



Specialty Crop Block Grant Program-Farm Bill

Grant Manual

Fiscal Year 2015 Funding Cycle

**Grant Application Packet Due Date:
April 1, 2015**

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

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February 18, 2015

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 2015 SCBGP-FB Grant Cycle:

1. New Uniform Guidance References – Page 9
2. Application Packet Details have changed – Page 11
3. **Application Packets are now required to be submitted on-line at:**
http://gn.ecivis.com/GO/gn_redir/T/6q2k24f47nfm – Pages 11, 28 and 47
4. **It is highly recommended that you visit the webpage above and review the instructions in Section II.G. as soon as possible to become familiar with the on-line application process – Pages 11 and 47**
5. **Application Packet submission deadline changed from 5:00 p.m. to 12 midnight (MST) on April 1, 2015 – Pages 37, 38 and 47**
6. Application packet screening process has changed – Page 38
7. Addition of Appendix E – Allowable/Unallowable Costs and Activities – Page 51

Although AMS has not officially announced the total amount of grant funds ADA will receive, ADA projects that approximately \$1,000,000.00 will eventually be available for this funding cycle, subject to the FY2015 Request for Applications published by AMS.

The Arizona Department of Agriculture anticipates that grant monies will be available to successful applicants by late 2015. 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 **12 midnight (MST), Wednesday, April 1, 2015.**

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, appearing to read "Jack Peterson".

Jack Peterson
Interim Director

**Specialty Crop Block Grant Program – Farm Bill
FY 2015 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. **Although AMS has not officially announced how much grant funds ADA will receive, ADA projects that approximately \$1,000,000.00 will eventually be available for this funding cycle, subject to publication of the FY2015 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 2015 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 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.

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.

Regional or multistate projects present an opportunity to address complex issues both efficiently and comprehensively within the specialty crop industry. An application for funding of a multistate project should be submitted in every state involved in the project, and the application submitted to ADA should specifically address how the funds requested benefit Arizona and are only expended on the portion of the project that benefits Arizona.

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/fmpps>.

[Section 10010 of the Agricultural Act of 2014](#) provides funding specifically for multistate projects. However, program guidelines have not yet been fully developed by AMS. Until that time, multistate project applications can still be submitted through the process described in this manual, see section I.J.

I.J. Multistate Partnerships

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

A project is multistate when an organization receives SCBGP-FB funding from more than one state to execute the same or multiple components of the same project. The project must be identified as a multistate project on the application cover sheet.

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

1. The objectives are clearly focused.
2. Each participant listed has direct involvement in the accomplishment of the stated objectives.
3. The project is multistate.
4. The project proposal has been peer-reviewed.
5. The proposed project is oriented toward accomplishment of specific outcomes and impacts and based on the priorities developed from stakeholder input.
6. The proposal describes how the States are going to collaborate effectively within the project.
7. Each State participating in the project submits the project in their State Plan indicating which State is taking the coordinating role and the percent of the budget covered by each State.

I.K. 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/scbgp) for a more comprehensive list of eligible and ineligible commodities, listed under "What are Specialty Crops?"

I.L. 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.M. 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 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.N. 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.O. 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.P. 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.Q. Non-Discrimination

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

I.R. Conflict of Interest

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

I.S. 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.T. Records Requirements

Pursuant to [A.R.S. § 35-214](#) and [2 C.F.R. §§ 200.333-337](#) (as applicable), Grantees must agree to retain and contractually require each subcontractor to retain all records for a period of up to five years after completion of a Grant Award Agreement 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.U. 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.V. 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.W. 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.X. 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 6 pages in length (1 page for the Application Cover Sheet, 4 pages for the Project Proposal and 1 page for the Budget)**
- The Application Cover Sheet must be completed in the fillable PDF form and labeled Page 1. 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, single spaced, 12 pt. Times New Roman font, 8.5x11 with one inch margins and labeled pages 2-5.
- The Budget must be completed in the fillable PDF form and labeled Page 6.

- **Application packet(s) must be submitted electronically on-line at:**
http://gn.ecivis.com/GO/gn_redir/T/6q2k24f47nfm
- **It is highly recommended that you visit the webpage above and review the instructions in Section II.G. 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 6 pages 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 and labeled Page 1. The fillable form is located at: <https://agriculture.az.gov/specialty-crop-block-grant-program-farm-bill>

Project Proposal sections 2-11 must not exceed 4 pages total. The Project Proposal must be completed in the Microsoft Word template and labeled pages 2-5. The template is located at: <https://agriculture.az.gov/specialty-crop-block-grant-program-farm-bill>

2. **Abstract** – Include a project summary of 250 words or less suitable for dissemination to the public. It should include the need for the project, a brief description of the goals and outcomes, and your plan for evaluating and measuring the success of the project or program.
3. **Project Partner Organization** - Include the name of any organization that will partner with the applicant to execute the project. (If applicable)
4. **Project Purpose** – The following questions shall be addressed in this section:
 - What is the specific issue, problem or need to be addressed by the project?
 - Why is the project important and timely?
 - What are the objectives of the project?
 - Does the project have the potential to enhance the competitiveness of non-specialty crops (ex: farmers markets, general buy local, etc.)?
 - If YES, describe the methods or processes you will implement to verify all grant funds are expended on activities and costs that only enhance the competitiveness of eligible specialty crops. If you propose a cost-share or match to cover non-specialty crop activities and costs, include the specific costs or contributions proposed to meet the cost-share or match, the source of funding or contributions, and describe how you determined the appropriate amount of cost-share or match.
 - If the project builds on a previously funded SCBGP-FB project, then
 - Describe how the project differs from and builds on the previous project’s efforts. Also describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds. Specifically, provide a summary (3 to 5 sentences per project) of the accomplishments of the previous project that have led you to seek continued funding.
 - Has the project been submitted to or funded by another Federal or State grant program?
 - If NO, indicate that it has not.
 - If YES, identify which Federal and/or State grant program and describe how the project differs from and supplements efforts of the SCBGP-FB and the other Federal or State grant program rather than duplicating funding efforts. The SCBGP-FB will not fund duplicative projects.

Example 1

The recent introduction of X virus has threatened specialty crop production; the virus has already caused enormous crop losses in many States (PROBLEM). This research proposal will assess the likely spread of the virus from the initial introduction point and will identify plant reservoir hosts for the disease to form the basis for an integrated pest management strategy to prevent further crop losses (IMPORTANCE and OBJECTIVE). This project was submitted to grant program X to provide one-half salary for the Senior Research Specialist. This individual will coordinate most of the laboratory operations

and perform a majority of the laboratory and greenhouse experiments. This project will not duplicate efforts, but rather enhances the program by providing additional dollars to elevate the part-time position to full time status.

Example 2

Many school children do not have access to healthy fruits and vegetables (ISSUE). The School Nutrition Association will subsidize installation of salad bars in forty schools to increase access to nutritious fruits, vegetables and nuts in school breakfasts and lunches (OBJECTIVE). Not only will this result in increased purchases from specialty crop growers, but the evaluation component also will provide a model for other schools in their efforts to market healthy meals to children (IMPORTANCE). This project has not been submitted or funded by another Federal or State grant program.

Example 3

This project would establish a crisis communication plan for the fruit and vegetable industry (OBJECTIVE) in case of emergency such as an extreme drought (IMPORTANCE). The previous year's grant funds were used to complete phase 1 which consisted of research and an audit of the fruit and vegetable industry and created recommendations for handling a crisis. Phase 2 continues the project by implementing and disseminating these recommendations throughout the State (SHOWS HOW PROJECT COMPLEMENTS PREVIOUS WORK). This project has not been submitted to or funded by another Federal or State grant program.

Example 4

The State will partner with a production team to create a suite of six television and radio public service announcements to introduce and promote locally produced specialty crops (OBJECTIVE) thereby changing the purchasing behavior of consumers and retailers to "buy local" (NEED). This project is a State marketing program. The State will only promote eligible specialty crops such as strawberries, almonds, and peaches. Matching funds will be used to promote other commodities which fall under the state marketing program but are outside the scope of the specialty crop definition (METHODS OR PROCESSES USED TO ENSURE ALL GRANT FUNDS ENHANCE THE COMPETITIVENESS OF ELIGIBLE SPECIALTY CROPS). This project has not been submitted or funded by another Federal or State grant program.

