of an online web portal to increase the awareness of Super Berry potential and related health benefits.

PROJECT BENEFICIARIES 

Estimate the number of project beneficiaries:.....100,000

Does this project directly benefit socially disadvantaged farmers as defined in the RFA? Yes  No

Does this project directly benefit beginning farmers as defined in the RFA? Yes  No

STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS 

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#). Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).

CONTINUATION PROJECT INFORMATION 

*If your project is continuing the efforts of a previously funded SCBGP project, address the following:*

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

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

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS  
N/A

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

N/A

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

N/A

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

This project is in its infancy stages of development. We will seek funding from other grant sources after the completion of this grant award.

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS 

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

Yes  No

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



**Identify the Federal or State grant program(s).**

- N/A

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

N/A

**EXTERNAL PROJECT SUPPORT**



*Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).*

The National SuperBerry Association has provided significant technical support in preparing this proposal and assisting Jane Smith in establishing a viable program to recruit new specialty crop producers to the production of Super Berries. The Association will continue to provide technical assistance throughout the project and will assist in the dissemination of research results to Super Berry producers and prospective Super Berry producers through its monthly e-newsletter.

**EXPECTED MEASURABLE OUTCOMES**

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

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

**OUTCOME MEASURE(S)**



*Select the outcome measure(s) that are applicable for this project from the listing below.*

- 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
- 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 the ecology 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:**

**Outcome 2, Indicator 1.a.**

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

**Outcome 8, Indicator 6**

There will be 4 new beginning farmers who went into specialty crop production.

**MISCELLANEOUS OUTCOME MEASURE** 

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




**DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS** 

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

Project staff will track the monthly, website hits during the winter of 2017 through a tracking tool after the website is established in the fall 2018.

**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 section 4.7 Funding Restrictions prior to developing their budget narrative.*

<b>Budget Summary</b> 	
<b>Expense Category</b>	<b>Funds Requested</b>
<b>Personnel</b>	\$0
<b>Fringe Benefits</b>	\$0
<b>Travel</b>	\$1,725.50
<b>Equipment</b>	\$0
<b>Supplies</b>	\$8,040.00
<b>Contractual</b>	\$3,000.00
<b>Other</b>	\$625.00
<b>Direct Costs Subtotal</b>	\$13,390.50
<b>Indirect Costs</b>	\$0 
<b>Total Budget</b>	\$13,390.50 

**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 and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.*

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Super Berry plantations Field Trips	\$300.00	800 miles	1	\$.45/mile	1	\$660.00
2	Tour other alternative sustainable farms	\$80.00	400 miles	1	\$.45/mile	1	\$260.00
3	Horticulture Exposition	\$425.00	850 miles	1	\$.45/mile	1	\$807.50

<b>Travel Subtotal</b>	<b>\$1,725.50</b>
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### TRAVEL JUSTIFICATION

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 the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

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

**5/2017** 4 trips to the X Berry Farm in City A in State B as it is the largest super berry plantation in our region. These trips would be to pick up plants, examine how the berry farm is managed, organic fertilizer options and demonstrations of the equipment needed for a super berry plantation.

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

**9/17** Tour other alternative sustainable farms in our region to educate ourselves on how other sustainable farmers manage their acreages. This will assist in developing partnerships with other growers.

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

**5/18** Attend 3-4 sustainable garden tours such as the Horticulture Exposition held in City A in State B in the spring of each year. Such tours also exist in City C in State B.

### CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.



### SUPPLIES

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

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested
2000 Additional Super Berry Plants @ \$2.00 average wholesale cost each	\$1.00	2000	5/17	\$2,000.00
Organic fertilizer purchase	\$10.00	100	5/17	\$1,000.00
Temporary, reusable plant surrounds for wildlife protection (deer/rabbits) from young berry plants 24 rolls 24" x 150'	\$35.00	12	5/17	\$420.00

