



Specialty Crop Block Grant Program-Farm Bill

Grant Manual

Fiscal Year 2016 Funding Cycle

**Grant Application Packet Due Date:
April 18, 2016**

Application packet forms and additional copies of this publication may be obtained from our web site at:

<http://searchagriculture.az.gov/act/grantopportunities.aspx>



Arizona Department of Agriculture

1688 W. Adams Street, Phoenix, Arizona 85007
(602) 542-4373 FAX (602) 542-5420

March 4, 2016

Dear Grant Applicant:

The Arizona Department of Agriculture is pleased to present the Specialty Crop Block Grant Program-Farm Bill (SCBGP-FB) Grant Manual. The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

This manual is designed to instruct applicants in preparing successful grant application packets for funding assistance from the Arizona Department of Agriculture (ADA) for revenues appropriated pursuant to the Agricultural Act of 2014. **Please take the time to read this grant manual carefully and follow all given instructions. Incomplete applications, applications that include support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible.** You are strongly encouraged to communicate with industry representatives or stakeholders that may be affected by your grant application so that they are aware of your efforts.

The following substantive changes have been made for the new 2016 SCBGP-FB Grant Cycle:

1. Application Packet Details have changed – Page 10
2. New SCBGP Performance Measure requirements – Pages 12 and 41
3. **Application Packets are required to be submitted on-line at:**
http://gn.ecivis.com/GO/gn_redir/T/11wri8b8siil – Pages 11, 13 and 29
4. **It is highly recommended that you visit the webpage above and review the instructions in Section II.H. as soon as possible to become familiar with the on-line application process – Pages 13 and 29**
5. **Application Packet submission deadline changed from 12 midnight (MST) to 11:59:59 p.m. (MST) on April 18, 2016 – Pages 22, 23 and 29**
6. Information required in performance reports is subject to change – pages 27 and 28.
7. Addition of Appendix C – SCBGP Project Profile Template – Page 31
8. Addition of Appendix D – SCBGP Performance Measures– Page 41

AMS has announced the total amount of grant funds ADA will receive, ADA projects that approximately \$840,000.00 will eventually be available for this funding cycle, subject to the FY2016 Request for Applications published by AMS.

The Arizona Department of Agriculture anticipates that grant monies will be available to successful applicants by late 2016. ADA may place a per applicant cap on grant awards. This manual contains general program information, criteria rating system, and application packet requirements. Completed application packets are due no later than **11:59:59 p.m. (MST), Monday, April 18, 2016.**

Thank you for your interest in this important program and we look forward to receiving your application packet.

Sincerely,

A handwritten signature in black ink that reads "Mark W. Killian". The signature is written in a cursive style and is positioned above a light gray rectangular box.

Mark W. Killian
Director

**Specialty Crop Block Grant Program – Farm Bill
FY 2016 Grant Manual**

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I. General Information

I.A. List of Terms and Acronyms

ADA - Arizona Department of Agriculture

Administrative/Indirect Costs - All executive, organizational, and clerical costs associated with the general management of an organization and not costs for the direct execution of the grant project.

AMS - Agricultural Marketing Service (a division of USDA)

A.R.S. - Arizona Revised Statutes

Authorized Signature – Signature of authorized signer.

Authorized Signer – Individual authorized by the grantee to receive grant funds and sign the Grant Award Agreement.

Collaboration – Any cooperative effort of eligible applicants, universities, or industry trade associations to execute the completion of the proposed grant project.

DBA – Doing business as.

FFATA – Federal Funding Accountability and Transparency Act

Grant Award Agreement – ADA’s contract with the authorized signer indicating the grantee’s intention to complete the proposed tasks and authorizing ADA to monitor the progress of the proposed project.

Matching Funds – A cash contribution toward the completion of the project or new, verifiable in-kind expenditures that the applicant or collaborators will incur contingent upon receiving a grant award.

Project – Activities proposed to be funded by the SCBGP-FB.

Responsible Party – The person who becomes responsible for execution of grant project responsibilities.

Specialty Crop – Fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture) – See expanded definition and list at: www.ams.usda.gov/scbgp.

SCBGP-FB – Specialty Crop Block Grant Program-Farm Bill

USDA – United States Department of Agriculture

I.B. Mission Statement

The mission of the Arizona Department of Agriculture (ADA) is to regulate and support Arizona agriculture in a manner that encourages farming, ranching and agribusiness while protecting consumers and natural resources.

I.C. Background

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013 [and section 10010 of the Agricultural Act of 2014, Public Law 113-79](#) will provide funding for fiscal years 2014 through 2018.

I.D. Grant Writing Resources

If you have difficulty with this grant writing and application process, you are encouraged to seek help from an appropriate resource. There are several organizations and individuals who offer grant writing services for a fee.

I.E. Funding Source and Available Funds

AMS is charged with distributing block grant funds to state departments of agriculture, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands to enhance the competitiveness of specialty crops. **AMS has announced the total amount of grant funds ADA will receive, ADA projects that approximately \$840,000.00 will eventually be available for this funding cycle, subject to publication of the FY2016 Request for Applications published by AMS.** ADA plans to make available for grants all of the funds appropriated to it under the SCBGP-FB this year less ADA's share for program administration. ADA may withhold up to eight percent for program administration. [Section 10010 of the Agricultural Act of 2014.](#)

ADA plans to award multiple grants from these funds for the fiscal year 2016 grant cycle. ADA may place a per applicant cap on grant awards. USDA, however, as the funding source, has the final approval over grant projects. Thus, while ADA's Director makes the preliminary decisions based on ADA staff review and recommendations from a review panel of industry representatives, **USDA will make the final decision concerning grant awards.**

I.F. Quarterly Reimbursements and Funding Advances

Quarterly reimbursement will be contingent upon compliance with guidelines set forth by ADA. Each payment is conditioned upon receipt and approval by the Program Coordinator of the Deliverable(s) specified in the Scope of Work and shall be accompanied by reasonable assurance (documentation, receipts, invoices, etc.) that the goods and services for which payment is requested were actually received and performed. ADA has the right to disallow costs determined inappropriate or unreasonable. The Program Coordinator shall have a minimum of thirty (30) working days to approve the Deliverable(s) and payment request forms.

Requests for funding advances will be considered on a case by case basis. If a funding advance is requested, the need for the advance must be clearly stated in the project proposal. Advances will be limited to the minimum amounts needed to meet current disbursement needs and will be scheduled so the funds are available as closely as administratively possible to the actual expenditures by the grantee. In addition, initial funding advances shall **not exceed 25%** of the total grant award and must be expended within 30 days of receipt.

I.G. Eligible Applicants

State and/or local organizations, government entities, producer associations, academia, community based organizations, and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Regional or multistate projects may be considered by ADA. SCBGP-FB grant funds will be awarded for projects of **up to 2 years duration**. An entity may submit more than one application packet, but only if the application packets are for completely different projects. If submitting multiple project application packets, please prioritize your submissions.

I.H. Eligibility Requirements

In order to receive an award and enter into a Grant Award Agreement with the ADA, all applicants that are entities (as defined in [2 C.F.R. § 25.320](#)) must provide a Data Universal Numbering System (DUNS) number to the ADA. A DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or via the web (currently at <http://fedgov.dnb.com/webform>).

Entity, as it is used in this section, means all of the following, as defined at [2 C.F.R. § 25.320](#):

- A governmental organization, which is a State, local government, or Indian Tribe;
- A foreign public entity;
- A domestic or foreign nonprofit organization;
- A domestic or foreign for-profit organization; and
- A federal agency receiving an award under ADA.

I.I. Eligible Projects

To be eligible for a grant, the project(s) **must solely enhance the competitiveness** of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets. Projects must benefit more than one commercial product (e.g., ABC Company brand), organization or individual. Projects must also be able to perform one of the new national outcome measures as described in Section II.D. and Appendix D.

AMS SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners.

The following are **some** examples of unacceptable and acceptable projects:

Examples of Unacceptable Projects

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop to make a profit, or to expand production of a single business or organization.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A non-profit organization uses grant funds to purchase produce and then sells that produce to other entities at cost or a higher price than the purchase price while competing with other private companies who sell produce in the area
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers' market.
- A single specialty crop organization requests grant funds to market its organization so that it can increase membership in the organization.

According to the [USDA definition](#), bio-energy crops are not considered Specialty Crops. Projects that support biobased products and bioenergy and energy programs, including biofuels and other alternative uses for agricultural and forestry commodities (development of biobased products) should see the USDA energy website at <http://www.usda.gov/energy/matrix/home> for information on how to submit those projects for consideration to the energy programs supported by USDA.

Examples of Acceptable Projects

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which will be shared with many growers throughout the State during the project.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in a region that currently does not have one.
- A single non-profit organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on his/her property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

Acceptable projects must also be able to perform one of the new national outcome measures as described in Section II.D. and Appendix D.

Examples of enhancing the competitiveness of specialty crops include, but are not limited to:

- research
- promotion

- marketing
- nutrition
- trade enhancement
- food safety
- food security
- plant health programs
- education
- “buy local” programs
- increased consumption
- increased innovation
- improved efficiency and reduced costs of distribution systems
- environmental concerns and conservation
- product development
- developing cooperatives

AMS encourages states to develop projects solely to enhance the competitiveness of specialty crops pertaining to the following issues affecting the specialty crop industry:

- increasing child and adult nutrition knowledge and consumption of specialty crops;
- participation of industry representatives at meetings of international standard setting bodies in which the U.S. government participates;
- improving efficiency and reducing costs of distribution systems;
- assisting all entities in the specialty crop distribution chain in developing “Good Agricultural Practices”, “Good Handling Practices”, “Good Manufacturing Practices”, and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors;
- investing in specialty crop research, including organic research to focus on conservation and environmental outcomes;
- enhancing food safety;
- developing new and improved seed varieties and specialty crops;
- pest and disease control;
- and sustainability.

The following types of projects may not necessarily be precluded from SCBGP-FB funding. However, there are other funding opportunities that may be more appropriate.

The Specialty Crop Research Initiative (SCRI) is an alternative funding program for projects to support research and extension that address key challenges of national, regional, and multi-state importance in sustaining all components of food and agriculture, including conventional and organic food production systems. For more information go to:

<http://www.csrees.usda.gov/fo/specialtycropresearchinitiative.cfm>

Projects that support the increase of fruits and vegetables in the Supplemental Nutrition Assistance Program (SNAP) by providing incentives at the point of purchase and/or include technologies for benefit redemption systems should consider submitting those projects to the

Food Insecurity Nutrition Incentive (FINI) Grant Program at <http://www.nifa.usda.gov/fo/foodinsecuritynutritionincentive.cfm>

Projects that support domestic farmers' markets, roadside stands, community-supported agriculture programs, agritourism activities, other direct producer-to consumer market opportunities, local and regional food business enterprises that process, distribute, aggregate, or store locally or regionally produced food products should consider submitting those projects to the Farmers' Market and Local Food Promotion Program at <http://www.ams.usda.gov/fmpp>.

Multi-state projects - [Section 10010 of the Agricultural Act of 2014](#) provides funding specifically for multi-state projects. Guidelines for the new Specialty Crop Multi-State Program (SCMP) can be found at <http://www.ams.usda.gov/services/grants/scmp>.

I.J. Eligible and Ineligible Specialty Crops

Commonly recognized specialty crops are fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture). Eligible crops also include: Christmas trees, cut flowers, maple syrup, honey, hops and tea leaves.

Please visit the USDA-AMS Specialty Crop Block Grant Program-Farm Bill website (www.ams.usda.gov/scbgbp) for a more comprehensive list of eligible and ineligible commodities, listed under "What are Specialty Crops?"