5. **Potential Impact** – This section should show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual. The following questions should be answered:

- Who are the specialty crop beneficiaries of the project?
- How many specialty crop beneficiaries will be impacted?
- How will the specialty crop beneficiaries be impacted by the project?
- What is the potential economic impact of the project if available?
- If applicable, how will the project have a multistate (benefitting two more or states) or national impact?

Example 1

This project will impact the State's approximately 3,000 farms involved in growing specialty crops (BENEFICIARIES IMPACTED AND #'s). These crops represent approximately \$1 billion in farm income and are the largest crop in the State (ECONOMIC IMPACT). In order to continue the growth this industry has experienced in recent years, this project will develop and conduct marketing efforts to increase their market share (HOW BENEFICIARIES WILL BE IMPACTED).

Example 2

Existing and new specialty crop growers taking part in the grower education will receive an extensive education on many aspects of participating in specialty crop production and direct retail marketing (BENEFICIARIES). It is estimated that the number of specialty crop growers that will be participating in the educational workshops is 50 (# OF BENEFICIARIES). Through grower education, farmers will be exposed to information on how to grow crops and successfully sell their produce at direct-to-consumer markets (HOW BENEFICIARIES WILL BE IMPACTED).

Example 3

In 2008, according to USDA, National Agricultural Statistics Service (NASS), the State's specialty crop industry occupied 3,100 acres and had a value for utilized production of \$20 million. This is evidence of the success and potential for this program. New specialty crop varieties being developed through this program will enable the State's 150 farmers (# OF BENEFICIARIES) to be competitive in growing and marketing these specialty crops (HOW BENEFICIARIES WILL BE IMPACTED). These new crops could provide \$10 - \$15 million in additional farm income (POTENTIAL ECONOMIC IMPACT).

6. Expected Measurable Outcomes – The following questions shall be answered in this section.

- What are at least two distinct, quantifiable, and measurable outcomes that solely support enhancing the competitiveness of eligible specialty crops; that directly and meaningfully support the project's purpose and is of direct importance to the intended beneficiaries? If the outcome measures are long-term and occur after the project's completion, then identify an intermediate outcome that occurs before the end of the grant period and that is expected to help lead to the fulfillment of long-term outcomes. For further information on expected measurable outcomes, please see the Steps to Developing Outcome Measures section below. The measurable outcome, when possible, should include the following:
 - GOAL
 - PERFORMANCE MEASURE
 - BENCHMARK
 - TARGET
- How will performance toward meeting the outcome(s) be monitored?
 - What are your data sources for monitoring performance? For example are you using a survey or questionnaire?

- How will data be collected? Be sure to include the frequency of your data collection.
- Describe how you will share the results of the project with specialty crop growers and other interested specialty crop stakeholders.

Examples of outcome measures may include, but are not limited to: per capita consumption, consumer awareness as a percent of target market reached, market penetration based on sales by geographic region, dollar value of exports, or web site hits. For research grants, they may include generation of new knowledge, research quality, attainment of leadership in the field, or the development of human resources (e.g., providing opportunities for graduate students).

Steps to Developing Outcome Measures

Whenever possible, the outcomes should include a goal, performance measure, benchmark, and a target. The following four steps provide guidance on how to develop outcome measures.

- a. Determine what the project will accomplish, e.g., the intended results of the project, generally expressed as a goal or objective
 - Goals should be: a) based on a needs analysis and be specific, realistic results you hope to achieve through the project activities; b) outcome-oriented. Outcome-oriented objectives identify the ultimate result, while the work plan activities identify how you intend to achieve the objectives. When developing outcome-oriented objectives, ask yourself “why” you are performing each grant activity; and specify not only what will be achieved, but also when those results will be achieved.
- b. Figure out how to measure the results and select the performance measure
 - For each objective identified in step a, select the performance measure. Performance measures are measures/indicators used to observe progress and measure actual results compared to expected results. They are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices); although in certain circumstances qualitative measures are appropriate.
- c. Determine the benchmark for each measure and set target goals for future performance
 - For each measure identified in step b, determine the benchmarks against which you will measure. Benchmarks are usually determined by researching past circumstances in the area you are trying to measure. As an alternative, you may use benchmarks established by third parties accepted as the standard-setters in your industry. If data does not exist, describe the lack of data. It may be appropriate in the first year to set vaguer targets, such as “improvement” where any increase represents outcome achievement, and set more concrete targets in subsequent years when benchmark data is available.

Use the benchmark data to set targets for the quantity of change expected. Targets may be framed in terms of:

- a. Absolute level of achievement (ex: feed 150 homeless people);
 - b. Change in level of achievement (ex: feed 150 homeless people, 35 more than last year); or
 - c. The relation to the scale of the problem (ex: feed 150 homeless people, approximately 10% of the city's homeless population.)
- If you are starting up a new project or trying new approaches remember that little or no measurable progress will be evident in the project start-up phase. This delay in seeing measurable results should be reflected in target-setting. When setting targets, you should take into account external factors that influence your success. You may have a grand ultimate goal, but you should view annual targets as small steps toward that ultimate goal.

You may also want to set stretch goals by using benchmarks as your targets. Benchmarks tell you how the rest of the industry is doing; when you gather data for benchmarks, you look at the results of other organizations serving your type(s) of customers, doing your type of work. In your State Plan, you may want to stick to a modest level of planned achievement and reserve your stretch goals for internal use. Another alternate is to include minimum and maximum targets in your application. For example, "We plan, at a minimum, for a 5% increase. However, we will strive for a 10% increase, which our data shows is possible if all external factors work in our favor and our new methodology yields the same results in the demonstration phase."

Examples of Outcome Measures

The following are examples of outcome measures. They do not include examples of a performance monitoring plan.

Example 1

Increase the number of specialty crop farmers following Good Agricultural Practices (GOAL) from the current 18 (BENCHMARK) to 55 in two years (TARGET) measured by the number of GAP audits passed (PERFORMANCE MEASURE).

Example 2

Increase fruit and vegetable purchases (GOAL) from the current level of \$2.50 (BENCHMARK) to at least \$3 per enrolled student in awarded schools in one year (TARGET) measured by bi-annual school reports (PERFORMANCE MEASURE).

Example 3

Work directly with specialty crop industry X to develop a uniform tool to assess the health of their specialty crops to give the industry early warning of potential problems in order to optimize their management practices (GOAL). No such tool currently exists (BENCHMARK). The success of the evaluation will be measured by interviewing 20

stakeholders at the end of three years to determine if they developed the tool (TARGET and PERFORMANCE MEASURE).

Example 4

Develop a predictive model for the spread of the specialty crop disease, an analysis of virus resistant varieties, and a foundation for an integrated pest management (IPM) strategy to combat the disease (GOAL). No such model currently exists (BENCHMARK). The information will be shared with more than 700 tomato growers, increasing awareness of the model, at the 2008 conference break-out session (TARGET) measured by attendance at the session (PERFORMANCE MEASURE).

Example 5

Increase visits to the Specialty Crop Website (GOAL) 25% over the course of one year (TARGET) from the current 9,000 annual hits (BENCHMARK) by measuring website visits each month over the next year (PERFORMANCE MEASURE).

Example 6

Increase consumer awareness of specialty crops by distributing 1000 pieces of informational materials containing locations where to purchase specialty crops (GOAL). Six months after distribution, survey 50 locations (PERFORMANCE MEASURE) to determine if sales increased by 25% (TARGET) from the level before distribution of marketing materials (BENCHMARK).

7. **Work Plan/Timeline** – The following questions shall be answered in this section:

- What activities are necessary to accomplish the project's objectives?
 - When will your performance monitoring/data collection plan activity be accomplished?
 - How will outcome measures be completed or measured inside the grant period?
- Who will do the work of each activity? Indicate the project participants (individual's name(s) if known) who will do the work of each activity, including contractors. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included.
- When will each activity be accomplished? Include timelines for accomplishing each activity. Make sure to include the month and year the project is scheduled to begin and end. Generally, project activities should fall between October 2015 and September 2016 for one year projects and between October 2015 and September 2017 for two year projects.

