



**OREGON
DEPARTMENT OF
AGRICULTURE**

Specialty Crop Block Grant Program 2025 Request for Applications

As prepared by
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2025 Specialty Crop Block Grant Program Request for Applications

Prepared By:

The Oregon Department of Agriculture Market Access and Certification Specialty Crop Block Grant Program.

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1. Introduction

The Oregon Department of Agriculture (ODA) is pleased to announce a competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds for proposals that enhance the competitiveness of Oregon specialty crops.

2. Eligibility

Specialty Crops

For the purpose of this program, specialty crops are defined as commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture and horticulture). Feed crops, food grains, livestock, dairy products, seafood products and oil seed crops are NOT eligible. For a list of eligible specialty crops visit the USDA Specialty Crop Block Grant website at: <http://www.ams.usda.gov/scbqp>

Eligible Entities

Eligible entities include non-profit organizations, for-profit organizations, local, state and federal government entities, including tribal governments, and public and private colleges and universities for proposals that benefit the production of and access to Oregon specialty crops.

Enhance the Competitiveness of U.S. Specialty Crops

To be eligible for a grant, the project(s) must “enhance the competitiveness of U.S. specialty crops” in either domestic or foreign markets.

Benefit More Than One Product or Organization

Applications for grant funds should show how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. Grant funds will not be awarded for projects that solely provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners.

Project Examples

The following are some examples of acceptable and unacceptable projects:

Examples of Unacceptable Projects

- 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.
- Company 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
- Sole proprietor requests grant funds to redesign her/his logo to make her/his specialty crop value- added product stand out at the local farmers' market.
- Single specialty crop organization requests grant funds to market its organization so that it can increase membership in the organization.

Examples of Acceptable Projects

- Applicant 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

3. Project Timeline

Projects must be completed within 2.5 years after project is given its initiation date. The ODA must be notified at least 60 days prior to the ending date of the project if for any reason the project cannot be completed within the timeframe established in the agreement, extensions are awarded for very limited circumstances.

4. Multi-State Partnerships

Multi-state partnerships are encouraged and should provide solutions to problems that cross state boundaries such as, but not limited to, addressing good agricultural practices, food safety, research on crop productivity or quality, pest and disease management, or commodity- specific projects addressing common issues in multi-state regions.

A multi-state partnership is a project that implements activities with measurable outcomes that benefit two or more U.S. states and/or territories. A multi-state partnership proposal must explain the impact the project will have on a multi-state or national level within the Potential Impact section of the application.

For more information about the multistate program, please visit:

<https://www.ams.usda.gov/services/grants/scmp>

5. Funding

Funding Availability

A range of \$25,000 to \$175,000 per project is suggested. Grant funds will be available for projects lasting 2.5 years and cannot be expended before a project initiation date is given by the Oregon Department of Agriculture.

Reimbursement

This is a reimbursement only program reimbursements are submitted through the SCBGP Coordinator for audit of allowable expenditures and prior approval of payments. However, payments are issued by ODA's Accounts Payable Office. Grantee may only request reimbursement for costs that are detailed in the project budget last approved by the ODA.

Required Submission Information

All reimbursements must be submitted through the ODA issued Reimbursement Expenditure Request for Funds workbook process (Funds request form and expense tracking detail form), ODA provides each sub awardee with Excel Workbooks for use – sub awardees will be required to use these to track project expenditures and submit for reimbursements.

Matching Funds and In-Kind Contributions

Though matching funds are not a requirement of the program; match is strongly encouraged to

show the importance and value of the project and to show sustainability beyond SCBGP funds. Applicants are encouraged to develop partnerships and provide the estimated amount and letters of support as a part of the proposal.

Definitions:

Cash Match

Cash match is defined as: real cash contributed to project

Examples may include but are not limited to:

- Cash contributed by your organization
- Equipment to be purchased by your organization for project activities
- Personnel to be hired by the organization to help with the project, who will not be hired if the grant is not funded
- Paying for a project brochure and/or its dissemination

In-Kind Match

In-kind match is defined as: paid or given in goods, commodities, or services instead of money

Examples may include but are not limited to:

- Personnel time given to the project
- Person on loan from another organization/corporation
- Use of existing equipment or facilities

6. Indirect Costs

Indirect costs are unallowable under Oregon's grant program. Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

Indirect costs (also known as "facilities and administrative costs") are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. The table below includes typical indirect costs for specific types of organizations.

The salaries of administrative and clerical staff should normally be treated as indirect costs.

The information provided in this report is accurate as of 11/15/2025

Direct charging of these costs may be appropriate where all of the following conditions are met:

- administrative or clerical services are integral to a project or activity;
- individuals involved can be specifically identified with the project or activity;
- such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
- the costs are not also recovered as indirect costs.

Typical Indirect Costs by Organization Type:

Type of Organization	Typical Indirect Cost
Non-Profits	General administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting, depreciation or use allowances on buildings and equipment, and the costs of operating and maintaining facilities.
Colleges & Universities	Equipment and capital improvements, operation and maintenance expenses, library expenses, general administration and general expenses, departmental administration, sponsored projects administration, student administration and services, depreciation and use allowances, and interest on debt associated with certain buildings.
State & Local Government	State/local-wide central service costs, general administration of the recipient department or agency, accounting and personnel services performed within the recipient department or agency, depreciation or use allowances on buildings and equipment, and the costs of operating and maintaining facilities.