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested
galvanized mesh wire @ \$35 per roll.				
Ground garden staples to hold caging material down 4 boxes (1000/pack) \$59.99 each	\$59.99	2	5/17	\$120.00
Canning jars, pectin, sugar and items needed for recipe testing and researching marketable organic products (jams, juice blends, fruit chews, nutritional supplements)	\$1,500.00	1 bundle	2/17	\$1,500.00
Supply rental and labor to prepare ground necessary for planting, some tree removal and tillage.	\$3,000.00	1	3/17	\$3,000.00

<b>Supplies Subtotal</b>	<b>\$8,040.00</b>
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### SUPPLIES JUSTIFICATION

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




Items needed to prepare the ground to be planted in spring of 2017 after ground thaw requires equipment rental, time/labor to complete tree removal and tillage. Additional Super berry plants and fertilizer need to be purchased and incorporated with the soil before the end of 5/17. For protection from wildlife, each plant needs to be caged and staked and dressed with mulch. Once the plants have matured and yielded its fruit, then canning jars, pectin and sugar will be needed for recipe taste testing demonstrations.

### CONTRACTUAL/CONSULTANT

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

### ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

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

#	Name/Organization 	Hourly Rate/Flat Rate 	Funds Requested 
1	To Be Announced	Flat Rate	\$3,000.00

<b>Contractual/Consultant Subtotal</b>	<b>\$3,000.00</b>
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### CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

#### Contractor/Consultant 1:

Website Design & maintenance: The contractor will design and maintain an online web portal for organic berry producers to network, share methods, growing tips, organic opportunities.

**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.



**OTHER**

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

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

Item Description 	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested 
2 year Domain name purchase	\$49/month	1	12/1/16	\$625.00
<b>Other Subtotal</b>				\$625.00 

**OTHER JUSTIFICATION **

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

The Online web portal is for organic berry producers to network, share methods, growing tips, and organic opportunities, to increase the awareness of Super Berry potential and related health benefits.

## PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

Training Series to Increase Local Fruit and Vegetable Production at the Local Market

## DURATION OF PROJECT

**Start Date:** 9/16/2016

**End Date:** 8/19/2016

## PROJECT PARTNER AND SUMMARY



Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

13. 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,
14. A concise outline the project's outcome(s), and
15. A description of the general tasks 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.

Partnered with the Specialty Crop Extension Organization to educate current and potential farmers about transitioning to specialty crop production for local consumption.

## PROJECT PURPOSE

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



In order to meet the growing demand for locally-produced, fresh fruits and vegetables in the local area, the project will support farmers that plan to convert to specialty crops by providing educational workshops and field visits to commercial vegetable/fruit farms and field trips to the State University Research and Extension Center. Particularly, the focus will be on these growers need of an agricultural enterprise that can reliably generate profit. A successful transition to a comparable crop is needed to ensure that the economic well-being of these growers is preserved. Local producers in the State were dealt an unpleasant hand last year, when their longtime buyer, Corporation A, informed the State producers that no further contracts would be issued in the State. This created uncertainty in the establishment of a buyer willing to pay a fair price for local crops. The 2007 USDA Census of Agriculture reported that at least 25 percent of the State's crop production will be affected by this change in purchaser. As such, Corporation A's withdrawal will have an incredible impact on the value of agricultural production for this area of the State.


Fortunately, the growth in the number of farmers' markets and community supported agriculture ventures in this region currently outpaces the national average and local retailers and institutional buyers continue to seek locally grown fruits and vegetables. In fact, some producers are dabbling in specialty crops like sweet corn and melons, which increasingly requires a strong educational effort to inform these farmers of the challenges that they will face in their transition. This project has not been submitted for funding elsewhere.

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



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

**Objective 1:** To Increase the knowledge of participants about production practices of various specialty crop

PROJECT BENEFICIARIES 

Estimate the number of project beneficiaries:.....150

Does this project directly benefit socially disadvantaged farmers as defined in the RFA? Yes  No

Does this project directly benefit beginning farmers as defined in the RFA? Yes  No

STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS 

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#). Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).