Example

Project Activity	Who	Timeline
Assemble the specialty crop steering committee to provide direction throughout project	Agricultural Marketing Council, specialty crop industry representatives from the mushroom, apple, and peach councils	January 2016
Develop statement of work for literature review	Ag Marketing Council	January 2016
Procure literature reviewer	Ag Marketing Council	January – February 2016
Conduct literature review on the post-harvest nutritional content of specialty crops and report gaps to steering committee	ABC Consultant	February - March 2016
Prioritize research gaps; develop/issue Request for Proposals (RFP) for original research	ABC Consultant	March - April 2016
Receive proposals; distribute to steering committee	ABC Consultant	April – May 2016
Review and select proposals	Specialty crop steering committee	April – May 2016
As appropriate, refer proposals to individual commodity research and promotion programs	Specialty crop steering committee and individual research and promotion programs	April - May 2016
Develop and execute research grant agreements for selected projects	Ag Marketing Council	May – June 2016
Obtain progress reports from researchers; synthesize for steering committee	Ag Marketing Council	September 2016, December 2016, March 2017, June 2017
Disseminate research results to steering committee and SCBGP-FB showing progress toward project outcomes	Ag Marketing Council	June 2017 – September 2017

8. **Project Commitment** – To demonstrate additional support for the project, describe the specialty crop stakeholders **other than the applicant, individuals and organizations involved in the project**, who support this project and why.

Example

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

9. **Multistate Projects** – Provide the following information in this section if the project is a multistate project:

- Which other States are participating?
- How will all States collaborate effectively?
- Has each State participating in the project submitted the project in its State Plan?
- Which State is taking the coordinating role (State will be responsible for performance reporting)
- What percent of the budget is covered by each State?

Example

Grant request: \$50,000

State A portion \$30,000

State B portion \$20,000

State A and State B will work together on the project through our 10 member board of directors. The board has members and associates serving on committees including research, advertising and promotions, market development, State A's legislation, State B's legislation, transportation, water and long range planning.

This project has the full support of both State A and State B Departments of Agriculture. State A will take the coordinating role in monitoring the progress of this project.

10. Project Funding - Provide the following information in this section:

- Would this project be possible without SCBGP-FB grant funds?
 - If NO, please indicate that it would not be possible without SCBGP-FB funds.
 - 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.
- Could the expected measurable outcomes of this project be accomplished with a reduced budget?
 - If NO, please indicate that they could not be accomplished with a reduced budget.
 - 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.

11. 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.

For multistate projects, the budget must indicate the percentage of the total budget proposed to be covered by each participating State and contain a breakdown of expenses indicating which State is being asked to cover how much of each cost.

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

Each budget must contain a narrative in paragraph format in order to determine that the costs are reasonable and allowable. Include a written explanation for each budget item listed below as it applies to your project.

- a. PERSONNEL (Total) – Persons employed by the grantee organization with SCBGP-FB funds should be listed in this category. 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.

- For each project participant, indicate their title, percent of full time equivalents (FTE), and corresponding salary for the FTE.

For example, if a project participant’s salary is \$50,000 and they will spend 50% of their time on the project, the total budgeted salary cost would be \$25,000.

- 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.

Example

Personnel (\$27,000)

Expenses of \$21,000 are requested for one half-time Senior Research Specialist (0.5 FTE) who will coordinate most of the laboratory operations and perform a majority of the laboratory and greenhouse experiments. Additionally, the specialist will be responsible for data entry and record keeping. An additional \$6,000 is requested to support two undergraduate student researchers. The undergraduate students will work in Dr. Jones' laboratory and learn experimental skills while assisting the Project Investigator (PI) and the research specialist in various aspects of the project.

- b. FRINGE BENEFITS (Total) – Provide the rate of fringe benefits for each project participant's salary described in the personnel section.

Example

Fringe Benefits (\$9,585)

The current fringe benefit rates at the University are 44.74% (\$9,387) for the research specialist, 3.3% (\$198) for undergraduate students.

- c. TRAVEL (Total) – Please provide the following information in the narrative if applicable: destination, purpose of trip, number of trips, number of people traveling, number of days traveling, estimated airfare costs, estimated ground transportation costs, estimated lodging and meal costs, total estimated mileage costs for the travel.

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

- 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>.

Example

Travel (\$1,608)

Totals funds of the \$518 are requested for in-state travel to conduct field survey of PepMV in City X (2 overnight trips) and in City Y (2 day trips) and to attend the annual Agricultural Center Field Day (1 day trip). The total in-state travel cost will consist of car rental (7 days @ \$32/day), lodging (2 nights @ \$60), and meals (6 days @ \$29/day). In addition, \$1,090 in out-of-state travel funds are requested to defray the travel expense for the PI or designee to attend and present their research findings at the annual American Phytopathological Society meeting in Nashville, TN in 2013. The cost comprises of flight from City Z to Nashville (\$350), lodging (5 nights @ \$99), and food (5 days @ \$49/day).

- d. SPECIAL PURPOSE EQUIPMENT (Total) – This category includes 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. All tangible personal property that does not qualify as EQUIPMENT must be included under SUPPLIES, including those items that cost less than \$5,000.

Provide an itemized list of special purpose equipment purchases or rentals, along with a brief narrative on the intended use of each special purpose equipment item, and the cost for all the special purpose equipment purchases or rentals.

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

- Capital Expenditures means expenditures for the acquisition cost of the capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as tax, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.
- General Purpose Equipment means equipment which is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.
- Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of AMS. (Note: Prior approval from AMS occurs when the grantee has identified the purchase of special purpose equipment in the application, that purchase is included by ADA in the State Plan, and AMS has approved the State Plan. If special purpose equipment was not originally included in the approved State plan, then the grantee must request and receive approval from AMS (through ADA) to purchase the equipment before utilizing grant funds for that purpose.)

- Special Purpose Equipment means equipment which is used only for research, scientific, or other technical activities. Examples of special purpose equipment include microscopes, spectrometers, and equipment which are used for a single purpose to solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry and not a particular commercial product or provide a profit to a single organization, institution, or individual.

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.

Example

Special Purpose Equipment (\$5,000)

For the purchase of a 96-well thermocycler to accommodate the large numbers of PCR-related experiments outlined in the project. The University donates the use of one ultra-high speed centrifuge, two high speed centrifuges, three microcentrifuges, and one Biorad iCycler real-time PCR system (with a usage value of \$20,000.00) for the entire duration of the project as matching contributions for this project. All the equipment listed above is required for completion of the project.

- e. SUPPLIES (Total) – This category includes all tangible personal property that does not qualify as EQUIPMENT, and may include anything from office supplies to educational or lab supplies. For non-typical materials and supplies items, include a brief narrative of how this fits with the project.

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

- Provide an itemized list and estimate the dollar amount for each item.

For example, office supplies such as pens, paper, toner, etc. - \$500; Gardening supplies such as soil and fertilizer - \$500.

Items such as long distance charges, postage, fax and express mail are more appropriately listed under the “OTHER” category.

Example

Supplies (\$4,446)

Office Supplies (pro-rated) (**\$1,235**) for paper, color ink cartridges, toner and other supplies. Program Supplies (**\$3,211**) of which \$2,000 is for full-color promotional banners (@\$100 each) plus pro-rated amount of \$1,211 for cooking demonstration supplies, specialty seeds, harvest equipment, packaging and other materials.

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

- If the contractor/consultant has already been selected, please verify that the State applicant followed the same policies and procedures it uses for procurements from its non-federal sources. For all non-State applicants, please verify that the applicant used its own procurement procedures which reflect

applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 C.F.R. §§ 200.317-326](#), as applicable.

- If a contractor/consultant has not yet been selected, provide an acknowledgement that the procurement processes have not yet been conducted and an assurance that the State applicant will follow the same policies and procedures it uses for procurements from its non-federal sources. For all non-State applicants, provide an acknowledgement that the procurement processes have not yet been conducted, and an assurance that the applicant will use its own procurement procedures which reflect applicable State and local laws and regulations and conform to the Federal law and standards identified in [2 C.F.R. §§ 200.317-326](#), as applicable.
- Provide an itemized budget for the contractor (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification. **Please note that the non-allowance of administration/indirect costs also applies to contractors and consultants.**
- 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/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, or other expenses.

Example

Contractual (\$13,000)

Online Toolkit Development and Adaption: this flat rate \$10,000 contract will take the online toolkit donated by University State X, and adapt it for DA use and web specifications. Any leftover funds will develop State-specific content for the toolkit.

Processing Study Analysis: this hourly rate \$3,000 (\$20/hr X 150 hrs) contract will analyze the production information on processing needs of growers and current availability of processing facilities and compile a report.

- g. OTHER (Total) – Provide a detailed description of all other direct costs 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:
- Conference/Meeting – Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities or equipment for the meeting. Details of costs for each conference or meeting should be broken out and provided in the budget. Meals provided during the conference or meeting are **not allowable** costs.
 - Communications – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.
 - Speaker/Trainer Fees – Provide the amount of the speaker’s fees and a description of the services they are providing.