I.K. Disagreement Process

Applicants have the right to protest the grant manual and grant awards. A protest of an award or proposed award of a grant and any appeal shall be resolved in accordance with the rules of procedure adopted pursuant to [A.R.S. § 41-2611](#). See [A.A.C. R2-7-A901](#) et seq. An interested party shall file a protest in writing with the Director of the Department of Agriculture, with a copy to the State Procurement Administrator. A protest of the grant manual shall be filed before the due date and time for grant applications. A protest of a proposed award or of an award shall be filed within 10 days after the grant applications are open for public inspection. A protest shall include the following information:

1. The name, address and telephone number of the protesting party;
2. The signature of the protesting party or its representative;
3. Identification of the agency soliciting grant applications and the name and year of the grant program;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

I.L. General Compliance

All awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award.

The Office of Management and Budget (OMB) and other federal awarding agencies, including USDA, recently issued a final rule implementing new consolidated guidance on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements. This new consolidated guidance is sometimes referred to as the OMB "Supercircular" or "Uniform Guidance." The

<http://agriculture.az.gov>

new rules are codified in 2 C.F.R. § 200. USDA implementation of the rules is located at 2 C.F.R. § 400. As part of the new guidance, a Grantee must maintain written standards of conduct covering conflicts of interest governing the performance of its employees in the selection, award, and administration of awards. 2 C.F.R. § 400.02. ADA reserves the right to reject any proposals and withhold any payments that do not meet grant conditions and the regulations described in this section."

The Grantee shall comply, **as applicable**, with the Specialty Crop Competitiveness Act of 2004 as amended under [section 10010 of the Agricultural Act of 2014](#); specialty crop block grant program regulations at [7 C.F.R. § 1291](#); USDA administrative requirements at [2 C.F.R. § 400](#); uniform administrative requirements, cost principles, and audit requirements for federal awards at [2 C.F.R. § 200](#) and [48 C.F.R. Subpart 31.2](#); and excluded and disqualified participant requirements at [2 C.F.R. § 180, Subpart C](#).

I.M. Permitting Requirements

SCBGP-FB funded projects may involve conducting work that requires permits and clearances from various agencies. ADA does not determine which, if any, permits are required for specific projects nor does it review permits for accuracy or appropriateness. Applicants are responsible for determining that all necessary permits that apply to their project are identified and obtained.

I.N. Arbitration

Grantees must agree to use arbitration, after exhausting all applicable administrative remedies, to resolve disputes arising out of the Grant Award Agreement to the extent required pursuant to [A.R.S. § 12-1518](#).

I.O. Indemnification

Grantees shall indemnify and hold harmless the State of Arizona, its departments, agencies, boards and commissions for the vicarious liability of the State as a result of entering into a Grant Award Agreement. However, the State of Arizona, its departments, agencies, boards and commissions shall be responsible for their own negligence.

I.P. Non-Discrimination

Grantees must agree to comply with Executive Order 75-5, as amended by [Executive Order 2009-09](#), prohibiting discrimination in employment.

I.Q. Conflict of Interest

Grant Award Agreements will be subject to cancellation pursuant to [A.R.S. § 38-511](#).

I.R. Non-Availability of Funds

Every payment obligation of the State under the Grant Award Agreement will be conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of the Agreement, the Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

I.S. Records Requirements

The Grant Award Agreement will require that grantees retain and contractually require each subcontractor to retain all records as required by [A.R.S. § 35-214](#) and [2 C.F.R. §§ 200.333-337](#) (as applicable), and until any litigation, claim, negotiation, audit, cost recovery, or action involving the records has been completed. Grant Award Agreements will also require that all records shall be subject to inspection and audit by the State at reasonable times and the Grantee shall produce the original of any or all records upon request.

I.T. Monitoring

ADA reserves the ability to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

I.U. Copyright

AMS and ADA reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use for government purposes (i) the copyright in any work developed under a grant and (ii) any rights of copyright to which a grantee purchases ownership with grant support.

I.V. E-Verify

If the grantee is an employer as defined in [A.R.S. § 23-211\(4\)](#), the grantee shall register with and participate in the e-verify program. Before receiving the grant funds, the grantee shall provide proof to the Department that the grantee is registered with and is participating in the e-verify program. If the Department determines that the grantee is not complying with this section, the Department shall notify the grantee by certified mail of the Department's determination of noncompliance and the grantee's right to appeal the determination. On a final determination of noncompliance, the grantee shall repay all monies received as a grant to the Department within thirty days of the final determination.

I.W. Lawful Presence

If a grantee is a natural person, the grantee must provide to ADA evidence of lawful presence in the United States as required under [8 U.S.C. § 1611](#) et seq. and [A.R.S. § 1-501](#) before becoming eligible to enter into a Grant Award Agreement and to receive grant funds.

II. Application Packet Information

II.A. Application Packet Details and Format

Application packets must be submitted in their entirety. Incomplete application packets, packets that include support letters, and packets that exceed the page limit shall be deemed ineligible.

Your grant application packet must conform to the following:

- Application packet(s) must contain the details listed in the Application Packet Requirements (section II.C.) in the sequence presented.
- An entity may submit more than one application packet, but only if the application packets are for completely different projects.

- **Complete application packets must not exceed 16 pages in length (1 page for the Application Cover Sheet, 15 pages for the Project Proposal)**
- The Application Cover Sheet must be completed in the fillable PDF form. Upon completion, the form must be printed, signed and scanned as a new PDF document.
- The Project Proposal must be completed in Microsoft Word format, using the **SCBGP Project Profile Template**.
- **Application packet(s) must be submitted electronically on-line at:**
http://gn.ecivis.com/GO/gn_redir/T/11wri8b8siii
- **It is highly recommended that you visit the webpage above and review the instructions in Section II.H. as soon as possible to become familiar with the following steps:**
 - Step 1 - Download the Application Packet files.
 - Step 2 - Complete the Application Packet files.
 - Step 3 - Submit the Application Packet files.
- **To complete the steps above, your computer system must have the following:**
 - **Internet access**
 - **Microsoft Word**
 - **Adobe Acrobat Reader**
- **The person authorized to receive funds must sign the Application Cover Sheet and all subsequent documents in the grant process.**

II.B. Exclusions

- No administration/indirect costs may be allotted to the budgeted projects.
- Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <http://www.gao.az.gov/publications/SAAM/default.asp>.
- Funding **cannot** be utilized for meals, with the exception of the actual cost of meals (not exceeding State rates) consumed during periods of official travel.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act ([5 U.S.C. §§ 1501-1508](#) and [7324-7326](#)).
- For more exclusions see Appendix E – Allowable/Unallowable Costs and Activities.

II.C. Application Packet Requirements

All applicants must adhere to the following instructions, in addition to other requirements as stated in this grant manual, including all definitions and abbreviations, to be considered eligible for grants.

- **Application Packets missing any of the subsequent information or including information not requested (such as: support letters, reports, or links to support letters and reports) shall be deemed ineligible.**
 - **In addition, any applications with the number of pages in excess of the limit of 16 pages (1 page for the Application Cover Sheet, 15 pages for the Project Proposal) shall be ineligible.**
1. **Application Cover Sheet** – The signer must be authorized to enter into a contract with the Department. Project Titles shall be no longer than 6 words. The Application Cover Sheet must be completed in the fillable PDF form. The fillable form is located at:
<http://searchagriculture.az.gov/act/scbgrp.aspx>

<http://agriculture.az.gov>

2. **Project Profile Template** – The project proposal must be completed in the Microsoft Word SCBGP Project Profile Template. The template is located at:
<http://searchagriculture.az.gov/act/scbgp.aspx>

II.D. SCBGP Performance Measures

AMS is required to report on the outcomes of the SCBGP at a national scale to demonstrate the performance of this program. By collecting, aggregating, and reporting performance data across all states and territories, AMS can share the impact of the SCBGP with all stakeholders, including the Office of Management and Budget (OMB), Congress, the agricultural community, and the general public.

- Each project submitted must include at least one of the eight outcomes listed in **Appendix D**, and at least one of the indicators listed underneath the selected outcome(s). If there are multiple sub-indicators under the selected indicator, select at least one.
- If the indicator(s) below the selected outcome(s) are not relevant to a project, a project-specific indicator(s) may be developed which will be subject to approval by AMS.
- The progress of each indicator must be reported in the Quarterly Performance Reports and the result in the Final Performance Report.
- AMS will aggregate the data collected to assess the overall impact of the program and report to OMB and Congress on these national outcome measures.
- AMS will review the quality of the information received in subsequent performance reports and modify the outcomes and indicators as needed over time to lead to better results in showing the impact of the SCBGP.

II.E. Grant Application Webinar Workshops

ADA staff may conduct SCBGP webinar workshops to present the grant program to potential applicants and provide information on how to apply for grant funds. You are strongly encouraged to participate as it will help assure that you have the most up-to-date information available. If you are unable to attend a workshop via the web, you may attend in person at the location listed below.

NOTE: Please contact an SCBGP Coordinator to register at least 2 days prior to the workshop you plan to attend either via the web or in person. Instructions for web participation will be given upon registration.

The dates, locations and times of the workshops are as follows:

DATE	TIME	LOCATION
Wednesday March 23, 2016	9:00am – 11:00am or 2:00pm – 4:00 pm	Arizona Department of Agriculture 1688 West Adams Street Room 206 Phoenix, AZ 85007

II.F. Contact Information

Lisa James
SCBGP Grant Program Manager
Arizona Department of Agriculture
1688 West Adams Street
Phoenix, AZ 85007
Phone: (602) 542-3262
E-mail: ljames@azda.gov
Toll Free Outside Maricopa County: (800) 294-0308
Fax: (602) 364-0830

Ashley Estes (Worthington)
SCBGP Grant Program Coordinator
Arizona Department of Agriculture
1688 West Adams Street
Phoenix, AZ 85007
Phone: (602) 542-0972
E-mail: aestes@azda.gov

II.G. Application Packet Due Date for Early Review

You may submit your application packet early to be reviewed for **completeness only** by ADA staff. ADA staff will only review and verify that the application packet includes all items in the SCBGP-FB Checklist (Appendix A) and is therefore complete. All application packets submitted for early review must be received by **11:59:59 p.m. (MST) on Wednesday, April 6th**. This will allow time for ADA to review the application packet and alert the applicant if any required information is missing. The applicant will then have the opportunity to submit the missing information prior to the final application packet due date. **Please follow instructions in section II.H to submit application packets for early review.**

II.H. Instructions for Submitting Completed Application Packets

All application packets that were not submitted prior to the early review deadline must be submitted to the ADA electronically on-line using the following process:

- Step 1 - Download the Application Packet files.
- Step 2 - Complete the Application Packet files.
- Step 3 - Submit the Application Packet files.

To complete the steps above, your computer system must have the following:

- **Internet access**
- **Microsoft Word**
- **Adobe Acrobat Reader**

If you have technical difficulties during this process, please contact us during regular business hours. See Section II.F.

1. Access the SCBGP private solicitation web page at:
http://gn.ecivis.com/GO/gn_redir/T/11wri8b8siil

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:

The screenshot shows the eCIVIS website interface. At the top, there is a navigation bar with the eCIVIS logo and the tagline "Your tools for grants success." The user is logged in as "Hello Lisa James, your License is provided by Arizona". The main navigation menu includes "Home", "Grant Management", "Grant Research", "KnowledgeBase", and "Administration".

The main content area is titled "Arizona Specialty Crop Block Grant Program - 2016". Below the title is the Arizona state seal and a red arrow pointing to a blue "Apply" button. Below the button are five tabs: "Overview", "Eligibility", "Financial", "Contact", and "Files". The "Overview" tab is currently selected.

The Overview tab displays the following information:

ID:	SCBGP-FB16
Title:	Specialty Crop Block Grant Program - 2016
Application Start Date:	03/03/2016
Application End Date:	04/17/2016
CFDA:	10.170
Reference URL:	http://searchagriculture.az.gov/act/grantopportunities.aspx

The Summary section contains the following text:

The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013 and section 10010 of the Agricultural Act of 2014, Public Law 113-78 will provide funding for fiscal years 2014 through 2018.

This screenshot shows the same eCIVIS website interface, but with the "Eligibility" tab selected. The "Apply" button is still visible, with a red arrow pointing to it. The "Eligible Applicants" and "Eligibility Notes" sections are displayed.

Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

State and/or local organizations, government entities, producer associations, academia, community based organizations, and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Regional or multistate projects may be considered by ADA. SCBGP-FB grant funds will be awarded for projects of up to 2 years duration. An entity may submit more than one application packet, but only if the application packets are for completely different projects. If submitting multiple project application packets, please prioritize your submissions.

To be eligible for a grant, the project(s) must solely enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets. Projects must also benefit more than one commercial product (e.g., ABC Company brand), organization or individual.

AMS SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners.

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Arizona

Specialty Crop Block Grant Program - 2016

Overview
Eligibility
Financial
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Files

Funds Available:	\$0.00 <small>(min)</small>	\$840,000.00 <small>(max)</small>	Financial Notes: ADA plans to award multiple grants from these funds for the fiscal year 2016 grant cycle. ADA may place a per applicant cap on grant awards. USDA, however, as the funding source, has the final approval over grant projects. Thus, while ADA's Director makes the preliminary decisions based on ADA staff review and recommendations from a review panel of industry representatives, USDA will make the final decision concerning grant awards.
Award Amount:	N/A <small>(min)</small>	N/A <small>(max)</small>	
Number of Awards:	N/A		
Average Award Size:	N/A		
Matching Required:	Recommended		
Matching Type:	Cash/In-Kind		

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Arizona

Specialty Crop Block Grant Program - 2016

Overview
Eligibility
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Files

Agency/Department:	AHA - Agricultural Consultation and Training	Contact Notes: Lisa James or Ashley Estes (Worthington) Program Coordinators Arizona Department of Agriculture 1688 West Adams Street Phoenix, Arizona 85007 Phone: 602-542-3262 or 602-542-0972 Email: ljames@azda.gov or aestes@azda.gov Toll Free: 800-294-0308 Fax: 602-364-0830
Office:	Specialty Crop Block Grant Program	
Program Contact:	Lisa James or Ashley Estes (Worthington) Program Coordinators	
Application Address:	All applications must be submitted online.	

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<http://agriculture.az.gov>

The screenshot shows the eCIVIS website interface. At the top, there is a navigation bar with links for Home, Grant Management, Grant Research, KnowledgeBase, and Administration. Below this, the page is titled 'Arizona Specialty Crop Block Grant Program - 2016'. A red arrow points to the 'Files' tab in the navigation menu. The 'Files' section contains a table of files for download:

Files:	File Notes:
<p>Grant Manual: SCBGP-FB 2016 Grant Manual 030716 Reduced (1.2 Mb)</p> <p>Application Cover Sheet: Appendix B - Application Cover Sheet - 030316 (946.4 Kb)</p> <p>Project Profile Template: Appendix C - Project Profile Template (64.8 Kb)</p>	<p>For instructions on downloading the application files, please visit our website at: http://searchagriculture.az.gov/act/grantopportunities.aspx</p> <p>Please take the time to read the grant manual carefully and follow all given instructions. Incomplete applications, applications that include support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible. You are strongly encouraged to communicate with industry representatives or stakeholders that may be affected by your grant application so that they are aware of your efforts.</p>

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At the Files tab, download and save each of the files to your computer:

Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.

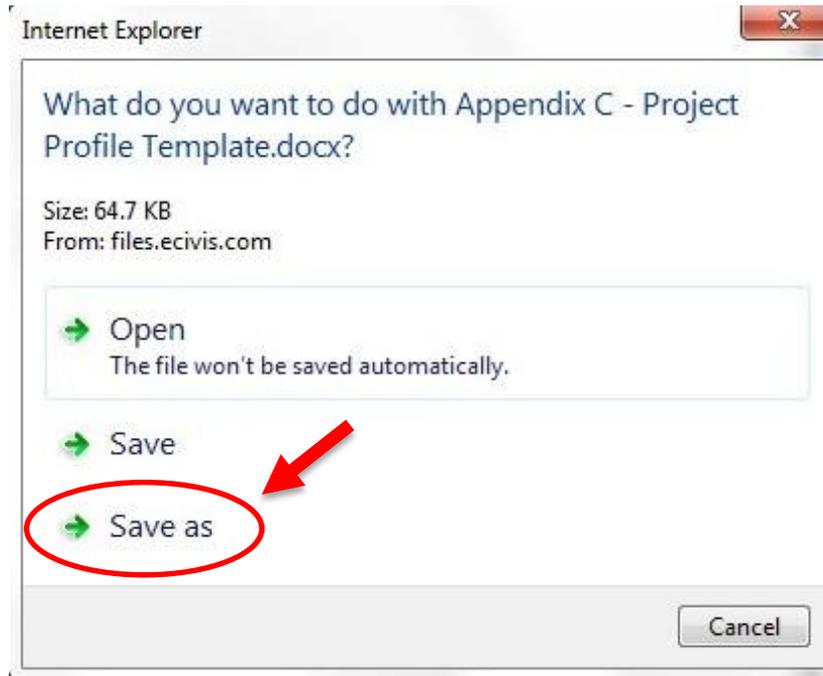
Download and save the PDF files using the following steps:

- Click on the file link to open the file.
- Click on “File” in the upper left menu bar.
- Click on “Save As” in the drop down menu.
- Name the file and save it to a location on your computer that you can access later.
- Use the back button to go back to the main page and then the Files tab. **DO NOT CLOSE THE FILE USING THE OR YOU WILL CLOSE YOUR BROWSER.**

Download and save the Word file using the following steps:

- Click on the file link to open the dialog box.
<http://agriculture.az.gov>

- b. Click on “Save As” in the dialog box.



- c. **Name the file and save it to a location on your computer that you can access later.**
2. Prepare the application packet files off-line (see Sections II. A. B. and C.):
 - a. **Application Cover Sheet in PDF format** – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than SIX words.
 - b. **Project Profile in Word format** – Must be completed in Microsoft Word SCBGP Project Profile Template. Not more than FIFTEEN pages total.
 3. When the application packet files are complete, use the following steps to submit the application packet on-line:
 - a. **If you are submitting more than one application packet, follow the steps below for each application packet. Use the “Notes” field in Step k. to prioritize your application packets.**
 - b. Return to the SCBGP private solicitation web page at:
http://gn.ecivis.com/GO/gn_redir/T/1wri8b8siil

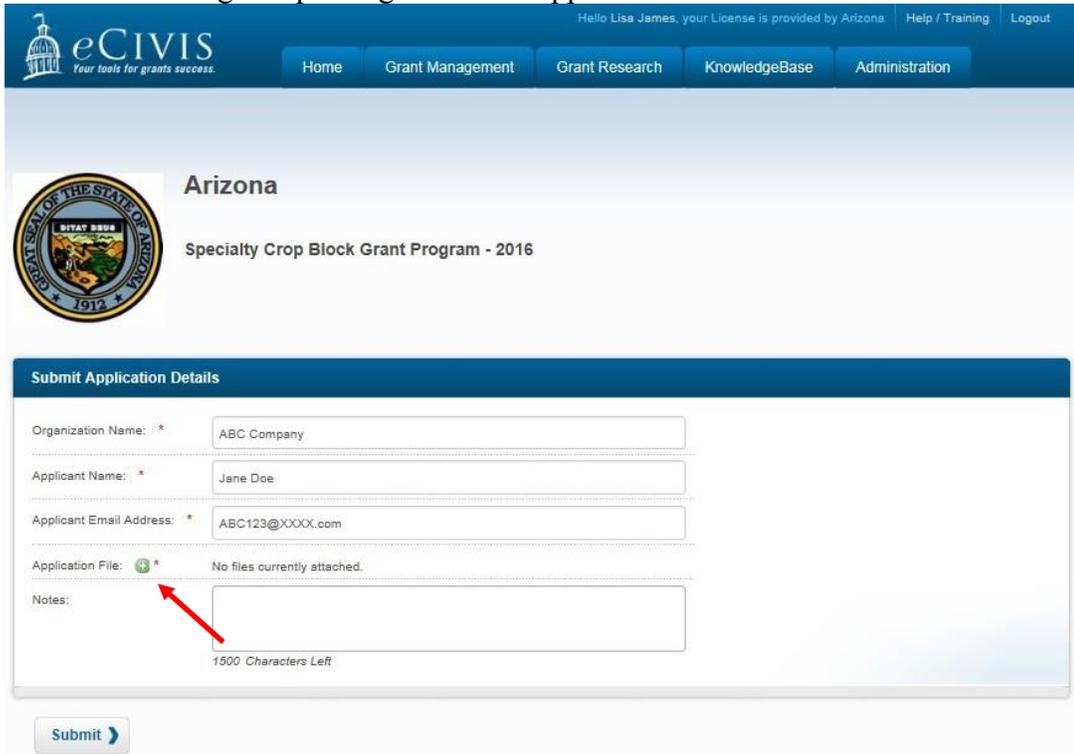
- c. Click on the “Apply” button.

The screenshot shows the eCIVIS website interface. At the top, there is a navigation bar with the eCIVIS logo and the tagline "Your tools for grants success." The user is logged in as "Hello Lisa James, your License is provided by Arizona". The main content area displays the "Arizona Specialty Crop Block Grant Program - 2016" page. A red arrow points to the "Apply" button. Below the button are tabs for "Overview", "Eligibility", "Financial", "Contact", and "Files". The "Eligibility" tab is selected, showing details for the program ID (SCBGP-FB16), title, application start and end dates, CFDA number, and a reference URL. A summary section on the right provides a detailed description of the program's purpose and funding sources.

- d. Enter the required information (indicated by the red *) in the “Organization Name”, “Applicant Name” and “Applicant E-mail Address” fields.

The screenshot shows the "Submit Application Details" form on the eCIVIS website. The form includes fields for "Organization Name", "Applicant Name", "Applicant Email Address", "Application File", and "Notes". Red asterisks (*) are placed next to the "Organization Name", "Applicant Name", and "Applicant Email Address" fields, indicating they are required. Red arrows point to these fields. The "Application File" field shows "No files currently attached." and the "Notes" field has a "1500 Characters Left" indicator. A "Submit" button is located at the bottom of the form.

- e. Click on the  green plus sign next to “Application File”.

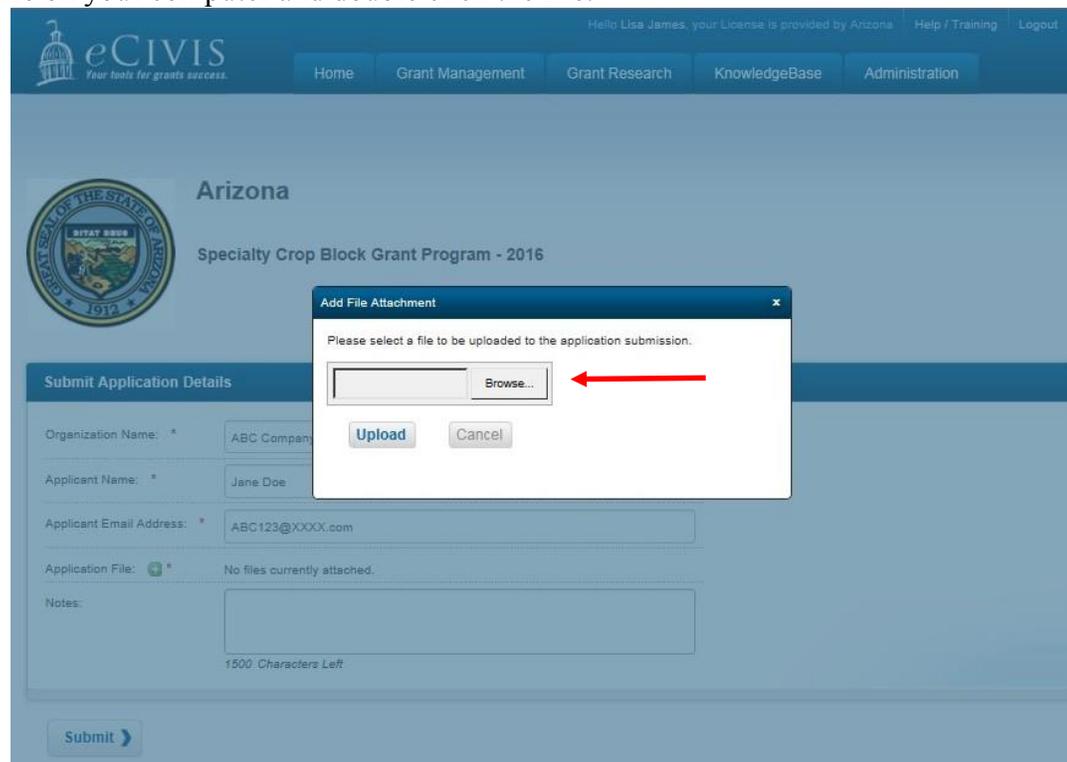


The screenshot shows the eCIVIS interface for the Arizona Specialty Crop Block Grant Program - 2016. The 'Submit Application Details' section contains the following fields:

- Organization Name: * ABC Company
- Applicant Name: * Jane Doe
- Applicant Email Address: * ABC123@XXXX.com
- Application File:  * No files currently attached.
- Notes: (1500 Characters Left)

A red arrow points to the green plus sign icon next to the Application File field.