CONTINUATION PROJECT INFORMATION 

If your project is continuing the efforts of a previously funded SCBGP project, address the following:

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

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

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS  
N/A

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

N/A

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

N/A

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

N/A

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS 

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

Yes  No

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

**Identify the Federal or State grant program(s).**

- N/A

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

N/A

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**EXTERNAL PROJECT SUPPORT**



*Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).*

The University Extension is dedicated to increasing the quality of life all these growers over the course of this project. Specifically, the Extension field staff is very committed to seeing that these growers can replace their income. The team of educators that have already been identified readily communicated their interest in participating in this project. By bringing together Extension, the State, and industry personnel for this common goal, we feel that we can deliver a high-caliber program that complements the capacity of local agents. Furthermore, specialty crop producers in the area, particularly the Melon Association and the Sweet Corn Association, have specifically requested that such a program be designed to help their smaller members.

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**EXPECTED MEASURABLE OUTCOMES**

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

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

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**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
- 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 the ecology 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

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**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:**

**Outcome 2, Indicator 1.a.**

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

**Outcome 3, 1.a.**

Of the 200 total number of consumers or wholesale buyers reached, 150 gain knowledge on how to access/produce/prepare/preserve specialty crops.

**MISCELLANEOUS OUTCOME MEASURE** 

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




**DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS** 

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

The short-term outcomes will be measured through a pre- and post- workshop assessment of the participants' knowledge and awareness concerning production practices and marketing. These surveys will utilize multiple choice and yes/no questions as well as the Likert Scale in order to collect data.

**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 section 4.7 Funding Restrictions prior to developing their budget narrative.*

<b>Budget Summary</b> 	
<b>Expense Category</b>	<b>Funds Requested</b>
<b>Personnel</b>	\$2,543.00
<b>Fringe Benefits</b>	\$739.00
<b>Travel</b>	\$1,667.00
<b>Equipment</b>	\$0.00
<b>Supplies</b>	\$200.00
<b>Contractual</b>	\$0.00
<b>Other</b>	\$7,520.00
<b>Direct Costs Subtotal</b>	\$12,669.00
<b>Indirect Costs</b>	\$0 
<b>Total Budget</b>	<b>\$12,669.00</b> 

**PERSONNEL**

*List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance.*

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Dr. Joe Smith	0.1	\$1,600.00
2	Dr. Jane Smith	0.5	\$943.00

<b>Personnel Subtotal</b>	<b>\$2,543.00</b>
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### PERSONNEL JUSTIFICATION

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

**Personnel 1:** Dr. Joe Smith seek salary recovery consistent with their estimated time of commitment to the project.

**Personnel 2:** Dr. Jane Smith seek salary recovery consistent with their estimated time of commitment to the project.

### FRINGE BENEFITS

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

#	Name/Title	Fringe Benefit Rate	Funds Requested
1	Dr. Joe Smith	29.05%	\$465.00
2	Dr. Jane Smith	29.05%	\$274.00

<b>Fringe Subtotal</b>	<b>\$739.00</b>
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### 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 and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Workshop 1:	\$66.00	380 miles	1	\$.55/mile	4	\$275.00
2	Workshop 2:	\$99.00	290 miles	1	\$.55/mile	4	\$258.50
3	Workshop 3	\$33.00	910 miles	1	\$.55/mile	4	\$533.50
	Chartered Bus			1	\$600.00		\$600.00

<b>Travel Subtotal</b>	<b>\$1,667.00</b>
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### TRAVEL JUSTIFICATION

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 the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

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

**10/16** There will be a speaker from City A (320 miles roundtrip) as well as two speakers and 1 coordinator traveling separately from City B (60 miles roundtrip per person)

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

**11/16** There will be a speaker from City C (290 miles roundtrip) and two speakers travelling together from City B (60 miles roundtrip). Also, two coordinators will travel separately from City B (60 miles roundtrip per person)

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

**12/16** There will be a speaker from City C (290 miles roundtrip), a speaker from State B (240 miles roundtrip), a speaker from City A (320 miles round trip), as well as a speaker and coordinator travelling separately from City B (60 miles roundtrip per person). We have planned to cover the cost of chartering a bus. Though this trip will be over the lunch hour, we will require that participants be responsible for their own lunch.

**CONFORMING WITH YOUR TRAVEL POLICY**

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.