- Publication Costs – Provide the estimated cost of printing the brochures and other program materials or scientific or technical journals as well as an estimate of the number of pieces to be printed/published.
- Data Collection – Provide the estimated cost of collecting performance data to measure the project outcome measures.

Example

Other (\$7,493)

Advertising (8 display ads in Spanish-language media at \$162.50 each) **(\$1,300)**; Printing/Copying (two color print jobs for promotional materials at \$650/each) **(\$1,300)**; Communications (pro-rated as per project) **(\$1,733)**; Equipment Rental (cooking demonstration cart) 4 uses @ 150 each **(\$600)**; Postage for newsletter (pro-rated) **(\$760)**; Staff Development and Training (two annual marketing workshops for two staff @ average \$450 each) **(\$1,800)**.

- h. PROGRAM INCOME (Total) – Program income is gross income—earned by a recipient or sub recipient 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.
- Indicate the nature or source of program income (e.g., registration fees).
 - Estimate the amount of program income.
 - Describe how the income will be used to further enhance the competitiveness of specialty crops.

If program income is earned, it must be used for 1) expanding the project or program; 2) continuing the project or program after the grant or sub grant support ends; or 3) supporting other projects or programs that further the broad objectives of the grant program. Program income may only be expended on allowable costs that solely enhance the competitiveness of specialty crops.

Example

Program Income (\$4,750)

Registration fee for 8 week workshop series - **\$2,500**

Apprentice fee - **\$2,250**

The income derived from this project will be reinvested into the project to support specialty crop farmer education and participation in future specialty crop workshops.

- i. MATCHING FUNDS (Total) – 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.

Example

Matching Funds (\$15,865)

XYZ Company will contribute \$15,165 in personnel and \$700 in travel.

12. **Budget** – Line items to correspond with Budget Narrative **in whole dollars only**. The Budget must be completed in the fillable PDF form and labeled page 6. The fillable form is located at: <https://agriculture.az.gov/specialty-crop-block-grant-program-farm-bill>

II.D. 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 4, 2015	9:00am – 11:00am or 2:00pm – 4:00 pm	Arizona Department of Agriculture 1688 West Adams Street Room 206 Phoenix, AZ 85007

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

II.F. 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 **12 midnight (MST) on Friday, March 20th**. 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.G to submit application packets for early review.**

II.G. 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.

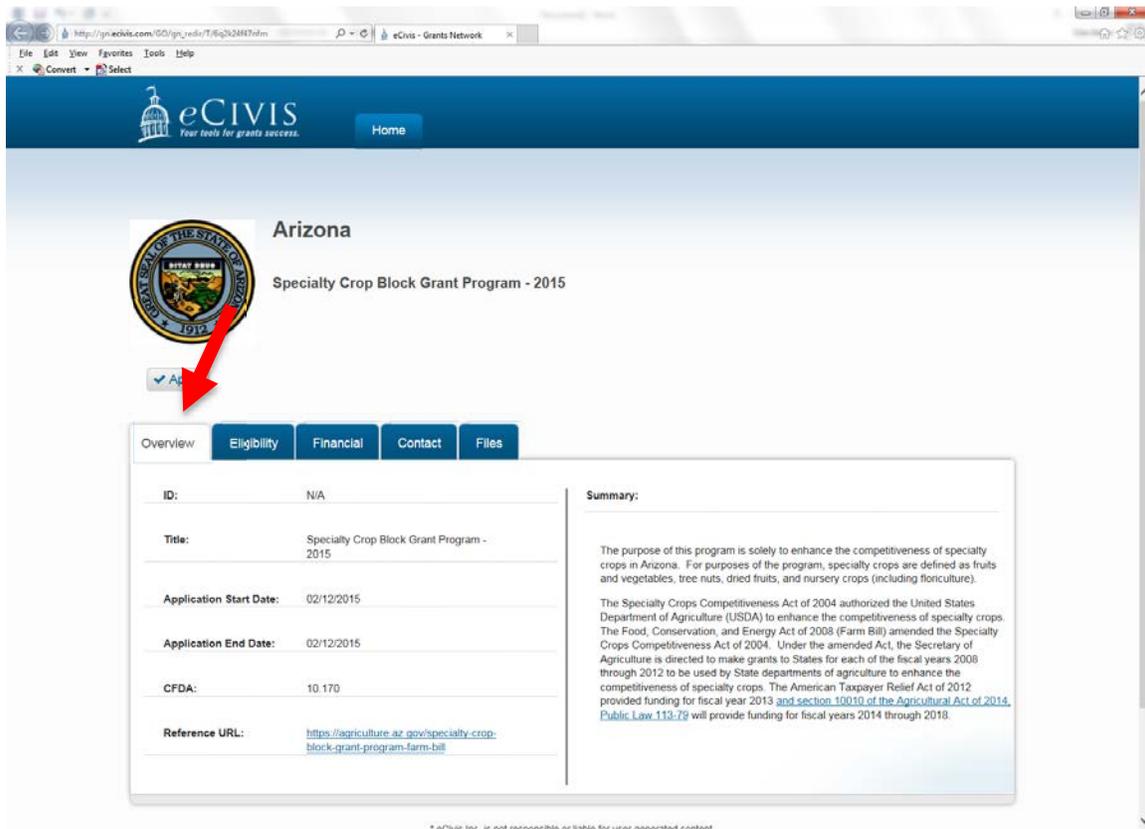
To complete the steps above, your computer system must have the following:

- 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.E.

1. Access the SCBGP private solicitation web page at:
http://gn.ecivis.com/GO/gn_redir/T/6q2k24f47nfm

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 a 'Home' button. Below this, the page title is 'Arizona Specialty Crop Block Grant Program - 2015'. A red arrow points to the 'Overview' tab in the navigation menu. The main content area is divided into two columns. The left column contains a table with the following information:

ID:	N/A
Title:	Specialty Crop Block Grant Program - 2015
Application Start Date:	02/12/2015
Application End Date:	02/12/2015
CFDA:	10 170
Reference URL:	https://agriculture.az.gov/specialty-crop-block-grant-program-farm-bill

The right column contains a 'Summary' section with 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 113-79 will provide funding for fiscal years 2014 through 2018.

http://gn.ecivis.com/GO/gn_redir/T/6q2d4H7efm eCivis - Grants Network

File Edit View Favorites Tools Help
Convert Select

 Home

 **Arizona**
Specialty Crop Block Grant Program - 2015

Overview Eligibility Financial Contact Files

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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 Home

 **Arizona**
Specialty Crop Block Grant Program - 2015

Overview Eligibility Financial Contact Files

Funds Available:	\$0.00 (min)	\$1,000,000.00 (max)
Award Amount:	N/A (min)	N/A (max)
Number of Awards:	N/A	
Average Award Size:	N/A	
Matching Required:	Recommended	
Matching Type:	Cash/In-Kind	

Financial Notes:

ADA plans to award multiple grants from these funds for the fiscal year 2015 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.**

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Arizona

Specialty Crop Block Grant Program - 2015

Apply

Overview Eligibility Financial **Contact** Files

Agency/Department:	AHA - Agricultural Consultation and Training	Contact Notes: Lisa James or Ashley 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 aworthington@azda.gov Toll Free: 800-294-0308 Fax: 602-364-0830
Office:	N/A	
Program Contact:	Lisa James or Ashley Worthington Program Coordinators Arizona Department of Agriculture 1688 West Adams Street Phoenix, Arizona 85007	
Application Address:	N/A	

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Arizona

Specialty Crop Block Grant Program - 2015

Apply

Overview Eligibility Financial **Contact** Files

Files:	<p>SCBGP-FB15 Grant Manual: SCBGP-FB 2015 Grant Manual Draft_020515 (1.6 Mb)</p> <p>Application Cover Sheet: Appendix B - Application Cover Sheet 120114 - fill... (518.4 Kb)</p> <p>Project Proposal Template: Appendix C - Project Proposal Template (18.8 Kb)</p> <p>Budget Form: Appendix D - Budget Template 021215 - Fillable (762.4 Kb)</p>	File Notes: For instructions on downloading the application files, please visit our website at: https://agriculture.az.gov/specialty-crop-block-grant-program-farm-bill . 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.
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At the Files tab, download and save each of the files to your computer:

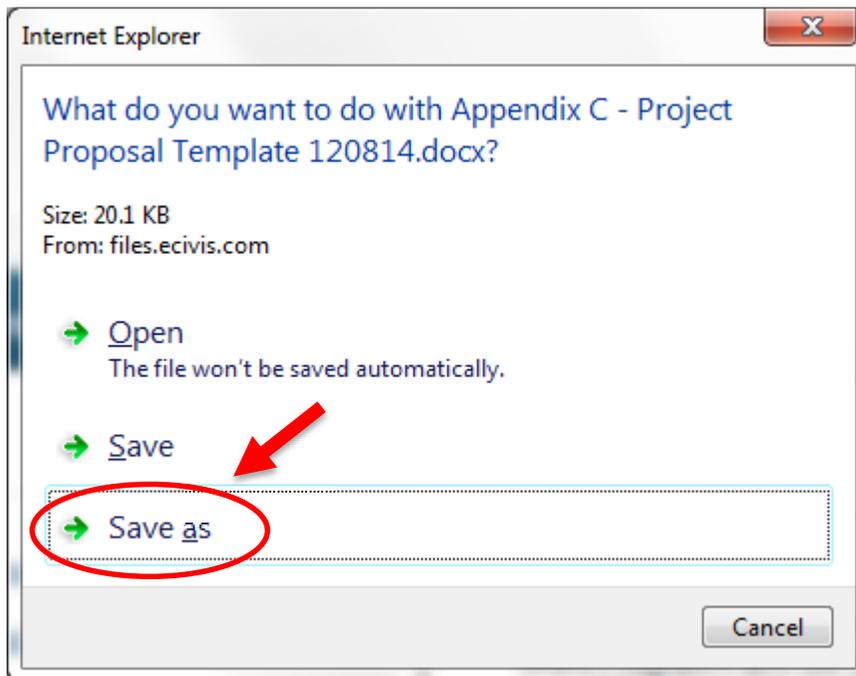
Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading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

Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
- b. Click on “File” in the upper left menu bar.
- c. Click on “Save As” in the drop down menu.
- d. Name the file and save it to a location on your computer that you can access later.
- e. 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:

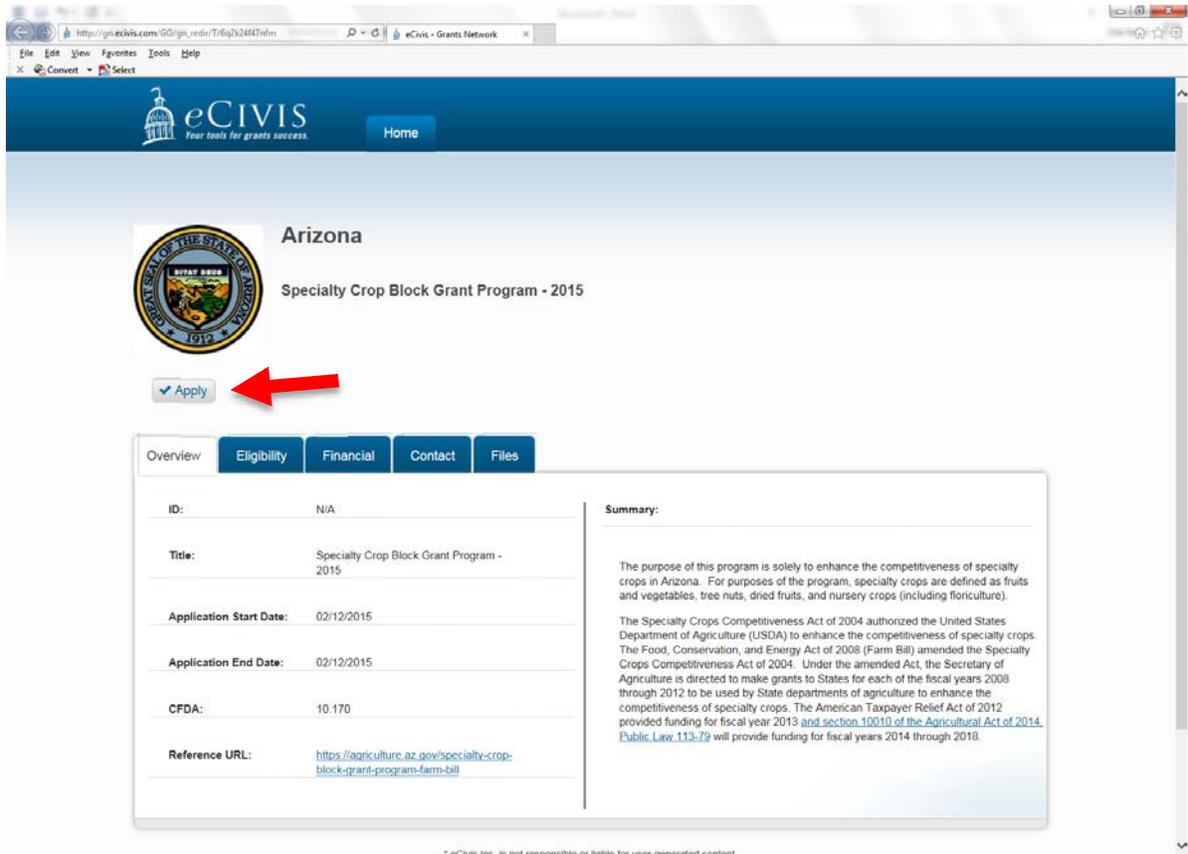
- a. Click on the file link to open the dialog box.
- b. Click on “Save As” in the dialog box.



- 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. Must be labeled Page 1.
 - b. **Project Proposal in Word format** – Must be completed in Microsoft Word template. Instructions with examples begin on Page 11. Not more than FOUR pages total. Must be labeled Pages 2-5.
 - c. **Budget in PDF format** – Must be completed and saved in fillable PDF form. Not more than ONE page. Must be labeled Page 6.

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/6q2k24f47nfm
 - c. Click on the “Apply” button.



- 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 eCIVIS web interface for the Arizona Specialty Crop Block Grant Program - 2015. The page title is "Submit Application Details". The form contains the following fields:

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

A "Save" button is located at the bottom of the form. The footer includes "Grants Network Home", "License Agreement", and "Copyright © 2015 eCIVIS, Inc. All rights reserved."

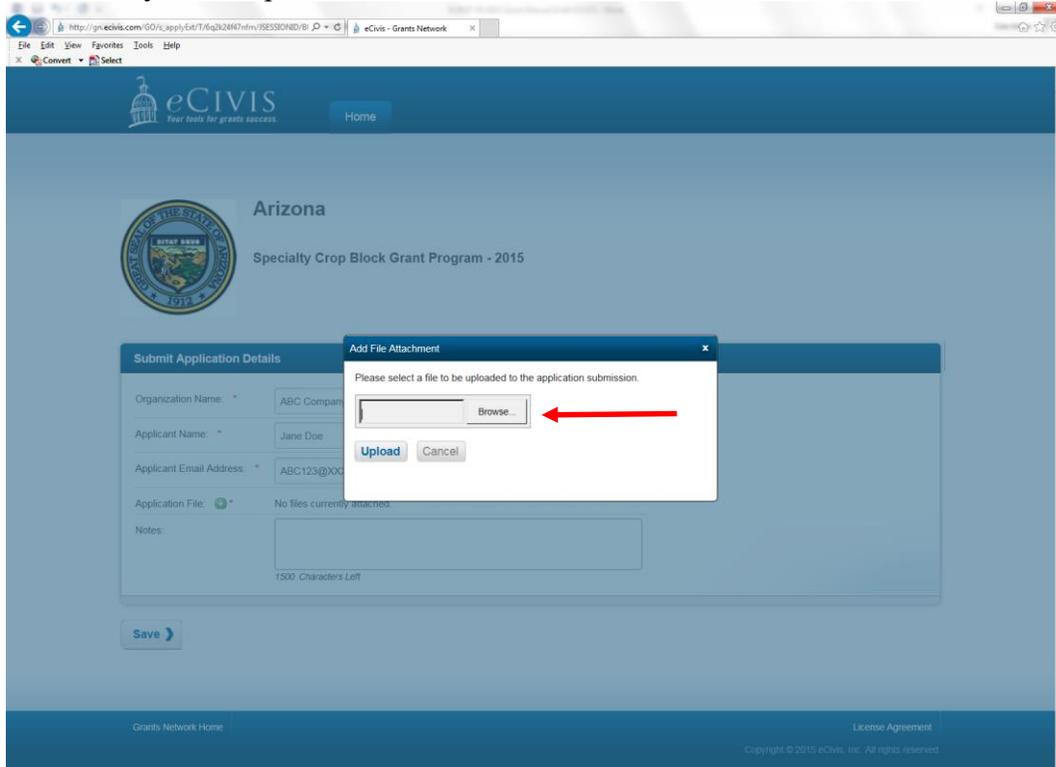
- e. Click on the  green plus sign next to “Application File”.