- f. Click on the “Browse” button and find the completed “Application Cover Sheet” PDF file on your computer and double click the file.



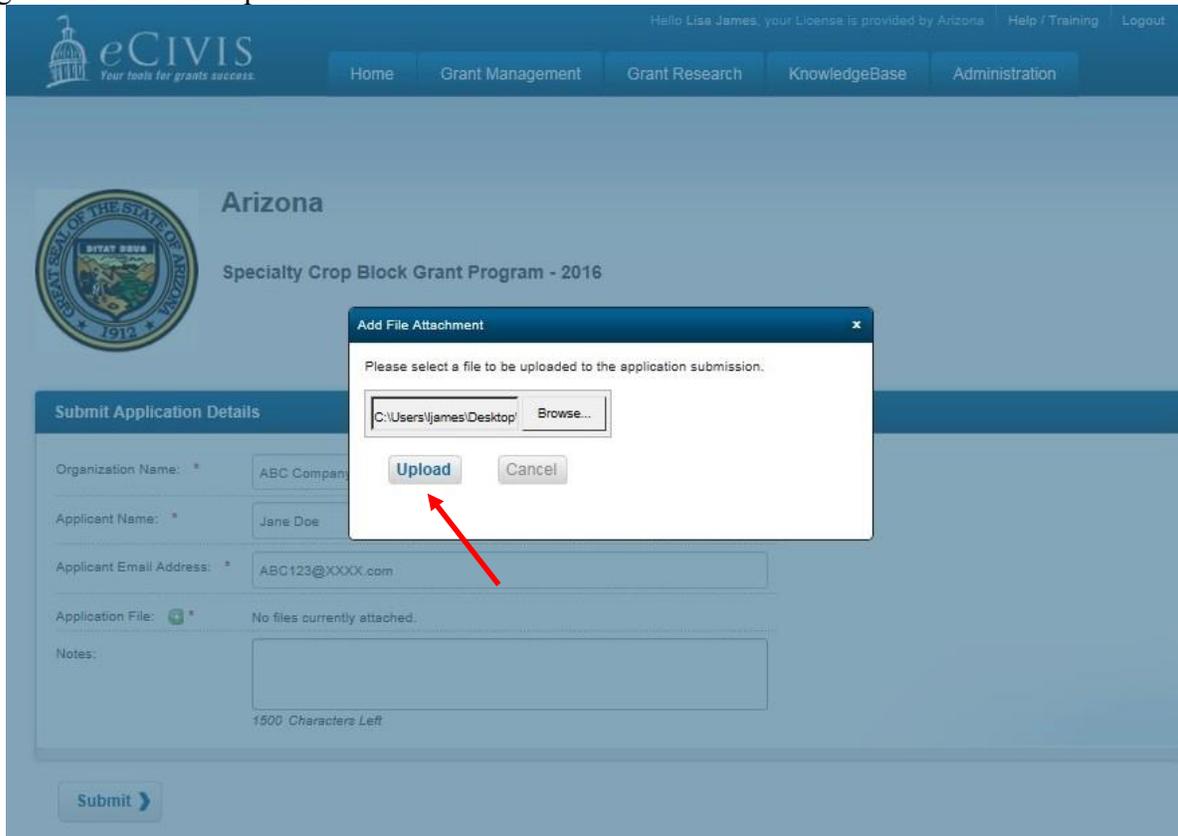
The screenshot shows the same eCIVIS interface as above, but with an 'Add File Attachment' dialog box open. The dialog box contains the following text and buttons:

Please select a file to be uploaded to the application submission.

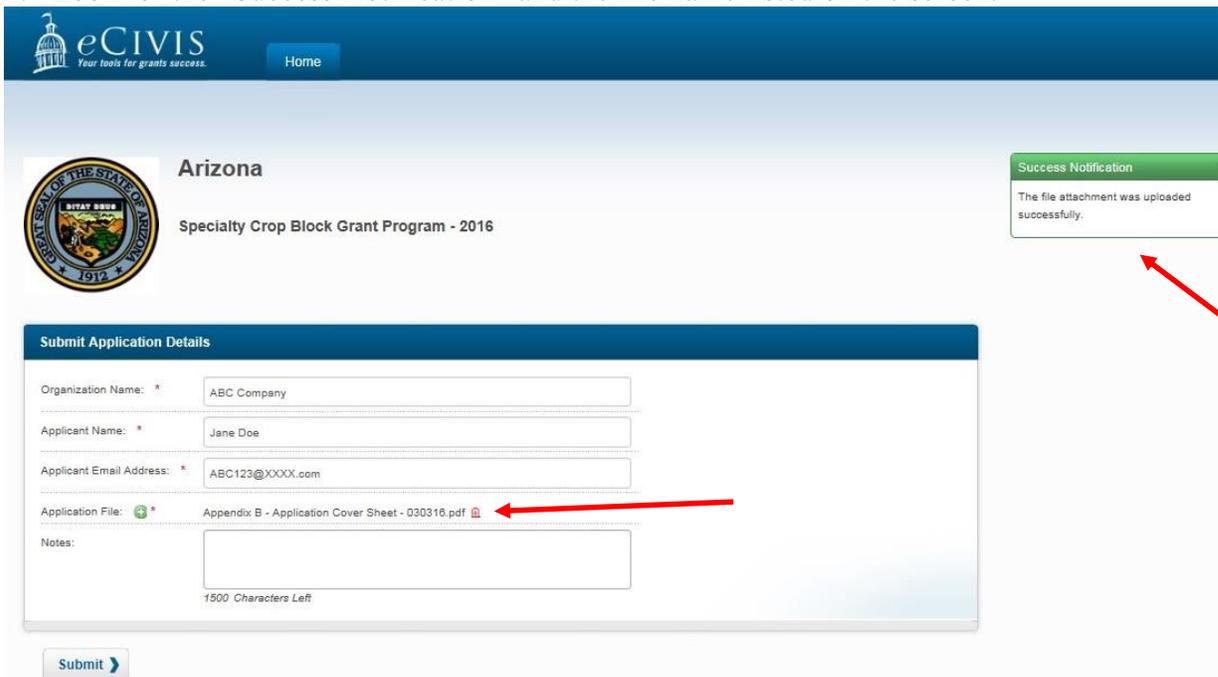
Browse... 

Upload **Cancel**

g. Click on the “Upload” button.



h. Look for the “Success Notification” and the file name listed on the screen.



- i. Repeat steps d. through h. for the “Project Profile” Word file.

The screenshot displays the eCIVIS application interface. At the top, the eCIVIS logo and a 'Home' button are visible. Below the header, the Arizona state seal and the text 'Arizona Specialty Crop Block Grant Program - 2016' are shown. A green 'Success Notification' box in the upper right corner indicates that a file attachment was uploaded successfully. The main section is titled 'Submit Application Details' and contains a form with the following fields:

- Organization Name: * ABC Company
- Applicant Name: * Jane Doe
- Applicant Email Address: * ABC123@XXXX.com
- Application File: * Appendix B - Application Cover Sheet - 030316.pdf
Appendix C - Project Profile Template.docx
- Notes: (1500 Characters Left)

A red circle highlights the 'Application File' field, which contains two files: 'Appendix B - Application Cover Sheet - 030316.pdf' and 'Appendix C - Project Profile Template.docx'. A 'Submit' button is located at the bottom left of the form.

- j. The following files must be attached and appear on the application screen. **Only the following files** should be attached, **attaching additional or incorrect files* could deem your application ineligible:**

Application Cover Sheet in PDF format – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than SIX words.

Project Profile in Word format – Must be completed in Microsoft Word SCBGP Project Profile Template. Not more than FIFTEEN pages total.

***The on-line application system will not alert you if you have attached additional or incorrect files.**

- k. Use the optional “Notes” field to add additional information (up to 1,500 characters) if necessary. For example, if you are submitting more than one application you can use this field to indicate the priority of the application. See Section I.G.

The screenshot shows the eCIVIS interface for the Arizona Specialty Crop Block Grant Program - 2016. The header includes the eCIVIS logo and a 'Home' button. The main content area features the Arizona state seal and the program title. A 'Success Notification' box in the top right corner states: 'The file attachment was uploaded successfully.' The 'Submit Application Details' section contains the following fields:

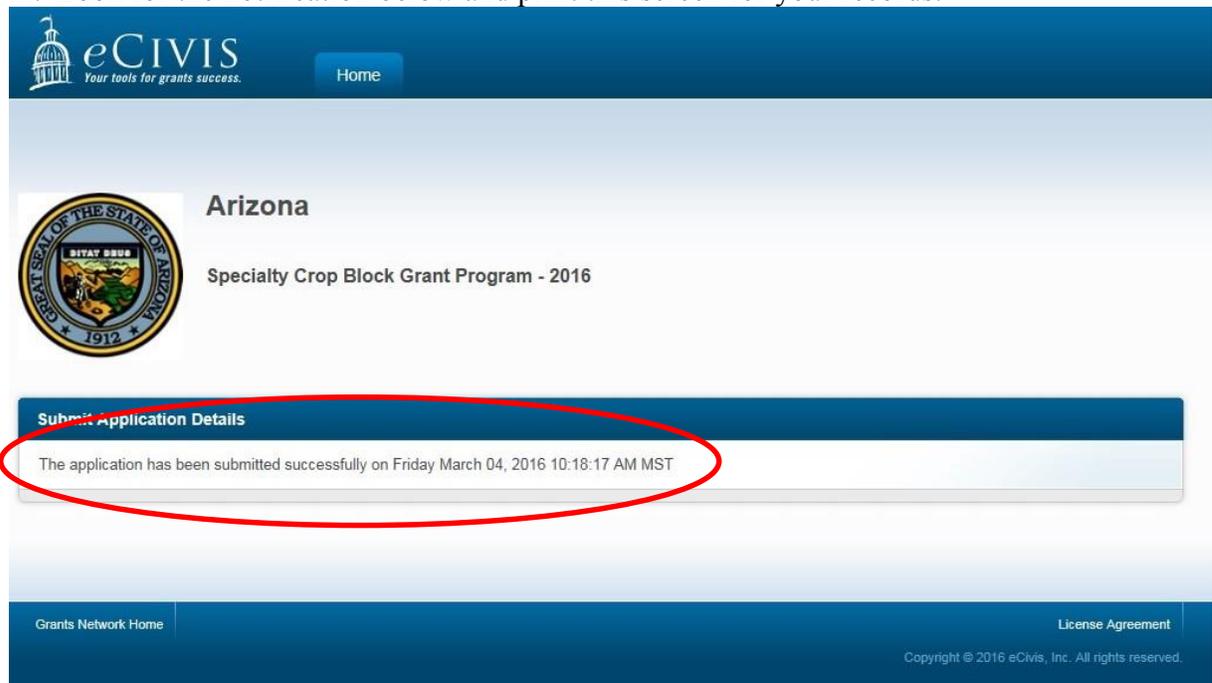
- Organization Name: * ABC Company
- Applicant Name: * Jane Doe
- Applicant Email Address: * ABC123@XXXX.com
- Application File: * Appendix B - Application Cover Sheet - 030316.pdf Appendix C - Project Profile Template.docx (A red arrow points to this field.)
- Notes: (A text area with '1500 Characters Left' below it.)