7. Oregon Program Priorities

Market development and access

International

- Understanding and addressing trade barriers or regulatory constraints in foreign markets (e.g. tariffs, TRQs, FTAs, quotas, bilateral agreements).

- Obtaining market information and providing product exposure through trade shows, conferences, seminars, market research, consumer testing, in-bound and outbound trade missions, etc.
- Applying new technologies to help identify new customers and facilitate shipments
- (e.g. packaging configurations, customer data, logistics, transportation enhancements, etc.).

Local and farm-direct, regional, and domestic markets

- Obtaining market information and providing product exposure through trade shows, conferences, seminars, market research, consumer testing, in-bound and outbound trade missions, etc.
- Connect farmers to consumers by enhancing direct marketing opportunities that highlight production practices, farmers, and growing locations.
- Support the development and advancement of co-operatives to leverage grower and producer efforts.
- Develop and enhance economic opportunities in local communities that increase the awareness and consumption of specialty crops.
- Increasing child and adult nutrition knowledge and consumption of specialty crops by expanding access at schools, at work and in local neighborhoods.

On-farm labor needs

Connecting growers with hiring resources, providing technical information about laws and compliance, or developing mechanization or methodologies for routine or repetitive labor demands. Create and implement workforce training programs or tools to maintain the technical skills required to keep the Oregon specialty crops sector competitive.

Cross commodity collaboration

Promoting cross commodity collaboration on specialty crop projects that address industry wide issues faced by growers/producers. Assisting all entities in the specialty crop distribution chain through transferable results that may enhancing market access and increase sales by addressing food safety, sustainability, or other outcomes.

Food safety compliance and traceability

Investing in specialty crop research toward food safety compliance and traceability through implementation of practices, trainings, or systems development and preparation for and/or

assistance in compliance with the Food Safety Modernization Act (FSMA).

Addressing regulatory burden

Supporting projects that address regulatory burden on specialty crop growers. Connecting growers with resources, providing technical information about laws and compliance, or developing mechanization or methodologies for routine or repetitive laws and compliance.

Productivity enhancements, innovation, value added products.

Investing in projects that address productivity enhancements, innovation, value added products and other production efficiencies for specialty crops.

8. Solicitation Process

Timeline – Subject to change without notice

Event	Date
Request for applications (RFA) open	December 2, 2024
Pre-Recorded Application Webinar posted	Early December 2024
Requests for Applications (RFA) Closes	January 31, 2025, at NOON
Projects Reviewed by the SCBGP Advisory Committee	February – March 2025
Projects Reviewed by ODA Leadership	Late March 2025
Subgrantees Selected to Participate in the FY2025 SCBGP	Early April 2025
Projects sent to USDA for review	May 2025
USDA approval of SCBGP projects	September 2025
FY2025 Subgrantees may begin work on FY2025 Projects	October 2025

9. Application Procedures and Requirements

A sample application is attached in appendix C.

Grant proposal requirements:

Grant application submission requirements are as follows and must be submitted using the templet provided by the ODA.

1. Cover Page
2. Project Application – 15-page limit
3. Attachment A – Matching Funds
4. Attachment B – Work Plan

Please include your applicant's name in the file name structure such as:

- Applicantname_proposal2025
- Applicantname_supportletter_fromname2025

Grant applicants can also submit up to 5 letters of support from the industry. Letter of support are encouraged, but not required.

Other Application information:

- Cover Page – not included in total page limit
- Project proposal 15 page or less - including budget
 - **Note - Do not remove sections if they do not apply to your project. All sections must be included for the application to be considered for funding.**
- Matching Funds Attachment (A) not included in total page limit
 - Note – matching funds are not a requirement but highly encouraged.
- Work Plan Attachment (B) not included in total page limit
- Must be submitted in a word document with font size of 12 and will not be accepted in any other format.
 - **Note - If the application is submitted in PDF, the proposal may not be considered for funding.**
- Deadline for submission: **Friday, January 31, 2025 • 12 pm (noon)**

Letter(s) of support and/or participation from industry –

- Letters of support are not required but highly encouraged.
- Limited to 5 letters.
- PDF preferred - Sending letters as a single PDF package is preferred.

Submission

- Please include your applicant's name in the file name structure such as:
 - Applicantname_proposal2025
 - Applicantname_supportletter_fromname2025
- Please submit your proposal, and letters of support to the link below:
<https://files.oda.state.or.us/?login=SCBGP-appl>
- **No email submission will be accepted.**

- Only applications where all required elements are present will be considered for funding.
 - Required Elements are listed in the grant proposal requirements section above.
- When submitting your proposal for review, an applicant can upload up to 7 files within a single upload session.
- Applicants may submit multiple proposals; however, each proposal must be submitted separately.

Proposals over the page limit or are not responsive to the requirements listed above are subject to rejection.

Deadline for submission: **Friday, January 31, 2025 • 12 pm (noon)**

10. Review Criteria and Process

Review Criteria

ODA's intent is to fund projects that can produce the highest degree of measurable benefits to Oregon specialty crop producers in relation to each dollar spent. See appendix B for a copy of the scoresheets.