The screenshot shows the eCIVIS web interface for the Arizona Specialty Crop Block Grant Program - 2015. The page title is "Submit Application Details". The form contains the following fields:

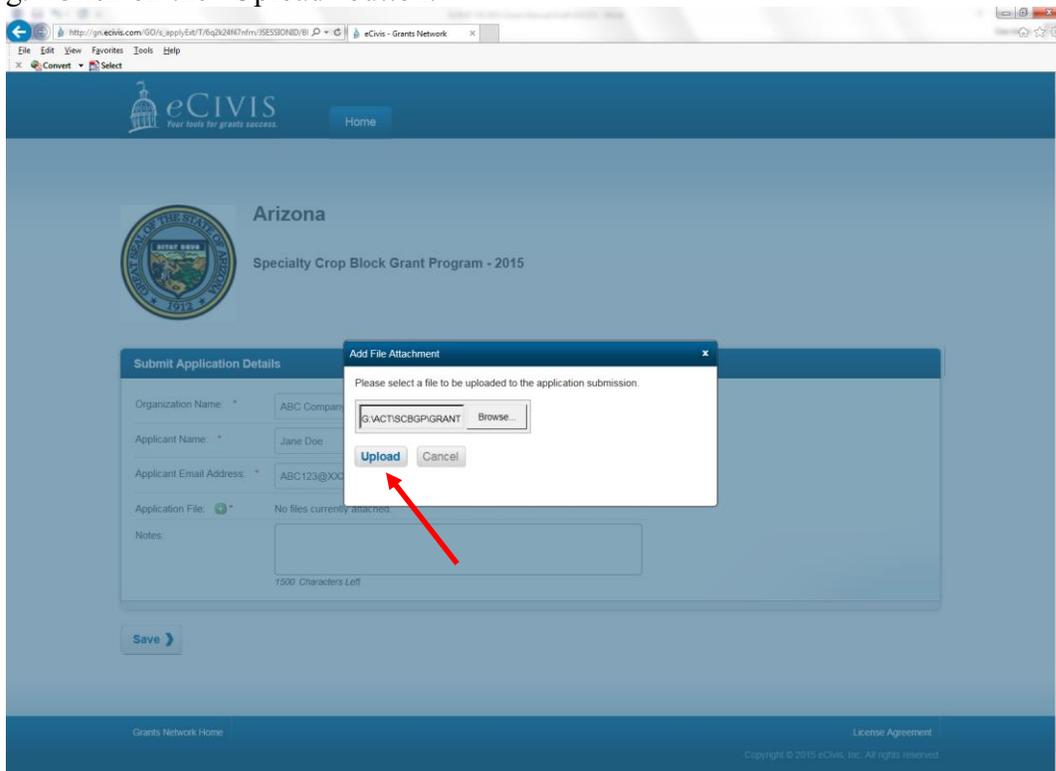
- Organization Name: * ABC Company
- Applicant Name: * Jane Doe
- Applicant Email Address: * ABC123@XXXX.com
- Application File: + No files currently attached. (A red arrow points to the green plus sign next to this field)
- Notes: (1500 Characters Left)

A "Save" button is located at the bottom of the form. The footer includes "Grants Network Home", "License Agreement", and "Copyright © 2015 eCIVIS, Inc. All rights reserved."

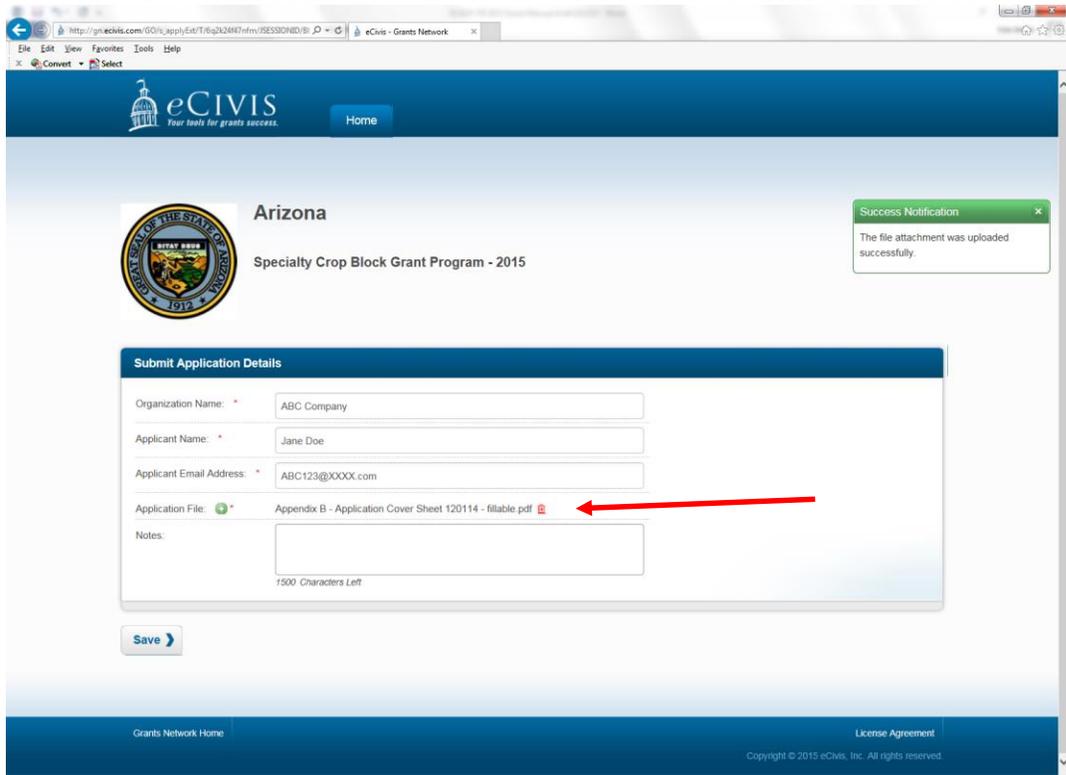
- f. Click on the “Browse” button and find the completed “Application Cover Sheet” PDF file on your computer and double click the file.



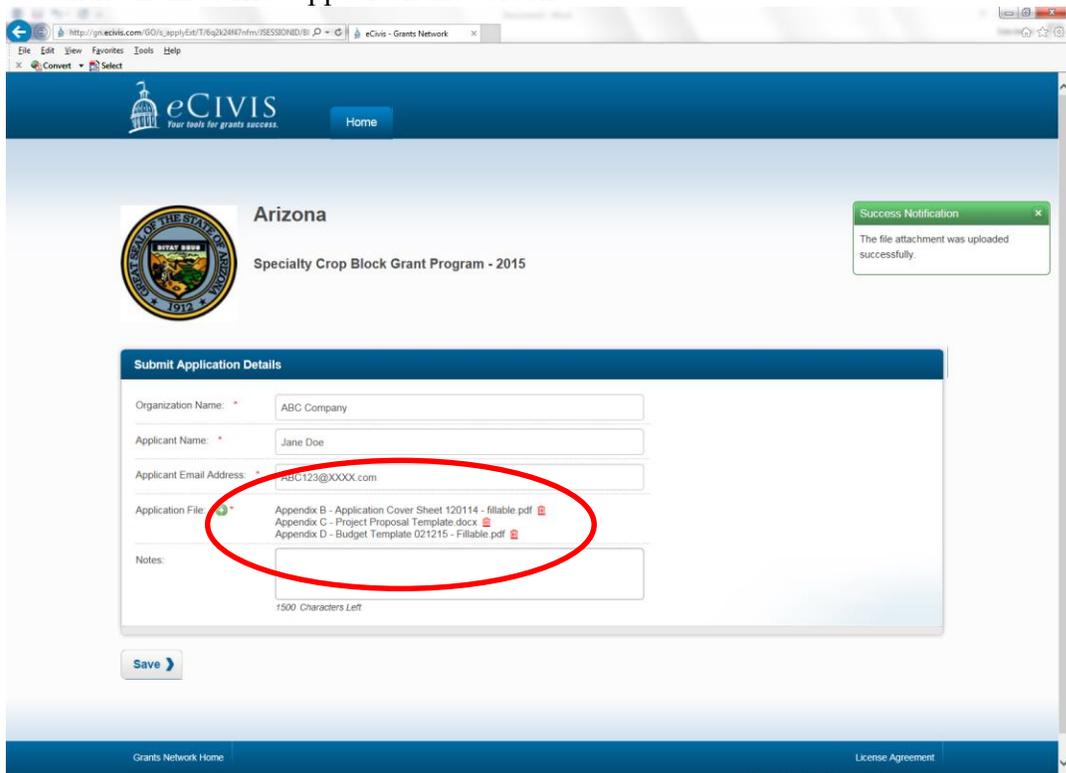
- g. Click on the “Upload” button.