**SUPPLIES**

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

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested
Notebooks	\$5.00	40	5/18	\$200.00
<b>Supplies Subtotal</b>				<b>\$200.00</b>

**SUPPLIES JUSTIFICATION**



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


Because we want the information that is presented to the participants to be readily available to them and in one place, we will purchase forty notebooks.

**OTHER**

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

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

Item Description 	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested 
Extension publications	\$5.00	40	10/16	\$200.00
Printing/ University Extension	\$75.00	1	10/16	\$75.00
Meals	\$7.00	120	10/16	\$945.00
Evaluation/Stationary, printing, and postage	\$100.00	1	10/16	\$100.00
Flyers	\$200	1	10/16	\$200.00
Vegetable Growers' Conference (Thursday)	\$65.00	40	5/17	\$2600.00
Vegetable Growers' Conference (Fri & Sat)	\$35.00	80	5/17	\$2800.00
Growing Growers workshop	\$15.00	40	6/18	\$600.00

<b>Other Subtotal</b>	<b>\$7,520.00</b> 
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## OTHER JUSTIFICATION

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

The workshops will be a concerted effort on the part of the Extension's multidisciplinary faculty, other state institutions dedicated to nurturing the furtherance of State specialty crop production (University Extension), and industry personnel. There will be a total of three 4 hour workshops. Workshop expenses will include the price of extension publications as reference materials, printing expenses incurred by the University Extension, and meals. The facility is free for us to use. Meals for participants and presenters will be included since workshops will run from 5:00 pm to 9:00 pm. The provision of meals will maintain the continuity of the workshop and reduce the time needed to conduct the workshop.

For evaluation purposes, the expenses incurred for stationary, printing, and postage are necessary to monitor the fulfillment of the proposed outcomes.

To supplement the education received during the workshops, participants will be granted full admission to the Vegetable Growers' Conference. This conference is coordinated by the Horticulture Specialists of State University Extension, and state specialists from four other regional universities. At this conference, participants will have the opportunity to immerse themselves into specific areas of production, harvesting, and marketing, as well as have the chance to network with fellow growers. This a three-day conference where participants will be granted admission to the conference; however, they are responsible for their own travel, accommodation, and meals.

## PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

Enhancing Sustainable Specialty Crop Production

## DURATION OF PROJECT

**Start Date:** 10/1/2016

**End Date:** 10/1/2017

## PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

- 16. 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,
- 17. A concise outline the project's outcome(s), and
- 18. A description of the general tasks 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.

The Farm Extension & Research Center will support training and field activities for farmers in a twenty-two county area in the northwest part of the State, which includes sustainable soil and water management, insect, disease, and weed management, fruit and berry applied research, and business planning.

## PROJECT PURPOSE

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

The retail and wholesale demand for local and sustainable vegetables, fruit, and greenhouse crops is currently growing at a rate of 10 to 20 percent per year. In addition, consumer demand is strong for direct-from-the-farm products through farm stands, pick your own operations, community supported agriculture programs, and internet based sales. Yet, resources for hands-on training of new and diversifying farmers are limited and must be increased to satisfy increased demand.

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

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

**Objective 1** – Offer an intensive 8-week specialty crop workshop series.

**Objective 2** – Offer an ongoing workshop series for specialty crop farmers in a 22-county area in the northwest region of the State.

## PROJECT BENEFICIARIES

**Estimate the number of project beneficiaries:**.....500

**Does this project directly benefit socially disadvantaged farmers as defined in the RFA?** Yes  No

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

Yes  No

STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#). Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).



CONTINUATION PROJECT INFORMATION



*If your project is continuing the efforts of a previously funded SCBGP project, address the following:*

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

N/A

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

N/A

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

N/A

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

N/A

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

N/A

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

N/A

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS



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

Yes

No

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

**Identify the Federal or State grant program(s).**

- N/A

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

N/A

## EXTERNAL PROJECT SUPPORT

Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).

The Farm Extension and Research Center is a successful collaboration between County Cooperative Extension and Economic Development, with support from State University's College of Agriculture and Life Science as well as the Center for Environmental Farming Systems. The Farm Planning Committee includes representation from the partner institutions and agencies and has a monthly meeting schedule to plan and implement programs at the Farm. Programs during the past 2 years demonstrate a strong commitment to developing the capacity at the Farm and promoting educational activities that support farm viability.