Process

The first level is an administrative review to determine whether proposal requirements are met, and if applicable, assess an applicant's past ODA grant performance. This is performed by the SCBGP Coordinator to ensure the grant is allowable in the constraints of the program.

The second level is a technical review to evaluate the merits of the proposals. The SCBGP Advisory Committee along with the ODA Internal Review Team will perform the Technical Review.

The Advisory Committee is made up of growers, industry, public agencies, and representatives from nonprofits with technical interest and expertise in specialty crops and agricultural systems. See appendix B for a copy of the score sheets.

The final selection process is selection of grants to advance into the USDA State Plan application. This step in the process is done by the ODA Leadership. This last level of review

takes into consideration all previous levels of the review process and other aspects of the grant application including but not limited to the physical location of grant activities, connection with climate change mitigation and adaptation, demographics of the grantee as well as the groups affected by the project, crops impacted, and size of the grant in relation to grant activities.

ODA Leadership will then select which grants will be receiving funding and moved forward to the USDA State Plan. Once selected for award, the application is sent to the USDA for final approval in the State Plan. After acceptance from the USDA, activities can begin on the grant work.

11. Policies and Requirements

Allowable costs, unallowable costs, and restrictions

Federal administrative requirements and cost principles are policies used to determine which costs of an activity, project, or program should be borne by the Federal Government. These policies ensure the consistent treatment of costs, regardless of whether reimbursement is received directly from the State Government or through another recipient of Federal funds. For each organization type, there is a set of Federal requirements.

All SCBGP awards are subject to the terms and conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other considerations as described in the most recent USDA SCBGP Terms and Conditions. All costs must be allowable in accordance with the Federal cost principles outlined in 2 CFR part 200 Subpart E.

Appendix A describes specific funding restrictions under the SCBGP. This section is not intended to be all-inclusive. The applicant should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability of costs they address.

All subgrantees are subject to those cost principles applicable to the organization concerned. All costs must be associated with project activities that enhance the competitiveness of specialty crops. Please refer to the applicable cost principles when developing your project activities and budget. Please see 2 CFR 200 Uniform Guidance for further guidance on cost principles.

ODA reserves the right to:

- Reject any or all proposals received;
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant;
- Provide partial funding for specific proposal components that may be less than the full amount requested in the grant application;
- Require a good faith effort from the project sponsor to work with ODA subsequent to project completion to develop reporting data or implement the project results, where applicable;
- Withhold any payments that do not meet grant conditions.
- Require return or refund of grant monies used for expenditures that are not allowed or unauthorized.

Federal Funding Accountability and Transparency Act

Recipients of 2025 SCBGP funds must comply with the Federal Funding Accountability and Transparency Act of 2006 (FFATA). This includes obtaining a Unique Entity Identifier (UEI) numbers and maintaining a current registration in the Central Contractor Registration (CCR) database.

Please visit <http://www.sam.gov/> to obtain a unique ID number and/or <https://www.uscontractorregistration.com/> to register on the CCR database.

For a complete listing of additional data fields that may be required under the FFATA, please refer to <https://www.fsrs.gov>

12. Post Award Management

Post-Award Management (Subject to Change Within Subaward Agreement Terms)

Subgrantees must ensure they are:

- Making adequate progress toward achieving the grant project's goals, objectives, and targets

- Expending grant funds in a way that meets provisions of pertinent statutes, regulations, ODA administrative requirements, and relevant Office of Management and Budget (OMB)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (circulars)
- Aware of the requirements imposed upon them by Federal statute and regulation
- In compliance with records retention and access requirements (6 years retention of all records and documents pertaining to award post final check received on agreement)
- Using federal funds responsibly

Change Key Personnel

When it is necessary to change the program contact for a period of more than three (3) months, submit a written request (ODA has a templet to provide when needed) to ODA. Request should contain the new individual's name and contact information.

Scope or Performance Measures

When it is necessary to modify the scope or performance measures of the award, submit a written justification for the change along with the revised scope or performance measures of the award to ODA. ODA has a templet for grantees to use.

Extension of Grant Agreement

Where an extension of time is required; the extension(s) must be received in writing no later than 60 days prior to the expiration date of the award. The request must contain the following information:

- The length of additional time required to complete project objectives and a justification for the extension
- A summary of progress to date (status of project timeline and objectives);
- An estimate of remaining funds on the scheduled expiration date
- A projected timetable to complete the project for which the extension is being requested
- Updated work plan from originally submitted project proposal
- Signature of the Program Coordinator

Budget Changes

The project budget is subject to change. If it becomes necessary to modify the Budget, a request for the change must be submitted to the program coordinator at ODA in writing for prior approval. The ODA has a templet for subgrantees to use. The request for a Budget change shall include a description of the change and a justification for the change.

NOTE: Formal amendments to the budget will be required for all movement of funds between categories or costs. Some budget amendments are subject to USDA prior approval per federal grant terms and conditions.

Reporting Requirements – (Subject to Change Within Subaward Agreement Terms)

The Department will provide required templates for submission of reports.

The report template is projected to include at a minimum the following sections to detail progress:

- Project information
- Activities preformed
- Accomplishments
- Challenges
- Outcomes and indicators
- Additional information
- Upcoming activities
- Expenditures and discussions about spending
- Program income and use
- Other items regarding project activities as indicated in the templets provided by the ODA.