A 'Submit' button with a right-pointing arrow is located at the bottom left of the form.

- l. When you have confirmed that all required information is on the screen. Click on the “Submit” button. The Application Packet must be submitted prior to 11:59:59 p.m. (MST) on April 18th.

This screenshot is identical to the one above, showing the eCIVIS application form. In this version, a red arrow points to the 'Submit' button at the bottom left of the form.

m. Look for the notification below and print this screen for your records.



The screenshot shows the eCIVIS website interface. At the top left is the eCIVIS logo with the tagline "Your tools for grants success." and a "Home" button. Below the logo is the Arizona state seal and the text "Arizona Specialty Crop Block Grant Program - 2016". A blue bar contains the text "Submit Application Details". Below this bar, a white notification box contains the text "The application has been submitted successfully on Friday March 04, 2016 10:18:17 AM MST", which is circled in red. At the bottom of the page, there are links for "Grants Network Home" and "License Agreement", and a copyright notice: "Copyright © 2016 eCivis, Inc. All rights reserved."

You will also receive a confirmation e-mail directly from eCivis. If you do not receive a confirmation e-mail please contact us. See Section II.F.

Remember, ADA's Agricultural Consultation and Training Program (ACT) must receive completed application packets no later than **11:59:59 p.m. (MST) on Monday, April 18th**.

Grant applications submitted by the April 18 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on April 19 at 1688 West Adams Street, Phoenix, Arizona.

III. Grant Awards and Reporting

III.A. Screening Process

At least three ADA staff will screen the application packets and previous reporting compliance according to the Screening Criteria below. Only application packets that adequately address the criteria listed below will receive further consideration for an award.

Application Packet Screening Criteria

1. Eligible Specialty Crop
Is/are the commodity(s) deriving benefit from the grant eligible under the USDA-AMS “Definition of Specialty Crops”?
2. Application Cover Sheet
Is the cover sheet completed in the fillable PDF form? Is the project title no more than six words? Does the cover sheet have an authorized signature? Is the cover sheet no more than one page?
3. Project Profile
Does the project proposal include the following sections? <ul style="list-style-type: none">• Project Start and End Dates• Applicant Organization and Project Summary (no more than 250 words)• Project Partner Organization (if applicable)• Project Purpose• Project Impact• External Project Support• Expected Measurable Outcomes• Project Funding• Budget Narrative
4. Reporting Compliance
Is the project being led by an individual who has complied with the Grant Award Agreement requirements of previous SCBGP-FB project(s), including reporting requirements?

III.B. Application Packet Evaluation Process

Upon completion of the screening process described in section III.A., all remaining application packets will be evaluated by the SCBGP-FB Evaluation Team. The Evaluation Team will be made up of at least three individuals with the appropriate background and expertise necessary to evaluate project proposals.

The Evaluation Team will first assess to what extent the proposed project:

- (i) enhances the competitiveness of the specialty crop(s) benefiting from the project;
- (ii) **clearly defines a challenge** that is facing today’s Specialty Crop industry or a lack of education about and/or access to specialty crops and indicates a project that **assists in finding a solution**;
- (iii) includes well justified and appropriate budget information; and

(iv) is feasible.

Based on these four criteria, the Evaluation Team will determine which projects will receive further consideration for funding. Neither the Evaluation Team, nor ADA is required to recommend funding a project that does not sufficiently satisfy these four criteria even if there are enough remaining grant funds to do so.

III.C. Application Packet Evaluation Rating Criteria

For those application packets receiving further consideration (not eliminated by the processes in III.A. or III.B.), the Evaluation Team will use the criteria listed below to rate the application packets and make recommendations for funding to the ADA Director.

Weight	Criteria	Rating
40%	To what extent will the proposed project enhance the competitiveness of the specialty crop(s) benefiting from this project?	0 to 5 with 0 being the lowest and 5 being the highest
30%	To what extent does the proposal clearly define a challenge that is facing today’s Specialty Crop industry and indicate a project that assists in finding a solution?	0 to 5 with 0 being the lowest and 5 being the highest
10%	How will the results of the project or the project itself be shared with the appropriate target audience(s)?	0 to 5 with 0 being the lowest and 5 being the highest
10%	Does the budget align with the activities of the project and only contain necessary costs?	0 to 5 with 0 being the lowest and 5 being the highest
10%	Are matching funds or in-kind contributions being provided for the proposed project?	0 to 5 with 0 being the lowest and 5 being the highest

The SCBGP-FB Evaluation Team may adjust an application packet’s project proposal, scope of work and/or project budget.

ADA may ask a potential grantee for more information on any of the above Application Packet Requirements before awarding the grant or entering into an agreement with the grantee. ADA reserves the right to fund the project in part, add and delete tasks, and ask for clarification on the work plan, timeline, and budget. No agreement will be entered into until ADA is satisfied with all the specifications of the project. Any project proposal funding is dependent upon the availability of federal funds and final approval from the USDA.

Compliance and/or non-compliance of previous grantees with the requirements of their past Grant Award Agreements is a screening criterion. Negative past performance may jeopardize future funding.

III.D. Notification of Award

All eligible proposals will be reviewed. Successful proposals will be chosen on the merits of the project as they relate to the published criteria and will be included in the Arizona State Plan, which will be submitted to AMS. Applicants will be notified in writing whether or not their project is selected for inclusion in the Arizona State Plan. Funding is not guaranteed if the project is included in the State Plan. Following approval of the Arizona State Plan by AMS, applicants will be notified and sent a Grant Award Agreement to sign. ADA anticipates that grant awards and notifications will be made in late 2016.

Please do not call ADA to check on the status of your application packet.

After grant awards have been made, all application packets and the associated evaluations will be made available to the public. ADA may determine that trade secrets or proprietary information may continue to be held confidential. If you believe that any of the information contained in your application packet should be held confidential, you must designate that information as “confidential” in your application packet and provide an explanation as to why it should be held confidential.

III.E. Reporting Awards and Executive Compensation

ADA must report each action that obligates \$25,000 or more in SCBGP-FB funds for a grant to an entity, which is defined in [2 C.F.R. § 25, subpart C](#), to <http://www.fsr.gov> in accordance with the Federal Funding Accountability and Transparency Act (FFATA).

Additionally, ADA must report the names and total compensation of a grantee’s five most highly compensated executives for the grantee’s preceding completed fiscal year if, but only if, (i) the grantee received \$25 million or more in annual gross revenues and 80% or more of its annual gross revenues from federal procurement contracts and certain federal financial assistance during the preceding fiscal year and (ii) the public does not have access to information about the compensation of the executives through SEC reports. Grantees meeting these conditions must provide the required information to ADA when they execute a Grant Award Agreement.

III.F. Grant Award Agreement and Payment

Prior to receiving funding, successful applicants will be required, as applicable, to provide a DUNS number (section I.H.), proof of registration with and participation in e-verify (section I.V.), and evidence of lawful presence (section I.W.). They will also be required to sign a Grant Award Agreement with the ADA indicating their intention to complete the proposed tasks and authorizing ADA to monitor the progress of the proposed project. The Grant Award Agreement will include provisions identified in sections I.K. – I.W. as well as reporting requirements.

Grant Award Agreements must be signed and returned to ADA within 30 days of receipt.

Failure to submit an executed copy of the Grant Award Agreement within 30 days of receipt will result in the loss of awarded grant funds, unless the delay was caused by circumstances outside the control of the grantee.

Grant Award Agreements may be up to two years in duration depending on the type of project. **ADA staff will write your grant award agreement based on the information you provide, so it is important that you carefully complete the application packet.**

Requests for funding advances will be considered on a case by case basis. If a funding advance is requested, the need for the advance must be clearly stated in the project proposal. Refer to section I.F. for more details.

III.G. Reporting Requirements

1. **Quarterly Performance Reports** - The Grantee shall submit, via electronic mail, the following documentation to the Program Coordinator within 30 days of the close of each quarter for the length of the project (see reporting schedule below).

- a. A budget report
- b. A signed activity report
- c. A narrative report

The reports shall include, but are not limited to, budget expenditures, applicable in-kind (matching) expenditures, activity reports, and a brief narrative of the project's progress, as applicable. **Failure to submit timely reports may result in the forfeiture of payment for that quarter and may affect the screening process of future grant applications.**

Reporting Periods	Report Due on or before
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

The information required in the Quarterly Performance Report is subject to new (yet to be determined) AMS requirements.

- 2. **Reimbursement** - Reimbursement requests may be submitted with each quarterly report or less frequently if no expenses have been incurred. The Grantee must obtain pre-approval from the Program Coordinator before any funds are reallocated within the approved budget.
- 3. **Annual Oral Presentations** - The Grantee may be required to make an annual oral presentation to ADA staff and other SCBGP stakeholders as scheduled by the SCBGP Coordinator.
- 4. **Final Performance Report** - A final report must be submitted to ADA by the Grantee, via electronic mail, no later than forty five (45) calendar days after the Agreement termination date. **Failure to submit timely final reports may result in the forfeiture of final payment and may affect the screening process of future grant applications.** The final report must be approved by ADA and AMS. ADA will not disburse final payment until all requirements of the Agreement have been fulfilled. All remaining grant funds or outstanding grant funds must be reconciled. The final narrative report shall address all points listed below and be suitable for dissemination to the public.

All Final Performance Reports will be posted on the ADA's website at <https://agriculture.az.gov/previoursly-funded-projects>. Industry representatives and stakeholders will be notified when reports are posted.

The information required in the Final Performance Report is subject to new (yet to be determined) AMS requirements.

Grantees may be required to make annual oral presentations throughout the duration of the project and provide additional information as necessary throughout the entire AMS grant period of 3 years. This may make it necessary for a Grantee to provide additional information beyond the expiration of their agreement with the ADA. Grantees are responsible for responding to any inquiries from the ADA.

III.H. Amendments

Grant Award Agreements shall only be modified by mutual written consent through a Grant Award Agreement Amendment executed by ADA and the Grantee. Unauthorized changes to Grant Award Agreements shall be void and without effect, and the Grantee shall not be entitled to any claim under this Agreement based on those changes.

Grant Award Agreements are intended to incorporate all provisions required by federal law. If the Department learns that a provision required by federal law has not been incorporated in the Agreement, the parties agree to promptly amend the Agreement to include the provision.

Budget Adjustments – If a project budget adjustment is needed during the project period, a written request may be made to ADA to reallocate budget funds between budget categories. However, the total budget amount as dictated by the approved grant award cannot be adjusted except as provided in section III.I. **No deviation from the approved budget will be allowed without prior approval by the Program Coordinator. If accumulative budget adjustments exceed 20% of the total budget, an amendment to the grant agreement will be necessary.**

Unexpended Funds – Grantees shall inform ADA of the potential for unexpended awarded grant funds as soon as the grantee is aware of the potential for unexpended funds, but no later than 90 days prior to the award expiration date. **Failure to expend budgeted funds may affect the screening process of future grant applications.**

III.I. Distribution of Unexpended Awarded Funds

Unexpended awarded funds refer to awarded grant funds that grantees do not spend either because a grantee completed its project under budget or a grantee did not complete all aspects of the project covered by the grant award agreement. ADA reserves the right to use unexpended awarded funds to provide additional grant funds to other grantees who have current grant award agreements for projects covered by those agreements or to provide initial funding to applicants who had previously applied for funding but had not been awarded a grant due to lack of available funds. The Director will document in writing the specific justifications for any distributions of unexpended awarded funds made under this section.

SCBGP-FB CHECKLIST

- Application packets must be submitted electronically on-line at:**
http://gn.ecivis.com/GO/gn_redir/T/l1wri8b8siil.

It is highly recommended that you visit the webpage above and review the instructions in Section II.H. as soon as possible to become familiar with the on-line application process.