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



i. Repeat steps d. through h. for the “Project Proposal” Word file and the “Budget” PDF file until all three files appear on the screen.



- 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. Must be labeled Page 1.

Project Proposal in Word format – Must be completed in Microsoft Word template. Instructions with examples begin on Page 11. Not more than FOUR pages total. Must be labeled Pages 2-5.

Budget in PDF format – Must be completed and saved in fillable PDF form. Not more than ONE page. Must be labeled Page 6.

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

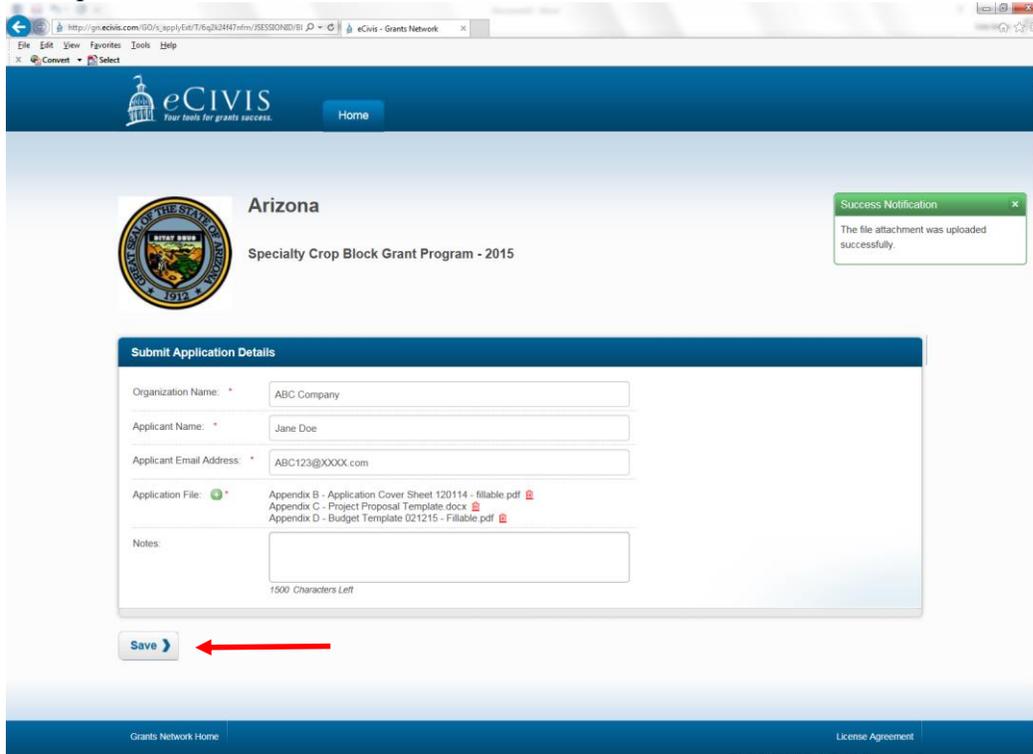
- k. Use the optional “Notes” field to add additional information (up to 1,500 characters) if necessary. For example, if you are submitting more than one application you can use this field to indicate the priority of the application. See Section I.G.

The screenshot displays the eCIVIS web application interface. At the top, the navigation bar includes the eCIVIS logo and a 'Home' button. The main header identifies the user as 'Arizona' and the program as 'Specialty Crop Block Grant Program - 2015'. A green success notification box in the top right corner states: 'Success Notification: The file attachment was uploaded successfully'. The central form, titled 'Submit Application Details', contains the following fields:

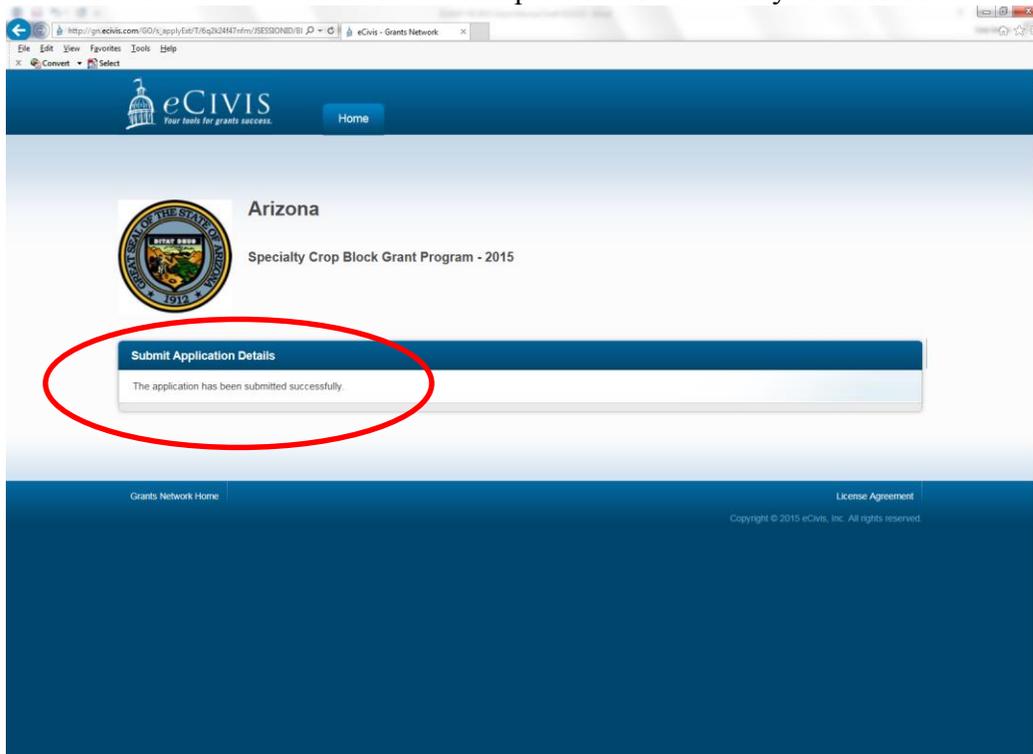
- Organization Name: * ABC Company
- Applicant Name: * Jane Doe
- Applicant Email Address: * ABC123@XXXX.com
- Application File: * Appendix B - Application Cover Sheet 120114 - fillable pdf, Appendix C - Project Proposal Template docx, Appendix D - Budget Template 021215 - Fillable pdf
- Notes: [Empty text box with a red arrow pointing to it] 1500 Characters Left

A 'Save' button is located at the bottom left of the form. The footer of the page includes 'Grants Network Home' and 'License Agreement'.

1. When you have confirmed that all required information is on the screen. Click on the “Save” button. The Application Packet must be submitted prior to 12 midnight (MST) on April 1st.



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



You will receive a confirmation e-mail no later than the next business day. If you do not receive a confirmation e-mail please contact us. See Section II.E.

Remember, ADA’s Agricultural Consultation and Training Program (ACT) must receive completed application packets no later than **12 midnight (MST) on Wednesday, April 1st**.

Grant applications submitted by the April 1 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on April 2 at 1688 West Adams Street, Phoenix, Arizona.

III. Grant Awards and Reporting

III.A. Application Packet Screening Process

At least three ADA staff will screen the application packets according to the Application Packet 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? Is the cover sheet labeled Page 1?
3. Project Proposal
Does the project proposal include the following sections? <ul style="list-style-type: none"> • Abstract (no more than 250 words) • Project Partner Organization (if applicable) • Project Purpose • Potential Impact • Expected Measurable Outcomes • Work Plan/Timeline • Project Commitment • Multistate Projects (if applicable) • Project Funding • Budget Narrative Are there no more than four pages total? Are the pages labeled 2 – 5?
4. Budget
Is the budget completed in the fillable PDF form? Is the budget no more than one page? Is the budget labeled Page 6?