Records Retention

In accordance with Federal regulations, grant recipients should retain all records relating to the grant for a period of three years after the official close out of the award by the USDA or until final resolution of any audit finding or litigation.

Note - Grantees will receive a final closeout letter that states when records retention will end for the grant. Records retention does not begin when the grantee finishes the work, but rather when the USDA officially closes the grant at the state level, which can be upwards of two years after the grant work is complete.

13. Assistance and Questions

Oregon Department of Agriculture
Att: Specialty Crop Block Grant Program MAC
635 Capitol Street NE, Suite 100
Salem, OR 97301

Gabrielle Ugalde, SCBGP Coordinator
(503) 986-6473 – Office
(541) 913-3440 – Cell (Text Line)
gabrielle.ugalde@oda.oregon.gov
<https://oda.direct/SCBGP>

14. Appendix A - Allowable and Unallowable Costs

Restrictions

All costs must be associated with project activities that enhance the competitiveness of specialty crops. Failure to mention a particular item of cost in this section is not intended to imply that it is allowable.

Please see [2 CFR 200 Uniform Guidance Subpart E](#) for further guidance on cost principles.

The following list describes specific funding restrictions under the SCBGP. This list is not intended to be all-inclusive. Grantees should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability of costs they address. [2 CFR 200 Uniform Guidance Subpart E](#).

All AMS awards are subject to the applicable federal cost principles, [USDA regulations](#), and the [AMS General Terms and Conditions](#).

Note that the allowable costs listed below may also be cost-shared or brought as part of the required match. Unallowable costs cannot be brought as a match

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Advisory Councils	ALL with exceptions	Unallowable for costs incurred by advisory councils or committees, unless specifically fulfilling the purpose or approved activities of a grant program or project.
Alcoholic Beverages	ALL with exceptions	Unallowable for alcoholic beverages unless the cost is associated with fulfilling the purpose of the grant program and either approved in the application or with prior written approval.
Buildings and Land – Construction	ALL with exceptions	<p>Unallowable for the acquisition of buildings, facilities, or land or to make new constructions, additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations of an existing building or facility (including site grading and improvement, and architecture fees), unless the cost is associated with fulfilling the purpose of the grant program or with prior written approval. This also includes construction-related materials, which may include, but are not limited to, the purchase of building materials such as wood, nails, concrete, asphalt, roofing, gravel, sand, paint, insulation, drywall, or plumbing.</p> <p>Allowable for rental costs of land and building space. However, lease agreements to own (i.e., lease-to-own or rent-to-own) are not allowable. The lease or rental agreement must terminate at the end of the grant cycle.</p> <p>A building is any permanent structure designed or intended for support, enclosure, shelter, or protection of people, animals, or property, and having a permanent roof supported by columns or walls.</p>
Conferences	ALL with exceptions	<p>Allowable if the conference fulfills the grant program’s purpose. Allowable conference costs paid by the non-Federal recipient as a sponsor or host of the conference may include rental of facilities, speakers’ fees, costs of meals (see Meals for restrictions), and refreshments, local transportation, and other items incidental to such conferences with the exception of entertainment costs that are unallowable. If registration fees are collected, the recipient must report fees as program income (see Program Income).</p> <p>Allowable to rent a building or room for training; however, where appropriate, AMS encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room. The recipient should use the most cost-effective facilities, such as State government conference rooms if renting a building or a room is necessary.</p>

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Contingency Provisions	ALL	Unallowable for miscellaneous and similar rainy-day funds for events the occurrence of which cannot be foretold with certainty as to the time or intensity, or with an assurance of their happening. Unallowable for working capital for activities/items not already in place.
Contractual/Consultant Costs (Professional Services)	ALL	<p>Allowable subject to limitations. Contractual/consultant costs are expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the recipient in the form of a procurement relationship.</p> <p>Allowable for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in the area (for more information, visit the OPM website) and travel that is reasonable and necessary. This does not include fringe benefits, indirect costs, or other expenses. If rates exceed this amount, the recipient is required to justify the allowability of the cost aligning with 2 CFR §§ 200.317-327.</p>
Contributions or Donations	ALL	Unallowable for contributions or donations, including cash, property, and services, made by the recipient to other recipients. A recipient using grant funds to purchase food or services to donate to other recipients or subrecipients and/or individuals is unallowable.
Electronic Benefit Transfer (EBT) Machines	ALL	Unallowable for the purchase/lease of Supplemental Nutrition Assistance Program (SNAP) EBT equipment.
Entertainment Costs	ALL with exceptions	<p>Unallowable for entertainment costs including 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). Entertainment costs are defined in 2 CFR § 200.438.</p> <p>Allowable where the specific cost is considered to meet the requirements of the sponsored program and are authorized in the approved budget or with prior written approval.</p>