Each application packet should include the following:

- Eligible Specialty Crop**
The commodity(s) deriving benefit from the grant is/are eligible under the USDA-AMS “Definition of Specialty Crops”. See page 8.
- Signed Application Cover Sheet**
Must be completed in **fillable PDF form**, printed, signed and scanned into a new PDF document. Not more than ONE page. Project Title not more than SIX words.
- Project Profile**
Must be completed in **Microsoft Word SCBGP Project Profile Template**. Not more than FIFTEEN pages total.

**COMPLETED APPLICATION PACKETS MUST BE SUBMITTED
NO LATER THAN 11:59:59 p.m. (MST), APRIL 18, 2016**

Specialty Crop Block Grant Program Application Cover Sheet

Company/Organization Name: _____

DBA: _____

Grant Project Contact: _____
Principal Investigator for Universities

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Grant Management Contact: _____
Administration

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Tax ID: _____ DUNS # _____ DUNS # Applied For?

Yes No

County of Project: _____

Legislative District: _____ Congressional District: _____

Is this a multi-state project? Yes No List partnering state(s): _____

Project Title (limited to **SIX** words): _____

Project Begin Date: _____ Project End Date: _____

Funding Amount Requested: _____

Specific Specialty Crop deriving benefit from grant (For example: "Iceberg Lettuce" instead of "Vegetables or "Lettuce."

I hereby certify that the information in the application packet is true and correct to the best of my knowledge.

Authorized Signature

Date:

Printed Name

SCBGP PROJECT PROFILE TEMPLATE

The acceptable font size for the narrative is 11 or 12 pitch, single spaced with all margins at 1 inch. The following information must be included in the project profile. The profile cannot exceed 15 pages in length.

PROJECT TITLE

Provide a descriptive project title in 6 words or less in the space below.

<Click here to enter project title>

DURATION OF PROJECT

Start Date: Start Date

The start date is subject to approval and pre-award cost restrictions indicated in the Budget Narrative section.

End Date: End Date

No later than September 30, 2018.

APPLICANT ORGANIZATION 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. Any applicable project partners,
3. A concise outline the project's outcome(s), and
4. 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.

<Click here to enter the Applicant Organization and Summary. Limited to 250 words.>

PROJECT PURPOSE

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

<Click here to enter the specific issue, problem or need.>

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.

<Click here to enter the 1st objective.>

<Click here to enter the next objective or delete>

<Click here to enter the next objective or delete>

Add other objectives as necessary

PROJECT IMPACT

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries:<Enter the Number of Beneficiaries>

Does this project directly benefit socially disadvantaged farmers as defined below? Yes
No

Socially Disadvantaged Farmer or Rancher is a farmer or rancher who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Does this project directly benefit beginning farmers as defined below? Yes
No

Beginning Farmer or Rancher is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.

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.

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

<Click here to describe or enter N/A>

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

<Click here to provide a summary or enter N/A>

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

<Click here to enter answer the question above or enter 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?

<Click here to enter answer the question above or enter N/A>

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

<Click here to describe.>

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).

<Click here to enter the program name(s) or enter N/A>

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

<Click here to describe or enter 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).

<Click here to describe>

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 – Appendix D](#), 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 – Appendix D](#) 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.

<Click here to enter outcome indicator(s) using the example above.>

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.

<Click here to enter a project-specific outcome measure for consideration or enter 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.

<Click here to explain.>

SHARING RESULTS AND/OR BENEFITS

Explain how you will share the results and/or benefits of the project with specialty crop growers and other interested specialty crop stakeholders.

<Click here to explain.>

PROJECT FUNDING

Would this project be possible without SCBGP-FB grant funds? **Yes** **No**

If YES, please provide an explanation regarding the source of funding that would be used for this project if SCBGP-FB funds were not granted.

<Click here to explain or enter N/A.>

Could the **expected measurable outcomes** of this project be accomplished with a reduced budget? **Yes** **No**

If YES, please indicate a minimum dollar amount or percentage of the proposed budget that, if granted, could still accomplish the expected measurable outcomes of this project.

<Click here to indicate minimum amount or enter N.A.>

BUDGET NARRATIVE

A thorough and detailed budget must be submitted with the application packet. **No administrative/indirect costs may be allotted to the budgeted project. Please round totals to the next whole dollar.**

Pre-award costs are allowable, if such costs are necessary to conduct the project or program, and would be allowable under the grant, if awarded. A grantee may incur pre-award costs without prior approval from the ADA, **at its own risk**. The incurrence of pre-award costs in anticipation of an award imposes no obligation on the ADA or AMS SCBGP to award funds for such costs.

Pre-award costs are defined as those costs incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency and the ADA. [2 C.F.R. § 200.458](#)

Please also see Appendix E – Allowable/Unallowable Costs and Activities.

As a reminder, matching contributions are highly encouraged and detailed descriptions should be included with the budget estimations under the matching funds category. **Matching funds should only be described under the separate matching funds category at the end of the narrative.**

Please do not use arbitrary estimates when developing a project’s budget. If awarded, the project budget may require further detail and the estimates provided will need to have some research behind them to justify each budget line item.

Budget Summary	
Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Direct Costs Subtotal	
Indirect Costs	Must be \$0

Total Budget	
---------------------	--

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. Those employed elsewhere would be listed as subcontractors or consultants in the “CONTRACTUAL” category. In order for secretarial and clerical salaries to be allowable as direct charges to the awards, a justification of how the person will be directly involved in the project must be included in the narrative. General administrative/indirect or accounting expenses are not considered acceptable. The duties must be directly related to the project plan.

*Salary increases in the second year of a project **are not allowable**. Please do not include them in the project's budget. However, you may include them in the separate matching funds category at the end of the narrative.*

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			
2			
3			

Personnel Subtotal	
---------------------------	--

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.

<Click here to describe the activities of the 1st position>

<Click here to describe the activities of the next position>

<Click here to describe the activities of the next position>

Add other Personnel as necessary

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			
2			
3			

Fringe Subtotal	
------------------------	--

TRAVEL

*Please note that travel costs are limited to those allowed by the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <http://www.gao.az.gov/publications/SAAM/default.asp>; in the case of air travel, project participants must use the lowest reasonable commercial airfares. **Please do not use arbitrary estimates when developing a project's travel budget.***

#	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							
2							
3							

Travel Subtotal	
------------------------	--

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 or enter N/A>

<Click here to describe the purpose of Trip 1 or enter N/A>

<Trip 2 Approximate Date of Travel MM/YYYY or delete>

<Click here to describe the purpose of Trip 2 or delete>

<Trip 3 Approximate Date of Travel MM/YYYY or delete>

<Click here to describe the purpose of Trip 3 or delete>

Add other Trips as necessary

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.

For the purposes of this grant program, any organization that receives funding must conform to the Arizona State Travel Policy.

CONFORMING WITH ARIZONA STATE TRAVEL POLICY

By checking the box to the right, I confirm that my organization will follow the travel policies allowed by the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <http://www.gao.az.gov/publications/SAAM/default.asp>

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.

Rental of "general purpose equipment" must also be described in this section. **Purchase of general purpose equipment is not allowable under this grant.**

The use, management and disposition of equipment by the Grantee shall be in accordance with [2 C.F.R. § 200.313](#) and [2 C.F.R. § 200.315](#), as applicable.

#	Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				

Equipment Subtotal	
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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.

<Click here to describe how the 1st piece of equipment will be used or enter N.A>

<Click here to describe how the 2nd piece of equipment will be used or delete>

Add other Equipment as necessary

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. **Please do not use arbitrary estimates when developing a supplies budget.**

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested

Supplies Subtotal	
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SUPPLIES JUSTIFICATION

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

<Click here to enter purpose of each supply or enter N/A>

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.

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 the non-allowance of administration/indirect costs also applies to contractors and consultants.

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1			
2			

Contractual/Consultant Subtotal	
--	--

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 Appendix E - Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications. Add more contractors/consultants by copying and pasting the existing listing or delete those that aren't necessary.

<Click here to enter justification for Contractor/Consultant 1 or enter N/A>

<Click here to enter justification for Contractor/Consultant 2 or delete>

Add other Contractors/Consultants as necessary

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.

Meals provided during a conference or meeting are **not allowable** costs.

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested

Other Subtotal	
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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).

<Click here to enter the purpose of each item or enter N/A>

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

Program Income Total	
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MATCHING FUNDS

Describe the source and nature of any matching funds that will be provided for the project. Matching contributions by applicants, although not required, are highly encouraged and will be factored into the approval criteria measurements.

Contributing Organization/Individual	Funds Contributed

Matching Funds Total	
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FISCAL YEAR 2016 SPECIALTY CROP BLOCK GRANT PERFORMANCE EVALUATION

AMS is required to report on the outcomes of the SCBGP at a national scale to demonstrate the performance of this program. By collecting, aggregating, and reporting performance data across all states and territories, AMS can share the impact of the SCBGP with all stakeholders, including the Office of Management and Budget (OMB), Congress, the agricultural community, and the general public.

- Each project submitted in the State Plan must include at least one of the eight outcomes listed below, and at least one of the indicators listed underneath the selected outcome(s). If there are multiple sub-indicators under the selected indicator, select at least one.
- If the indicator(s) below the selected outcome(s) are not relevant to a project, a project-specific indicator(s) may be developed which will be subject to approval by AMS.
- The progress of each indicator must be reported in the Annual Performance Report and the result in the Final Performance Report.
- AMS will aggregate the data collected to assess the overall impact of the program and report to OMB and Congress on these national outcome measures.
- AMS will review the quality of the information we receive in subsequent performance reports and modify the outcomes and indicators as needed over time to lead to better results in showing the impact of the SCBGP.

Outcome Measures

Outcome 1: To enhance the competitiveness of specialty crops through increased sales

THIS IS MANDATORY FOR ALL MARKETING AND PROMOTION PROJECTS.

Outcome Definition:

Marketing and Promotion

Marketing and promotion projects focus efforts to sell, advertise, promote, market, and generate publicity, attract new customers, or raise customer awareness for specialty crops or a specialty crop venue. These include, but are not limited to:

- Uses of social media to market and promote;
- Specialty crop local, regional and national campaigns;
- Specialty crop only tradeshows;
- Website promotion and development;
- Use/development of billboards, radio, television, magazine and email ads, marketing materials such as direct mail, brochures;
- Agritourism;
- Export market development;
- Retail promotions including point-of-purchase items, labels, packaging etc.;
- Farmers market promotions; and
- Marketing and promotion campaigns with an education component directed to consumers.

The specific measure must be expressed as a dollar value and percentage increase in sales of one or more specialty crops in one or more States or foreign markets as a result of marketing and/or promotion activities. For example, an expected outcome of growth in sales from 5% to 10% is not acceptable by itself, but in combination with an increase in sales of \$1 million to \$2 Million it is acceptable. This requirement means that an established baseline of sales in dollars must should already exist at the time of application. For projects that do not already have a baseline of sales in dollars, one of the objectives of the project must be to determine such a baseline in order to meet the requirement to document the value of sales increases by the end of the project.