## EXPECTED MEASURABLE OUTCOMES

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

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

### OUTCOME MEASURE(S)

Select the outcome measure(s) that are applicable for this project from the listing below.

- 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
- 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 the ecology 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:

##### Outcome 2, Indicator 1.a.

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

#### Outcome 2

Indicator	Description	Number
2.a.	Total number of adults reached that gained knowledge about eating more specialty crops	400
3	Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents)	4

4	Number of new specialty crops and/or specialty crop products introduced to consumers	25
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**Outcome 3, Indicator 3**

Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops

Existing Delivery System/Access Point	Number that Expanded / Improved Offerings
farmers markets	15
produce at corner stores	10
grocery stores	6
wholesale markets	1
food hubs that process, aggregate, distribute, or store specialty crops	10
<b>Total</b>	<b>42</b>

MISCELLANEOUS OUTCOME MEASURE 

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

N/A




DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS 

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

The facilitator of each workshop will conduct pre- and post-surveys of each participant to determine their knowledge gained about eating more specialty crops. In addition, the facilitators will conduct 3 month and 6 month follow up calls with each of the participants to monitor the progress toward the completion of the expected measureable outcomes.

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 section 4.7 Funding Restrictions prior to developing their budget narrative.*

Budget Summary 	
Expense Category	Funds Requested
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$17,800.00
Contractual	\$5,000.00
Other	\$0.00
<b>Direct Costs Subtotal</b>	<b>\$22,800.00</b>
<b>Indirect Costs</b>	<b>\$0.00</b> 
<b>Total Budget</b>	<b>\$22,800.00</b> 

SUPPLIES



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

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested
Bedder	\$1,500.00	1	10/2016	\$1,500.00
Cool Bot/Walk in Cooler	\$2,000.00	1	11/2016	\$2,000.00
Cultivator	\$1,200.00	1	11/2016	\$1,200.00
Hand Tools	\$50.00	18	12/2016	\$900.00
Hoop House	\$4,400.00	1	10/2016	\$4,400.00
Irrigation Supplies	\$100.00	11	10/2016	\$1,100.00
Mulch Layer	\$100.00	15	12/2016	\$1,500.00
Mulches, Biodegradable and Plastic	\$100.00	13	12/2016	\$1,300.00
Rotary Mower	\$1,800.00	1	10/2016	\$1,800.00
Tiller	\$2,100.00	1	10/2016	\$2,100.00

<b>Supplies Subtotal</b>	<b>\$17,800.00</b>
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### SUPPLIES JUSTIFICATION

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

The Farm will use the requested supplies to support training and field activities that include sustainable soil and water management, insect, disease, and weed management, applied fruit and berry research, business planning, and development of enterprise budgets for new and diversifying farmers. The apprentice farmers will also be supported through the use of these supplies by illustrating field preparation, fertilization with and incorporation of litter, field preparation for bedding, as well as bed shaping with drip tape, with/without plastic.

### CONTRACTUAL/CONSULTANT

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

### ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

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

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	Mentor Farmer	Flat Rate	\$5,000.00

<b>Contractual/Consultant Subtotal</b>	<b>\$5,000.00</b>
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### CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>), provide a justification for the

expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

**Contractor/Consultant 1:** A mentor farmer will be hired as a contractor at a flat rate to provide regular and consistent guidance to workshop participants and apprentice farmers. These activities will take place during the 8 week workshop. This contractor has not been selected; however, we will select this contractor using the research center’s written procurement policies.

**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.



**PROGRAM INCOME**

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

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to solely enhance the competitiveness of specialty crops	Estimated Income
Registration Fee for 8 week workshop series	The income derived from this project will be reinvested into the program to support specialty crop farmers and help sustain and grow the project.	\$2,500.00
Apprentice fee	The income derived from this project will be reinvested into the program to support specialty crop farmers and help sustain and grow the project.	\$2,240.00

<b>Program Income Total</b>	<b>\$4,750.00</b>
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