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Equipment – General Purpose	ALL	<p>Unallowable for acquisition costs of general purpose equipment or lease agreements to own (i.e., lease-to-own or rent-to-own). Allowable for rental costs of general purpose equipment when provided in the approved budget or with prior written approval. ‘General Purpose’ vehicles may not be purchased and may only be leased with prior written approval (and only if specific to fulfilling the purpose of the grant). The lease or rental agreement must terminate at the end of the grant cycle.</p> <p>For vehicle and equipment leases or rentals with an acquisition cost that equals or exceeds \$5,000, rates should be in light of factors such as: rental costs of comparable vehicles and equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the vehicle or equipment leased.</p> <p>Allowable if special purpose equipment (and NOT general purpose equipment). <i>Special purpose equipment is defined below in this chart under “Equipment – Special Purpose.”</i></p>
Equipment – Information Technology Systems and Telecommunications	ALL	<p>Unallowable for information technology systems having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established in accordance with GAAP by the recipient for financial statement purposes or \$5,000. Acquisition costs for software include those development costs capitalized in accordance with GAAP. Information technology systems include computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources.</p> <p>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. See also special prohibition on the purchase of certain telecommunications and video surveillance described in 2 CFR § 200.216.</p> <p>Allowable for special purpose systems specific to the food and agricultural sectors and specific to the activities in the grant. Examples include food sales and traceability applications, systems and software that support specialized equipment by design and website development, mobile apps, etc.,</p>

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Equipment – Special Purpose	ALL	<p>Allowable when provided in the approved budget or with prior written approval for acquisition costs and rental costs of special purpose equipment provided the following criteria are met:</p> <ol style="list-style-type: none"> 1. Necessary for the research, scientific, or other technical activities of the grant agreement; 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 practices; 5. Must be used solely to meet the legislative purpose of the grant program and objectives of the grant agreement; 6. More than one single commercial organization, commercial product, or individual must benefit from the use of the equipment; 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; and 8. Equipment is subject to the full range of acquisition, use, management, and disposition requirements under 2 CFR § 200.313 as applicable. <p>Examples of special purpose equipment in the agricultural sector include, but are not limited to: sorting equipment, packing and labeling equipment, food processing equipment essential to the grant-funded project, purpose specific vehicles or trailers, such as refrigerated vans that will not be used as personal vehicles.</p>
Farm, Gardening, and Production Activities and Supplies	ALL with exceptions	<p>Unallowable for farm, gardening, and production activities, materials, supplies, and other related costs including but not limited to soil, seeds, shovels, gardening tools, greenhouses, and hoop houses.</p> <p>Allowable where the specific cost is considered to meet the requirements of grant and is authorized in the approved budget or with prior written approval.</p>
Fines, Penalties, Damages and Other Settlements	ALL	<p>Unallowable for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, State, tribal, local, or foreign laws and regulations.</p>

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Fixed Amount Subawards	ALL with exceptions	<p>Unallowable for cost related to fixed amount subawards.</p> <p>Allowable to meet the requirements of the grant award (noncompetitive) or with prior written approval. A recipient may provide subawards based on fixed amounts up to the simplified acquisition threshold, provided that the subawards meet the requirements for fixed amount awards in 2 CFR § 200.201.</p>
Fundraising and Investment Management Costs	ALL	<p>Unallowable 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	ALL	<p>Unallowable for:</p> <p>Salaries and expenses of the Office of the Governor of a State or the chief executive of a local government or the chief executive of an Indian tribe;</p> <p>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;</p> <p>Costs of the judicial branch of a government;</p> <p>Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in 2 CFR § 200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements); and</p> <p>Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.</p>
Goods or Services for Personal Use	ALL	<p>Unallowable for costs of goods or services for personal use of the recipient's employees regardless of whether the cost is reported as taxable income to the employees.</p>
Indirect Costs – Unrecovered	ALL with exceptions	<p>Unallowable for unrecovered indirect costs.</p> <p>Allowable for projects with match requirements to use unrecovered indirect costs as part of cost sharing or matching.</p>
Insurance and Indemnification	ALL	<p>Allowable when provided in the approved budget or with prior written approval as indirect costs for insurance and indemnification.</p>

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Lobbying	ALL	Unallowable as defined in 2 CFR § 200.450 .
Meals	ALL	<p>Unallowable for business meals when individuals go to lunch or dine together although no need exists for continuity of a meeting. Such activity is considered an entertainment cost.</p> <p>Unallowable for conference attendee breakfasts. It is expected attendees will have adequate time to obtain this meal on their own before a conference begins.</p> <p>Unallowable for meal costs that duplicate a meeting participant's per diem or subsistence allowances.</p> <p>Allowable for lunch or dinner meals if the costs are reasonable, and a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.</p> <p>Allowable for meals consumed while in official travel status. They are considered per diem expenses and should be reimbursed in accordance with the organization's established written travel policies.</p>
Memberships, Subscriptions, and Professional Activity Costs	ALL	<p>Unallowable for costs of membership in any civic or community organization.</p> <p>Allowable for costs of membership in business, technical, and professional organizations when provided in the approved budget or with prior written approval.</p>
Organization Costs	ALL	<p>Unallowable for costs of investment counsel and staff and similar expenses incurred to enhance income from investments.</p> <p>Allowable with prior approval for organization costs per 2 CFR § 200.455.</p>
Participant Support Costs	ALL	Allowable when provided in the approved budget or with prior written approval 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, surveys, and focus groups.
Political Activities	ALL	Unallowable for development or participation in political activities, in accordance with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7326).