Indicator: Sales increased from \$_____ to \$_____ and by _____percent, as result of marketing and/or promotion activities

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

Outcome 2: Enhance the competitiveness of specialty crops through increased consumption

Indicators:

1. Of the ____total number of children and youth reached,
 - a. The number that gained knowledge about eating more specialty crops
 - b. The number that reported an intention to eat more specialty crops
 - c. The number that reported eating more specialty crops
2. Of the ____total number of adults reached,
 - a. The number that gained knowledge about eating more specialty crops
 - b. The number that reported an intention to eat more specialty crops
 - c. The number that reported eating more specialty crops
3. Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents) _____
4. Number of new specialty crops and/or specialty crop products introduced to consumers_____

Outcome 3: Enhance the competitiveness of specialty crops through increased access and awareness

Indicators:

1. Of the ____total number of consumers or wholesale buyers reached,
 - a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
 - b. The number that reported an intention to access/produce/prepare/preserve specialty crops
 - c. The number that reported supplementing their diets with specialty crops that they produced/preserved/obtained/prepared

2. Of the ____ total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached,
 - a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
 - b. The number that reported an intention to access/produce/prepare/preserve specialty crops
 - c. The number that reported supplementing their diets with specialty crops that they produced/prepared/preserved/obtained
3. Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops
 - a. ____ farmers markets
 - b. ____ produce at corner stores
 - c. ____ school food programs and other food options (vending machines, school events, etc.)
 - d. ____ grocery stores
 - e. ____ wholesale markets
 - f. ____ food hubs that process, aggregate, distribute, or store specialty crops
 - g. ____ home improvement centers with lawn and garden centers
 - h. ____ lawn and garden centers
 - i. ____ other systems/access points, not noted
 - j. ____ total (if not reported above)
4. Number of new delivery systems/access points offering specialty crops
 - a. ____ farmers markets
 - b. ____ produce at corner stores
 - c. ____ school food programs and other food options (vending machines, school events, etc.)
 - d. ____ grocery stores
 - e. ____ wholesale markets
 - f. ____ food hubs that process, aggregate, distribute, or store specialty crops
 - g. ____ home improvement centers with lawn and garden centers
 - h. ____ lawn and garden centers
 - i. ____ other systems/access points, not noted
 - j. ____ total (if not reported above)

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.

Indicators:

1. Numbers of plant/seed releases (i.e., cultivars, drought-tolerant plants, organic, enhanced nutritional composition, etc.) ____
2. Adoption of best practices and technologies resulting in increased yields, reduced inputs, increased efficiency, increased economic return, and conservation of resources (select at least one below).
 - a. Number of growers/producers indicating adoption of recommended practices _
 - b. Number of growers/producers reporting reduction in pesticides, fertilizer, water used/acre _____

- c. Number of producers reporting increased dollar returns per acre or reduced costs per acre ____
- d. Number of acres in conservation tillage or acres in other best management practices ____
- 3. Number of habitat acres established and maintained for the mutual benefit of pollinators and specialty crops ____

Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems

Indicators:

- 1. Number of new or improved innovation models (biological, economic, business, management, etc.), technologies, networks, products, processes, etc. developed for specialty crop entities including producers, processors, distributors, etc. _____
- 2. Number of innovations adopted _____
- 3. Number of specialty crop growers/producers (and other members of the specialty crop supply chain) that have increased revenue expressed in dollars _____
- 4. Number of new diagnostic systems analyzing specialty crop pests and diseases.
[Diagnostic systems refer to, among other things: labs, networks, procedures, access points.]
- 5. Number of new diagnostic technologies available for detecting plant pests and diseases.

[The intent here is not to count individual pieces of equipment or devices, but to enumerate technologies that add to the diagnostic capacity.]
- 6. Number of first responders trained in early detection and rapid response to combat plant pests and diseases _____
- 7. Number of viable technologies/processes developed or modified that will increase specialty crop distribution and/or production _____
- 8. Number of growers/producers that gained knowledge about science-based tools through outreach and education programs ____

Outcome 6: Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety

Indicators:

- 1. Number of viable technologies developed or modified for the detection and characterization of specialty crop supply contamination from foodborne threats _____
- 2. Number of viable prevention, control and intervention strategies for all specialty crop production scales for foodborne threats along the production continuum _____
- 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 _____
- 4. Number of improved prevention, detection, control, and intervention technologies _____
- 5. Number of reported changes in prevention, detection, control, and intervention strategies _____

Outcome 7: Enhance the competitiveness of specialty crops through increased understanding of threats to food safety from microbial and chemical sources

Indicators:

Number of projects focused on:

1. Increased understanding of fecal indicators and pathogens _____
2. Increased safety of all inputs into the specialty crop chain _____
3. Increased understanding of the roles of humans, plants and animals as vectors _____
4. Increased understanding of preharvest and postharvest process impacts on microbial and chemical threats _____
5. Number of growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices) _____

Outcome 8: Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development.

Indicators:

1. Number of new rural careers created _____
2. Number of new urban careers created _____
3. Number of jobs maintained/created _____
4. Number of small businesses maintained/created _____
5. Increased revenue/increased savings/one-time capital purchases (in dollars) _____
6. Number of new beginning farmers who went into specialty crop production _____
7. Number of socially disadvantaged famers who went into specialty crop production _____

Additional information:

- Difference between "jobs" and "careers": jobs are net gain of paid employment; new businesses created or adopted can indicate new careers.
- Beginning Farmer is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.
- Socially Disadvantaged Farmer is a farmer who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

The following list describes specific funding restrictions under the AMS SCBGP. AMS has not released cost principle guidance for program year 2015. ADA may make changes to this section based on changes in the FY2015 Request for Applications published by AMS. This section provides general cost principle guidance. It is not intended to be all-inclusive. The applicant should consult the applicable Federal cost principles at [2 CFR § 200](#) for the complete explanation of the allowability of costs they address. Grantees will be responsible for complying with cost principles as defined in the grant agreement.

Item	Description
Advertising and Public Relations	<i>Allowable</i> if the primary purpose is to promote the sale of an eligible specialty crop by either stimulating interest in a particular specialty crop or disseminating technical information or messages for the purpose of increasing market share for the specialty crops.
Advertising and Public Relations – Promotion of an organization’s image, logo, or brand name	<p><i>Unallowable</i> for advertising and public relations costs designed solely to promote the image of an organization, general logo, or general brand rather than eligible specialty crops.</p> <ul style="list-style-type: none"> • A promotional campaign to increase sales of “XYZ Grown” Watermelon is acceptable while increasing brand awareness of “XYZ Grown” generically is not. • Promoting tomatoes while including an organization’s logo in the promotion is acceptable, while generally promoting an organization’s logo is not. • Promotional items could say “Buy XYZ Grown Apples” but not “XYZ Grown”, which promotes XYZ generically. • A promotional campaign to increase producer sales of “XYZ Grown fruits and vegetables” is acceptable while increasing membership in “XYZ Grown” generically is not.
Advertising and Public Relations – Promotion of non-specialty crop activities	<p><i>Unallowable</i> for advertising and public relations costs for promotion at non-specialty crop specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc.</p> <ul style="list-style-type: none"> • Advertisements could say “Buy Sweet Corn! It is the Best!” but not “Buy Local!” • Advertising educational sessions at a conference that solely benefits specialty crop growers are acceptable, while advertising a non-specialty crop specific local food conference is not.
Advertising and Public Relations – Promotional items	<p><i>Allowable</i> for promotional items that solely promote specialty crops rather than a single organization, general brand, or general logo. Distribution of any promotional item must not be contingent upon the consumer, or other target audience, purchasing a good or service to receive the promotional item.</p> <ul style="list-style-type: none"> • Promotional items could say “Buy XYZ Grown Apples” but not “XYZ Grown.”
Advertising and Public Relations – Gifts, prizes, etc.	<i>Unallowable</i> for gifts, prizes, memorabilia, and souvenirs.

Item	Description
Advertising and Public Relations – Sponsorships	<i>Unallowable</i> for costs associated with sponsorships. A sponsorship is a form of advertising in which an organization uses grant funds to have its name and/or logo associated with certain events and where the organization does not necessarily know how the funds associated with sponsorship costs will be used. These costs are considered a contribution or donation and only benefit the organization offering funding. This limits the beneficiaries to the sponsor organization, which conflicts with the restriction that projects affect and produce measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual.
Advertising and Public Relations – Coupons, Incentives or Other Price Discounts	<i>Unallowable</i> for costs of coupon/incentive redemptions or price discounts. Costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (i.e., a print advertisement that contains a clip-out coupon) are <i>allowable</i> only if they solely promote the specialty crop rather than promote or benefit a program or single organization. See also Participant Support Costs .
Advertising and Public Relations – Use of meeting rooms, space, exhibits for non-specialty crop activities	<p><i>Unallowable</i> for costs associated with the use of trade shows, meeting rooms, displays, demonstrations, exhibits, and the rental of space for activities that do not solely promote specialty crops.</p> <ul style="list-style-type: none"> • Supporting the participation of raspberry and blueberry producers at a non-specialty crop specific international trade show to promote berries to an international audience is allowable, while renting a booth space for berry producers as well as wheat producers at an international trade show is not allowable. • Supporting the participation of farmers’ market managers at a national conference that is not specific to specialty crops is not allowable. • Supporting a portion of a national conference that is not specific to specialty crops is not allowable, while supporting a session on specialty crops at a national conference that is not specific to specialty crops is allowable. • Funding an “XYZ State Grown” booth at a specialty crop-specific venue where all exhibitors in the booth are specialty crop producers is allowable, but funding an “XYZ Grown” booth at a non-specialty crop specific venue is not allowable.
Advertising and Public Relations – Cookbooks, Cooking Demonstrations, Recipe Cards, Food Pairings	<p><i>Allowable</i> for costs promoting the specialty crops in processed products (products prepared or created for the purposes of promoting a specialty crop but that require other ingredients are considered a processed product). A processed product is defined as a product that constitutes greater than 50% of the specialty crop by weight, exclusive of added water.</p> <p><i>Unallowable</i> for costs of separate complementary non-specialty crop products. A separate complementary non-specialty crop product means a product closely associated with a specialty crop product, the purchase of one encouraging consumers to buy the other (i.e., cheese and wine).</p>
Alcoholic Beverages	<i>Unallowable</i> for alcoholic beverages except when the costs are associated with enhancing the competitiveness of a processed product as defined above.
Aquaponics	<p><i>Allowable</i> as long as the crops that are being grown are eligible specialty crops and the focus of the project is on the specialty crops and not the fish.</p> <ul style="list-style-type: none"> • A project to determine whether carp, catfish, or tilapia are best for growing lettuce is acceptable. • A project to study whether lettuce or tomato produced the highest yield of tilapia is not acceptable.

Item	Description
	<ul style="list-style-type: none"> • A project to farm fish using an aquaponics system and then sell the fish is not acceptable. • A project to grow specialty crops where both the specialty crops and the fish are sold is not acceptable. <p>For more information on constructing or purchasing an aquaponics system, see Equipment-General Purpose and Equipment – Special Purpose.</p>
Conferences	<p><i>Allowable</i> for costs of conferences. A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal recipient or subrecipient and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal recipient or subrecipient as a sponsor or host of the conference may include rental of facilities, speakers' fees, local transportation, and other items incidental to such conferences with the exception of meals, refreshments and entertainment costs that are unallowable. If registration fees are collected, the recipient or subrecipient must report fees as program income (See Program Income).</p> <p>The AMS SCBGP encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room.</p>
Construction and Renovation and Land or Building Acquisition	<p><i>Unallowable</i> for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations of an existing building or facility (including site grading and improvement, and architecture fees).</p> <p>Building means any permanent structure that is designed or intended for support, enclosure, shelter or protection of person, animals or property having a permanent roof that is supported by columns or walls.</p>
Contractual/Consultant Costs (Professional Services)	<p><i>Allowable subject to limitations below.</i> 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.</p> <p><i>Allowable</i> for contractor/consultant employee rates that do not 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/2014/general-schedule/). This does not include fringe benefits, travel, indirect costs, or other expenses. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.</p> <p>If rates exceed this amount, one of the following justifications must be provided:</p> <ul style="list-style-type: none"> • A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis. The purpose of the analysis is to review and evaluate each element of cost to determine reasonableness, allocability, and allowability. <p>OR</p> <ul style="list-style-type: none"> • Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Therefore, the selected contractor's

