United States Department of Agriculture

SCBGP PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The 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.

ORGANIZATION DETAIL

Organization Name: XXX State Department of Agriculture

Project Contact Name: John Deere

Mailing Address: 123 Fourth Avenue
City, State

Phone: (123) 456-0000

Email: jdeere@xsda.gov

PROJECT TITLE

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

DURATION OF PROJECT

Start Date: 9/30/2023 **End Date:** 9/29/2026

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. *The project's purpose, deliverables, and expected outcomes and*
3. *A description of the general tasks/activities to be completed during the project period to fulfill this goal.*

FOR EXAMPLE:
The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

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 food service 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 procced 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

Include as many objectives as needed.

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 food service market.
Objective 6:	
Objective 7:	
Objective 8:	
Objective 9:	
Objective 10:	

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: 10,000

Does this project directly benefit underserved farmers as defined in the RFA? **Yes** ☒ **No** ☐

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

STATEMENT OF ENHANCING SPECIALTY CROPS

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

CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGP project? **Yes** ☐ **No** ☒

If you have selected "yes", please 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

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 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 food service 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 seven outcomes listed in the SCBGP Performance Measures, which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

OUTCOME MEASURE(S)

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

- ☐ **Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- ☒ **Outcome 2**: Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- ☒ **Outcome 3**: Increase Food Safety Knowledge and Processes
- ☐ **Outcome 4**: Improve Pest and Disease Control Processes
- ☐ **Outcome 5**: Develop New Seed Varieties and Specialty Crops
- ☐ **Outcome 6**: Expand Specialty Crop Research and Development
- ☐ **Outcome 7**: Improve Environmental Sustainability of Specialty Crops

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	Indicator	Indicator Description	Value
1	1.1a	Total number of consumers who gained knowledge about specialty crops, Adults	132

Outcome	Indicator	Indicator Description	Value
2	2.6a	Total number of partnerships established between producers, distributors, and/or other relevant intermediaries related to distribution systems; of those established, number formalized with written	40.00
3	3.1	Number of stakeholders that gained knowledge about prevention, detection, control, and/or intervention food safety practices, including relevant regulations (to improve their ability to comply with t	250.00

Outcome	Indicator	Indicator Description	Value

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 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 4.0 Funding Considerations prior to developing their budget narrative.

BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	$ 124,000.00
Fringe Benefits	$ 31,000.00
Travel	$ 3,153.00
Equipment	$ 0.00
Supplies	$ 3,000.00
Contractual	$ 23,000.00
Other	$ 61,000.00
Direct Costs Sub-Total	$ 245,153.00
Indirect Costs	$ 0.00
Total Budget	$ 245,153.00

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance. Fill personnel information in space below as needed.

#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Coordinator	100%	$ 124,000.00
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3			
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Personnel Subtotal: $ 124,000.00

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.

Example: Personnel 1: Description and justification
Personnel 2: Description and justification

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.

#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
1	Coordinator	25%	$ 31,000.00
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Fringe Subtotal: $ 31,000.00

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 4.3 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	1200	$ 0.55	1	$ 660.00
2	City Y	Mileage	Miles	885	$ 0.55	1	$ 486.75
3		Lodging	Nights	2	$ 91.00	1	$ 182.00
4		Meals	Days	3	$ 59.00	1	$ 177.00
5		Parking	Days	3	$ 20.00	1	$ 60.00
6	City Y	Mileage	Miles	885	$ 0.55	1	$ 486.75
7		Lodging	Nights	2	$ 91.00	1	$ 182.00
8		Meals	Days	3	$ 59.00	1	$ 177.00
9		Parking	Days	3	$ 20.00	1	$ 60.00
10	City Z	Mileage	Miles	40	$ 0.55	1	$ 22.00
11		Lodging	Nights	2	$ 94.00	1	$ 188.00
12		Meals	Days	2	$ 59.00	1	$ 118.00
13		Parking	Days	2	$ 10.00	1	$ 20.00
14	City A	Mileage	Miles	210	$ 0.55	1	$ 115.50
15		Lodging	Nights	2	$ 70.00	1	$ 140.00
16		Meals	Days	2	$ 39.00	1	$ 78.00
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Travel Subtotal: $ 3,153.00

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.

Example: Trip 1: (Approximate Date of Travel MM/YYYY), Justification
Trip 2: (Approximate Date of Travel MM/YYYY), Justification

Trip 1 (Approximate Date of Travel MM/YYYY): GAP/GHP on-farm event Jul-Dec 2024 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 event, Jan-Mar 2025

Trip 3 (Approximate Date of Travel MM/YYYY): Food service training events, Apr-Jul 2024

Trip 4 (Approximate Date of Travel MM/YYYY): Farmer training events, Jan-Mar 2025

Trip 5 (Approximate Date of Travel MM/YYYY): Food service training events, May-Jun 2024

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 4.3 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 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

#	Equipment Item Description	Rental or Purchase	Acquire When?	Funds Requested
1	N/A	-	-	$ 0.00
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Equipment Subtotal: $ 0.00

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.

Example: Equipment 1: Description and justification
Equipment 2: Description and justification

N/A

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 enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date?	Funds Requested
1	Office supplies and materials	500	3	Annually	$ 1,500.00
2	Paper, folders, etc.	500	3	Annually	$ 1,500.00
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Supplies Subtotal: $ 3,000.00

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).

Example: Supply 1: Description and justification
Supply 2: Description and justification

- 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.

#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	Online toolkit development and adaptation	60	$ 10,000.00
2	County extension among youth film projec	Flat rate	$ 10,000.00
3	Processing study analysis	Flat rate	$ 3,000.00
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Contractual/Consultant Subtotal: $ 23,000.00

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, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

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

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 4.3 Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Other Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1	Food service trainings	3500	6	6/2024	$ 21,000.00
2	Farmer trainings	2000	6	3/2024	$ 12,000.00
3	Processor survey	3,333.33	3 years	12/2024	$ 10,000.00
4	GAP/GHP on-farm trainings	1,333.33	3 years	12/2024	$ 4,000.00
5	Copies of GAP/GHP video onto DVD	5	400	Annually	$ 2,000.00
6	SU Small Farms Team and Small Farms Advisory I	4,000/ye	3 years	Annually	$ 12,000.00
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Other Subtotal: $ 61,000.00

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).

Example: Other 1: Description and justification
Other 2: Description and justification

- Food service 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*

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 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested

Indirect Subtotal: $ 0.00

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 enhance the competitiveness of specialty crops	Estimated Income

Program Income Total: $ 0.00

Clear Form