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Pre-Award Costs (see also section 9.5 below)	ALL	<p>Allowable when provided in the approved budget or with prior written approval of such costs are necessary for efficient and timely performance of the project’s 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. If charged to the award, these costs must be charged to the initial budget period of the award, unless otherwise specified by AMS. A recipient may incur pre-award costs 90 calendar days before the award.</p> <p>Expenses more than 90 calendar days pre-award require prior approval. These costs and associated activities must be included in the recipient’s project narrative and budget justification. All costs incurred before the award are at the potential recipient’s risk. The incurrence of pre-award costs in anticipation of an award imposes no obligation on AMS to award funds for such costs.</p>
Printing and Publications	ALL	<p>Allowable to pay the cost of preparing informational leaflets, reports, manuals, and publications relating to the project; however, the printing of hard copies is discouraged given the prevalence of electronic/virtual publication means. If charged to the award, these costs must be charged to the final budget period of the award, unless otherwise specified by AMS.</p>
Salaries and Wages	ALL	<p>Allowable 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>Unallowable for salaries, wages, and fringe benefits for project staff who devote time and effort to activities that do not meet the purpose of the grant program.</p>

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Selling and Marketing Costs – Promotion of an Organization’s Image, Logo, or Brand Name	ALL	<p>Unallowable for costs designed solely to promote the image, logo, or brand for a specific organization or business, unless specifically to fulfill the purpose of the program or grant project.</p> <p>Allowable for more general branding that aligns with the purpose of the grant. For example, in Specialty Crop Block Grant, promotional items could say “Buy STATE/COUNTY Grown Apples” but not “XYZ Grown”, which promotes XYZ generically, to ensure funds are supporting specialty crop stakeholders. Similarly, a promotional campaign to increase producer sales of “STATE/COUNTY Grown fruits and vegetables” is acceptable while increasing membership in “STATE/COUNTY Grown” generally is not.</p>
Selling and Marketing Costs – Promotion of Venues that do not Align with Grant Program Purpose	ALL	<p>Unallowable for costs for promotion of specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. that do not align with the purpose of the grant program as stated in the RFA.</p>
Selling and Marketing Costs – Promotional Items, Gifts, Prizes, etc.	ALL with exceptions	<p>Unallowable for promotional items, swag, gifts, prizes, memorabilia, and souvenirs.</p> <p>Allowable with conditions to meet the requirements of the grant, in the approved application or with prior approval for marketing activities directly related to the funded project. Promotional items include point-of-sale materials, promotional kits, signs or streamers, automobile stickers, table tents, and placemats, or promotional items of a personal nature (e.g., t-shirt, hats, etc.).</p>
Selling and Marketing Costs – Coupons, Incentives or Other Price Discounts	ALL	<p>Unallowable for costs of the value of coupon/incentive redemptions or price discounts (e.g., the \$5.00 value for a \$5.00 clip-out coupon).</p> <p>Allowable for costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (e.g., a print advertisement that contains a clip-out coupon) as long as they benefit more than a single program or organization.</p>
Selling and Marketing Costs – Food for Displays, Tastings, Cooking Demonstrations	ALL with exceptions	<p>Unallowable for purchasing food for displays, tastings, and cooking demonstrations.</p> <p>Allowable where the specific cost is considered to meet the programmatic purpose of the grant and is authorized in the approved budget or with prior written approval.</p>

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Selling and Marketing Costs – General Marketing Costs	ALL with exceptions	<p>Unallowable for costs designed solely to promote the image of an organization, general logo, or general brand.</p> <p>Allowable for costs designed to promote products that align with the purpose of the grant program.</p>
Selling and Marketing Costs – Sponsorships	ALL	<p>Unallowable 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.</p> <p>These costs also benefit only the organization offering funding, limiting the beneficiaries to the sponsor organization.</p>
Selling and Marketing Costs – Use of Meeting Rooms, Space, exhibits that do not Align with Grant Program Purpose	ALL	<p>Unallowable for costs associated with trade show attendance/displays, meeting room reservations, and/or any other displays, demonstrations, exhibits, or rental of space where activities do not specifically align with the purpose of the grant program. See Conferences for more information.</p>
Supplies and Materials, Including Costs of Computing Devices	ALL	<p>Allowable 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. Only materials and supplies 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 for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as a 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	ALL	<p>Allowable when the training is required to meet the objectives of the project or program, including training that is related to Federal grants management.</p>

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Travel – Domestic and Foreign	ALL	<p>Allowable for travel, when provided in the approved budget or with prior written approval when costs are limited to those allowed by formal organizational policy and the purpose aligns with the purpose of the program.</p> <p>The allowable travel cost of recipients that do not have formal travel policies and for-profit recipients may not exceed those established by the Federal Travel Regulation, issued by General Services Administration (GSA), including the maximum per diem and subsistence rates prescribed in those regulations. If a recipient does not have a formal travel policy, those regulations will be used to determine the amount that may be charged for travel costs.</p>

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15. Appendix B – Score Sheets