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) is feasible; and
- (iv) is not being led by an individual who has not complied with the Grant Award Agreement requirements of previous SCBGP-FB project(s), including reporting requirements.

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
35%	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
20%	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
20%	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
15%	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

Weight	Criteria	Rating
10%	<p>Has the applicant complied with the Grant Award Agreement requirements of previous SCBGP-FB project(s), including reporting requirements? <i>Points will be based on the severity of any compliance issue.</i></p> <p>Applicants who have not previously received SCBGP-FB grant funds will automatically receive the maximum rating of 5.</p>	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 an evaluation criterion. Compliance performance will be reported to the Evaluation Team. 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 2015.

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.W.), and evidence of lawful presence (section I.X.). 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.L. – I.X. 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 on Page 42).
 - 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 scoring of future grant applications.**

Reporting Periods

October 1 – December 31

January 1 – March 31

April 1 – June 30

July 1 – September 30

Report Due on or before

January 31

April 30

July 31

October 31

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.

The following information must be included in the Quarterly Performance Report:

Project Title

- Provide the project's title. (Must be the title used in the approved State Plan or amendment.)

Activities Performed

- Briefly describe the work accomplished during the reporting period. What specific tasks from the **Work Plan** of the approved project proposal were accomplished? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the work completed during the reporting period. Be sure to include any favorable or unusual developments.
- Clearly describe the progress made towards achieving the **Expected Measurable Outcomes** identified in the approved project proposal. Include any baseline data developed through the project and any results from the implementation of the project's performance measures. Provide any survey results or research data developed during the period.
- If the project has the potential to benefit non-specialty crop commodities, describe the activities that were conducted to ensure that grant funds were used to solely enhance the competitiveness of specialty crops.
- If a target of a project has already been achieved, project staff is encouraged to amend the outcome measure in the performance report. This permits the project staff to "stretch" the goals in order to go beyond what they are already doing.

Problems and Delays

- Describe any unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for the project such as changes or delays to the approved **Work Plan** activities and **Expected Measurable Outcomes**. Explain why these changes took place.
- Describe the corrective actions that were taken in order to address these delays, impediments, and challenges and to prevent their recurrence.

- If challenges occurred, review measurable outcomes to determine if targets are still realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report. Keep in mind that targets may slip due to all kinds of factors, such as employee turn-over and bad weather.

Future Project Plans

- Briefly describe the work to be accomplished in the next reporting period. What specific tasks from the **Work Plan** of the approved project proposal will be accomplished? Make sure to include those activities that will be required to track and collect the data necessary to report on the **Expected Measurable Outcomes** from the approved project proposal.
- If the timeline of the approved project **Work Plan** has changed or is anticipated to change during the next reporting period, please provide an updated timeline for the remainder of the project.
- Describe any additional changes that are anticipated in the project in the future.
 - When it is necessary to modify the **Project Purpose**, substantially change the **Expected Measurable Outcomes** and/or the proposed **Work Plan** deliverables of an award, you must submit a formal scope amendment request to the ADA. This must be submitted as a separate document.
 - When it is necessary to make cumulative budget changes of 20% or more of the project's total budget, you must submit a formal budget change request to the ADA. This must be submitted as a separate document.

Funding Expended To Date

- Provide the actual dollar amount or percentage of grant funds expended on the project from the beginning of the project to the end of the reporting period covered by this report, regardless of whether expenses have been reimbursed by the ADA.
- If less than 1/2 of the project funds were expended in the first half of the total project period, please verify if you anticipate expending the remaining funds on approved project activities and budgeted expenditures by the end date of the grant. Please also describe your plans to ensure that the funds are expended in a timely manner.
- The progress to date should coincide with the level of funds expended. If problems or delays have occurred, these should be described in the **Problems and Delays** section along with any corrective actions taken.
- In the event that a project generated income because of planned activities, report the amount of this additional funding and describe how it has been or will be reinvested into the project to solely enhance the competitiveness of specialty crops.

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 scoring 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 following information must be included in the Final Performance Report:

Project Title

Project Summary

- Briefly summarize the project and its accomplishments in 200 words or less. This should be a self-contained description of the project suitable for dissemination to the public.

Project Purpose

- Describe the objectives and purpose of the project, including the specific issue, problem, or need that was addressed by the project.
- Describe the importance and timeliness of the project.
- If the project built on a previously funded project with the SCBGP-FB, describe how this project complemented and enhanced previously completed work.

Project Activities

- Briefly describe the work accomplished during the grant period. What specific tasks from the **Work Plan** of the approved project proposal were accomplished throughout the project? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the project. Be sure to include any favorable or unusual developments.
- If the overall scope of the project benefitted commodities other than specialty crops, indicate how project staff ensured that funds were used to solely enhance the competitiveness of specialty crops.

Goals and Outcomes Achieved

- Describe the achievement of the performance goals and measurable outcomes identified in the approved project proposal and subsequent amendments and provide a comparison of actual accomplishments with the goals established for the project. This should include a comparison of baseline or benchmark data with quantifiable targets that was established prior to or in the initial phases of the project.

- Include any recommendations or conclusions that can be made based upon your data and project outcomes.
- If outcome measures are long-term, summarize the progress that has been made towards achievement and describe future activities that will be conducted after the project's completion to help lead to the fulfillment of the outcomes.

Beneficiaries

- Describe the specialty crop groups and other stakeholders that benefited from the completion of this project's accomplishments.
- How many benefited from the project?
- How did they benefit from the project?

Lessons Learned

- If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.
- Describe any lessons you learned in the administration of the project that might be helpful for others who would want to implement a similar project.
- Lessons learned should draw on positive experiences (i.e., good ideas that improve project efficiency or save money) and negative experiences (i.e., lessons learned about what did not go well and what needs to be changed).

Contact Person

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

Additional Information

- Provide additional information available (i.e., publications, websites, photographs) that is not applicable to any of the prior sections.
- Be sure to include any documents, publications, or other attachments referenced throughout the report. If the attachments are large, the Grantee should consider combining them as an appendix to the full report and submitting the appendix as a separate file.

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 scoring 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/6q2k24f47nfm.

It is highly recommended that you visit the webpage above and review the instructions in Section II.G. 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 9.
- 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. Must be labeled Page 1.
- Project Proposal, which includes the following:**
Must be completed in Microsoft Word template. Instructions with examples begin on Page 11. Not more than FOUR pages total. Must be labeled Pages 2-5.
 - Abstract
 - Project Partner Organization (if applicable)
 - Project Purpose
 - Potential Impact
 - Expected Measurable Outcomes
 - Work Plan/Timeline
 - Project Commitment
 - Multistate Projects (if applicable)
 - Project Funding
 - Budget Narrative
- Budget**
Must be completed and saved in fillable PDF form. Not more than ONE page. Must be labeled Page 6.

**COMPLETED APPLICATION PACKETS MUST BE SUBMITTED
NO LATER THAN 12 MIDNIGHT (MST), APRIL 1, 2015**

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

2. **Abstract—**
3. **Project Partner Organization—**
4. **Project Purpose—**
5. **Potential Impact—**
6. **Expected Measurable Outcomes—**
7. **Work Plan/Timeline—**
8. **Project Commitment—**
9. **Multi-State Projects—**
10. **Project Funding—**
11. **Budget Narrative—**

Project Title		Budget	Budget	Match
Funding Cycle FY16 - Beginning October 2015		Y1	Y2	Total
			If Applicable	If Applicable
Personnel	FTE			
		0	0	0
		0	0	0
		0	0	0
Total Personnel		\$ -	\$ -	\$ -
Fringe Benefits (Employee Related Expenses)	% of Salary			
		0	0	0
		0	0	0
		0	0	0
Total Fringe Benefits		\$ -	\$ -	\$ -
Travel				
		0	0	0
		0	0	0
		0	0	0
		0	0	0
Total Travel		\$ -	\$ -	\$ -
Special Purpose Equipment (see pages 21-22)				
		0	0	0
		0	0	0
Total SPE		0	0	0
Supplies				
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
		0	0	0
Total Supplies		\$ -	\$ -	\$ -
Professional & Outside Services/Contractual				
		0	0	0
		0	0	0
Total P&O		\$ -	\$ -	\$ -
Other Operating Expenses				
		0	0	0
		0	0	0
		0	0	0
		0	0	0
Total OOE		\$ -	\$ -	\$ -
TOTAL PROJECT COSTS		\$ -	\$ -	\$ -
GRAND TOTAL		\$ -		

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.