Item	Description
	specialized qualifications necessitate hiring at a rate beyond a GS-15 step 10. (Please outline the unique qualifications of the contractor.)
Contributions and Donations	<p><i>Unallowable</i> for contributions or donations, including cash, property, and services, from the recipient or subrecipient to other entities.</p> <ul style="list-style-type: none"> • A non-profit entity using grant funds to purchase produce to donate to other entities and individuals is unallowable.
Entertainment	<i>Unallowable.</i> Entertainment costs include amusement, diversion, and social activities and any costs directly associated with such costs (such as bands, orchestras, dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities).
Equipment – General Purpose	<p><i>Unallowable for purchase costs but allowable for rental costs.</i> “General purpose equipment” is tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000, and is used for other than research, scientific or other technical activities. Acquisition cost means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, tractors, reproduction and printing equipment, and motor vehicles.</p> <p><i>Unallowable</i> for purchase, even if the SCBGP share is less than \$5,000 of the general purpose equipment that costs \$5,000 or more.</p> <p>For policies governing the allowability of costs for rental of equipment, see Rental or Lease Costs of Buildings, Vehicles, Land, and Equipment in this table.</p>
Equipment – Special Purpose	<p><i>Allowable</i> with conditions.</p> <p>“Special purpose equipment” is tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000, and is used only for research, scientific, or other technical activities.</p> <p>Acquisition cost means the net invoice price of the equipment including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal recipients’ or subrecipients’ regular accounting practices.</p> <p>Capital expenditures (expenditures to acquire, make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations that materially increase the value or useful life) for special purpose equipment are allowable as direct costs, provided the following criteria is met:</p> <ol style="list-style-type: none"> 1) Necessary for the research, scientific, or other technical activities of the grant 2) Not otherwise reasonably available and accessible 3) The type of equipment is normally charged as a direct cost by the organization 4) Acquired in accordance with organizational practice

Item	Description
	<p>5) Must only be used to solely enhance the competitiveness of specialty crops</p> <p>6) The specialty crop industry, rather than a single commercial organization, commercial product, or individual, must benefit from the use of the equipment</p> <p>7) Must not use special purpose equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services</p> <p>8) The subrecipient that acquired the equipment with SCBGP funds and the State department of agriculture awarding funds for the equipment must understand they are subject to the full range of acquisition, use, management, and disposition requirements of 2 CFR §§ 200.313 and 314.</p> <p>Recipients and subrecipients purchasing any special purpose equipment are encouraged to use such funds to purchase only American-made equipment or products.</p>
Foreign Travel	<p><i>Allowable</i> with prior approval from ADA.</p> <p>Each separate foreign trip must receive prior approval from the ADA and AMS SCBGP. For purposes of this provision, “foreign travel” includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions. However, the term “foreign travel” for a governmental unit located in a foreign country means travel outside that country. An applicant with a proposal that involves foreign market development must determine if the project is more appropriate for grant programs administered by the Foreign Agricultural Service or funded through the State-Regional Trade Groups. AMS SCBGP recommends that applicants search the Foreign Agricultural Service database of GAIN reports (http://gain.fas.usda.gov/Pages/Default.aspx) to ensure that proposals will not duplicate information that already exists. Any proposal involving foreign travel must be well justified and approved prior to conducting the travel.</p> <p>See Travel in this table for more information on travel costs.</p>
Fundraising	<p><i>Unallowable</i> for organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. This includes salaries of personnel involved in activities to raise capital.</p>
General Costs of Government	<p><i>Unallowable</i> for:</p> <ol style="list-style-type: none"> 1) Salaries and expenses of the Office of the Governor of a State or the chief executive of a political subdivision or the chief executive of federally-recognized Indian tribal government; 2) Salaries and other expenses of a State legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction; 3) Costs of the judicial branch of a government; 4) Costs of prosecutorial activities; and

Item	Description
	5) Costs of other general types of government services normally provided to the general public, such as fire and police.
Goods or Services for Personal Use	<i>Unallowable</i> for costs of goods or services for personal use of the recipient's or subrecipient's employees regardless of whether the cost is reported as taxable income to the employees.
Health and Nutrition Messaging	<p><i>Allowable</i> when health and nutrition information complies with regulations and policies of the:</p> <p><i>Federal Trade Commission</i> http://www.ftc.gov/about-ftc/bureaus-offices/bureau-consumer-protection</p> <p>AND</p> <p><i>U.S. Food and Drug Administration</i> http://www.fda.gov/Food/IngredientsPackagingLabeling/LabelingNutrition/default.htm.</p> <p>Nutrition and health claims must be truthful, not misleading or deceptive, and include adequate disclaimers if appropriate.</p>
Information Technology Systems	<p><i>Unallowable</i> for information technology systems having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established in accordance by generally accepted accounting principles (GAAP) by the non-Federal recipient or subrecipient for financial statement purposes or \$5,000. Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition costs for software includes those development costs capitalized in accordance with GAAP.</p> <p>Information technology systems include computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. Examples of unallowable information technology systems include service contracts, operating systems, printers, and computers that have an acquisition cost of \$5,000 or more.</p> <p><i>Allowable</i> for website development, mobile apps, etc.</p>
Lobbying	<p>The recipient should obtain an advance understanding with the AMS SCBGP if it intends to engage in certain activities intended to influence Federal, State or local government entities.</p> <p><i>Unallowable</i> for:</p> <ol style="list-style-type: none"> 1) Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity; 2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections; 3) Any attempt to influence: <ol style="list-style-type: none"> a) the introduction of Federal or State legislation; or

Item	Description
	<p>b) the enactment or modification of any pending Federal or State legislation through:</p> <ul style="list-style-type: none"> i) communication with any member or employee of the Congress or State legislature, including efforts to influence State or local officials to engage in similar lobbying activity; or ii) by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign; or <p>c) any government official or employee in connection with a decision to sign or veto enrolled legislation;</p> <p>4) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying; and</p> <p>5) Costs incurred in attempting to improperly influence, either directly or indirectly, an employee or officer of the Executive branch of the Federal Government to give consideration to or act regarding a regulatory, agreement, or contract matter.</p> <p><i>Allowable</i> activities directly related to the performance of a grant include:</p> <ul style="list-style-type: none"> 1) Providing a technical and factual presentation of information on a topic directly related to the performance of a grant, contract or other agreement through hearing testimony, statements or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member provided: <ul style="list-style-type: none"> a) The presentation is in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member; and b) The information for the presentation is readily obtainable and able to be put in deliverable form; and c) The costs for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearing. 2) Any activity conducted to influence State or local legislation in order to directly reduce the cost; or to avoid material impairment of the grant recipient's authority to perform the grant, contract, or agreement. 3) Any activity excepted from the definitions of "lobbying" or "influencing legislation" by the Internal Revenue Code provisions that require nonprofit organizations to limit their participation in direct and "grass roots" lobbying activities in order to retain their charitable deduction status and avoid punitive excise taxes, I.R.C. §§ 501(c)(3), 501(h), 4911(a), including:

Item	Description
	<ul style="list-style-type: none"> a) Nonpartisan analysis, study, or research reports; b) Examinations and discussions of broad social, economic, and similar problems; and c) Information provided upon request by a legislator for technical advice and assistance, as defined by I.R.C. § 4911(d)(2) and 26 CFR 56.4911-2(c)(1)-(c)(3).
Meals	<p><i>Unallowable</i> for meals provided to participants of a conference or meeting.</p> <p><i>Unallowable</i> for business meals when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered an entertainment cost.</p> <p><i>Unallowable</i> for meal costs that are duplicated in meeting participant's per diem or subsistence allowances.</p> <p><i>Allowable</i> for meals consumed while in official travel status. They are considered per diem expenses and will be reimbursed in accordance with the Arizona State Travel Policy at: http://www.gao.az.gov/publications/SAAM/default.asp</p>
Participant Support Costs	<p><i>Allowable</i> for such items as stipends or subsistence allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, and focus groups. See also Advertising and Public Relations - Coupons, Incentives or Other Price Discounts.</p>
Political Activities	<p><i>Unallowable</i> for development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).</p>
Pre-Award (Pre-Agreement Costs)	<p><i>Allowable</i>, if such costs are necessary to conduct the project or program, and would be allowable under the grant, if awarded.</p> <p>A recipient may incur pre-award costs without prior approval from the ADA at its own risk. The incurrence of pre-award costs in anticipation of an award imposes no obligation on the ADA or AMS SCBGP to award funds for such costs.</p>
Rental or Lease Costs of Buildings, Vehicles, Land, and Equipment	<p><i>Allowable</i> to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, vehicle, land or equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property, vehicle, land or equipment leased. The recipient or subrecipient should review rental arrangements periodically to determine if circumstances have changed and other options are available.</p> <p><i>Allowable</i> for rental costs under leases that create a material equity in the leased property, as defined in the applicable cost principles, only up to the amount that would be allowed had the recipient or subrecipient purchased the property on the date the lease agreement was executed. This would include depreciation or use allowances, maintenance, taxes, and insurance, but would exclude unallowable costs.</p> <p>When a recipient or subrecipient transfers property to a third party through sale, lease, or otherwise and then leases the property back from that third party, the lease costs that may be charged to a SCBGP grant generally may not exceed the amount that would be allowed if the recipient or subrecipient continued to own the property.</p>

Item	Description
	<p><i>Allowable</i> for rental costs under “less-than-arms-length” leases only up to the amount that would be allowed under the applicable cost principles had title to the property been vested in the recipient or subrecipient. A less-than-arms-length lease is one in which one party to the lease agreement is able to control or substantially influence the actions of the other. Such leases include, but are not limited to, those between divisions of an organization; between organizations under common control through common officers, directors, or members; and between an organization and its directors, trustees, officers, or key employees (or the families of these individuals), directly or through corporations, trusts, or similar arrangements in which they hold a controlling interest.</p>
<p>Salaries and Wages</p>	<p><i>Allowable</i> as part of employee compensation for personnel services in proportion to the amount of time or effort an employee devotes to the grant-supported project or program during the period of performance under the Federal award, including salaries, wages, and fringe benefits. Such costs must be incurred under formally established policies of the organization, be consistently applied, be reasonable for the services rendered, and be supported with adequate documentation.</p> <p>Salary and wage amounts charged to grant-supported projects or programs for personal services must be based on an adequate payroll distribution system that documents such distribution in accordance with generally accepted practices of like organizations. Standards for payroll distribution systems are contained in the applicable cost principles (other than those for for-profit organizations).</p> <p><i>Unallowable</i> for salaries, wages and fringe benefits for project staff that devote time and effort to non-specialty crop specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. where costs cannot be specifically identified and easily and accurately traced to activities that solely enhance the competitiveness of specialty crops.</p> <ul style="list-style-type: none"> • Example: Salaries and wages for a farmers’ market manager to manage and advertise a farmers market that includes non-specialty crop items is unallowable, while salaries and wages for personnel to conduct a cooking demonstration on how to prepare fruits and vegetables is allowable.
<p>Supplies and Materials, Including Costs of Computing Devices</p>	<p><i>Allowable</i> for costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award. Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs.</p> <p>Only materials and supplies actually used for the performance of a Federal award may be charged as direct costs.</p> <p>A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award. Where federally-donated or furnished materials are used in performing the Federal award, such materials will be used without charge.</p>

Training	<p><i>Allowable</i> for the State department of agriculture recipient when training is directly related to Federal grants management in proportion to the amount of time and effort expended by the trainee on the grant program.</p> <p><i>Allowable</i> when the training is required to meet the objectives of the project or program.</p>
Travel	<p><i>Allowable</i> when travel costs are limited to those allowed by formal organizational policy; in the case of air travel, the lowest reasonable commercial airfares must be used. See General Costs of Government for restrictions on travel for government officials.</p> <p>Recipients and subrecipients must follow the Arizona State Travel Policy at: http://www.gao.az.gov/publications/SAAM/default.asp</p> <p>Recipients and subrecipients are strongly encouraged to take advantage of discount fares for airline travel through advance purchase of tickets if travel schedules can be planned in advance.</p> <p>Consideration should be given to the use of alternative technologies such as teleconferencing or videoconferencing if they are available, appropriate for the project, and less costly.</p> <p><i>Unallowable</i> for travel costs for conferences, venues, tradeshow, events, meetings, programs, conventions, symposia, workshops seminars, etc. that include non-specialty crop activities such as farmers' market annual conferences and general marketing tradeshow where these costs cannot be specifically identified and easily and accurately traced to activities that solely enhance the competitiveness of specialty crops.</p> <ul style="list-style-type: none"> • Example: Travel costs for personnel to travel to a farmers' market conference is unallowable, while travel to a vegetable food safety educational session is allowable.