**2025 SPECIALTY CROP GRANT PROGRAM Grant
Proposal – Score sheet – Research Proposals**

PROJECT #: _____ **REVIEWER #:** _____ **DATE:** _____

Criteria FOR RESEARCH PROPOSALS	Notes
<p><u>Proposal:</u> (Sections: Project purpose and industry impact; External support; Work plan attachment)</p> <ul style="list-style-type: none"> - Does the project have a defined and industry driven outcome related to? <ul style="list-style-type: none"> o Market access implication o Impacts to market access o Improvements to market access by improving or creating industry related practices o Responds/resolves a market barrier - Is the project clear why it is important and timely? - Does the project demonstrate how it increases the competitiveness of specialty crops? - Does the project express how it fits into one or more of Oregon’s funding priorities? - Does the project define innovative and/or creative solutions? 	
<p><u>Collaboration and cooperation</u> (Section: Work Plan, External Project Support, Commitment)</p> <ul style="list-style-type: none"> - Does the project include partners across sectors and/or across the region to leverage impact? - Does the project indicate what stakeholders outside the organization support this project and how? - Does the project have active outreach to the industry and stakeholders throughout the duration? - Is it clear how producers (growers or processors) actively involved in the project? - Are beneficiaries addressed in the narrative and are they clearly defined? 	
<p><u>Feasibility and measurement.</u> (Sections: Performance measures, Work Plan)</p> <ul style="list-style-type: none"> - Do the proposed expected measurable outcomes meet the defined project? - Does the project indicate how the project will be monitored and evaluated? - Does the project have well defined and attainable within the 2.5-year duration? 	

<ul style="list-style-type: none"> - Do project activities to reach the outcomes markedly move an industry within the 2.5-year duration or substantially thereafter? - Is the workplan and performance measures complete and accurate? 		
<p><u>Budget and matching funds.</u> (Section: Budget Narrative; Match tracking attachment)</p> <p>Matching funds aren't a requirement however- strongly encouraged to show sustainability of the overall effort</p> <ul style="list-style-type: none"> - Is the budget financially realistic and reasonable? - Do budget line items correspond with the project activities in the work plan? - Is the budget detailed enough to give a picture of how grant funds will be used to accomplish project goals? - Are all project costs justified and accounted for? - Does the project exhibit collaboration and cooperation in the budget? 		
<p><u>Overall quality of proposal.</u> (Sections: All)</p> <ul style="list-style-type: none"> - Based on your knowledge does the project indicate a high likelihood of success? - Does the organization explain its ability to complete the project within the budget and timelines as submitted? - Are the expected benefits commensurate with the total investment? - Does the project meet one or more SCBGP program goals? 		
<p><u>Do you recommend this project for funding?</u></p> <p>Please mark yes or no and give your reasoning</p>	<p>Recommend for funding?</p> <p>YES NO</p>	<p>Why?</p>
<p>IF you are recommending this project for funding please mark one of the following and give a reasoning:</p>	<p>High Priority</p> <ul style="list-style-type: none"> - This project should already be happening <p>Medium Priority</p> <ul style="list-style-type: none"> - This project needs to start now <p>Low Priority</p> <ul style="list-style-type: none"> - This project needs to be done soon 	<p>Why?</p>



**2025 SPECIALTY CROP GRANT PROGRAM
Grant Proposal - Score sheet - Non-Research Proposals**

PROJECT #: _____ **REVIEWER #:** _____ **DATE:** _____

Criteria for NON-RESEARCH	Notes
<p><u>Proposal: (Sections: Project purpose and industry impact; External support; Work plan attachment)</u></p> <ul style="list-style-type: none"> - Is the specific issue or problem clearly defined, including a description of how the project benefits the industry? - Is the project clear why it is important and timely? - Does the project demonstrate how it increases the competitiveness of specialty crops? - Does the project express how it fits into one or more of Oregon’s funding priorities? - Are beneficiaries addressed in the narrative and are they clearly defined? - Does the project define innovative and/or creative solutions? 	
<p><u>Collaboration and cooperation</u> (Section: Work Plan, External Project Support, Commitment)</p> <ul style="list-style-type: none"> - Does the project include partners across sectors and/or across the region to leverage impact? - Does the project indicate what stakeholders outside the organization support this project and how? - Does the project indicate how the organization and stakeholders will work together? - Is the work plan clear and indicates a planned execution of the project activities? - Is it clear how producers (growers or processors) actively involved in the project? 	
<p><u>Feasibility and measurement.</u> (Sections: Performance measures, Work Plan)</p> <ul style="list-style-type: none"> - Do the proposed expected measurable outcomes meet the defined project? - Does the project indicate how the project will be monitored and evaluated? - Can the project be measured, reported and tracked? - Do project activities to reach the outcomes markedly move an industry within the 2.5-year duration or substantially thereafter? - Is the workplan and performance measures complete and accurate? 	

<p><u>Budget and matching funds.</u> (Section: Budget Narrative; Match tracking attachment)</p> <p>Matching funds aren't a requirement however- strongly encouraged to show sustainability of the overall effort</p> <ul style="list-style-type: none"> - Is the budget financially realistic and reasonable? - Do budget line items correspond with the project activities in the work plan? - Is the budget detailed enough to give a picture of how grant funds will be used to accomplish project goals? - Does the project exhibit collaboration and cooperation? 		
<p><u>Overall quality of proposal.</u> (Sections: All)</p> <ul style="list-style-type: none"> - Based on your knowledge does the project indicate a high likelihood of success? - Does the organization explain its ability to complete the project within the budget and timelines as submitted? - Are the expected benefits commensurate with the total investment? - Does the project meet one or more of the SCBGP priorities? 		
<p><u>Do you recommend this project for funding?</u></p> <p>Please mark yes or no and give your reasoning</p>	<p>Recommend for funding?</p> <p>YES NO</p>	<p>Why?</p>
<p>IF you are recommending this project for funding please mark one of the following and give a reasoning:</p>	<p>High Priority</p> <ul style="list-style-type: none"> - This project should already be happening <p>Medium Priority</p> <ul style="list-style-type: none"> - This project needs to start now <p>Low Priority</p> <ul style="list-style-type: none"> - This project needs to be done soon 	<p>Why?</p>

16. Appendix C - Sample Application

2. Sample Application

SCBGP PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

ORGANIZATION DETAIL

Organization Name: Irrigation Innovations

Project Contact Name: John Doe

Mailing Address: 123 Four Five Way
Town, US 55123

Phone: (555) 111-2222

Email: you@email@send.com

PROJECT TITLE

Measuring Irrigation Water Quality on Fruit and Vegetable Farms

DURATION OF PROJECT

Start Date: 9/1/2022

End Date: 9/29/2025

PROJECT PARTNER AND SUMMARY

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

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Department of Agriculture to lead and execute the project,
2. The project's purpose, deliverables, and expected outcomes and
3. A description of the general tasks/activities to be completed during the project period to fulfill this goal.

FOR EXAMPLE:

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

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

PROJECT PURPOSE

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

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

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

Include as many objectives as needed.

Objective 1: Collect scientific data on irrigation water quality in the seven states to contribute to the National Irrigation Database organized by the National GAPs Program at Cornell University for fresh fruit and vegetable production in the National Food Safety Program

Objective 2: Provide educational workshops on irrigation water quality management to extension professionals and producers.

Objective 3: Improve on-farm risk assessment, provide strategies for implementing a water testing program, aid in interpreting water testing results and provide assistance for understanding when mitigation strategies should be adopted

Objective 4: Participate in the development of a National Irrigation Database that will provide new scientific data to support comprehensive efforts by the produce industry and public health regulators to create meaningful and realistic water quality standards that minimizes microbial food safety hazards to fresh and fresh-cut vegetables

Objective 5:

Objective 6:

Objective 7:

Objective 8:

Objective 9:

Objective 10:

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: 500

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

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

STATEMENT OF ENHANCING SPECIALTY CROPS

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

CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGP project? Yes No
If you have selected "yes", please address the following:

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

N/A

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

N/A

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

N/A

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

N/A

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

N/A

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

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

Yes

No

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

Identify the Federal or State grant program(s).

N/A

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

N/A

EXTERNAL PROJECT SUPPORT

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

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

EXPECTED MEASURABLE OUTCOMES

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

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

OUTCOME MEASURE(S)

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

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

OUTCOME INDICATOR(S)

Provide at least one indicator listed in the [SCBGP Performance Measures](#) and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.

FOR EXAMPLE:

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

Outcome	Indicator	Indicator Description	Value
3	3	Number of specialty crop stakeholders who implemented new technologies to mitigate food safety risks	6.00

Outcome	Indicator	Indicator Description	Value

MISCELLANEOUS OUTCOME MEASURE

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

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

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

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

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.0 Funding Considerations prior to developing their budget narrative.

BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	\$ 9,480.00
Fringe Benefits	\$ 3,792.00
Travel	\$ 9,000.00
Equipment	
Supplies	\$ 1,750.00
Contractual	\$ 22,960.00
Other	\$ 3,050.00
Direct Costs Sub-Total	\$ 50,032.00
Indirect Costs	\$ 4,544.00
Total Budget	\$ 54,576.00

PERSONNEL

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

#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Student Assistant	360 hours	\$ 9,480.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Personnel Subtotal: \$ 9,480.00

PERSONNEL JUSTIFICATION

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

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

Personnel 1: The student will assist with this project through data entry and training preparation and will also attend and present at grower workshops.

FRINGE BENEFITS

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

#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
1	Student Assistant	40%	\$ 3,792.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fringe Subtotal: \$ 3,792.00

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Year 1 Sampling Trips	Mileage	Miles	7000	\$ 0.40	1	\$ 2,800.00
2	Year 1 Sampling Trips	Lodging	Nights	8	\$ 70.00	1	\$ 560.00
3	Year 1 Sampling Trips	Meals	Days	10	\$ 39.00	1	\$ 390.00
4	Year 2 Sampling Trips	Mileage	Miles	7000	\$ 0.40	1	\$ 2,800.00
5	Year 2 Sampling Trips	Lodging	Nights	8	\$ 70.00	1	\$ 560.00
6	Year 2 Sampling Trips	Meals	Days	10	\$ 39.00	1	\$ 390.00
7	Year 2 Grower Workshops	Airfare	Flight	2	\$ 602.00	1	\$ 1,204.00
8	Year 2 Grower Workshops	Hotel	Nights	2	\$ 70.00	1	\$ 140.00
9	Year 2 Grower Workshops	Meals	Days	4	\$ 39.00	1	\$ 156.00
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Travel Subtotal: \$ 9,000.00

TRAVEL JUSTIFICATION

For each trip listed in the above table, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

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

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

Trip 1

(Approximate Date of Travel MM/YYYY): April – September 2023

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

Trip 2

(Approximate Date of Travel MM/YYYY): April – September 2024

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

Trip 3

(Approximate Date of Travel MM/YYYY): April – July 2025

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

CONFORMING WITH YOUR TRAVEL POLICY

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



EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

#	Equipment Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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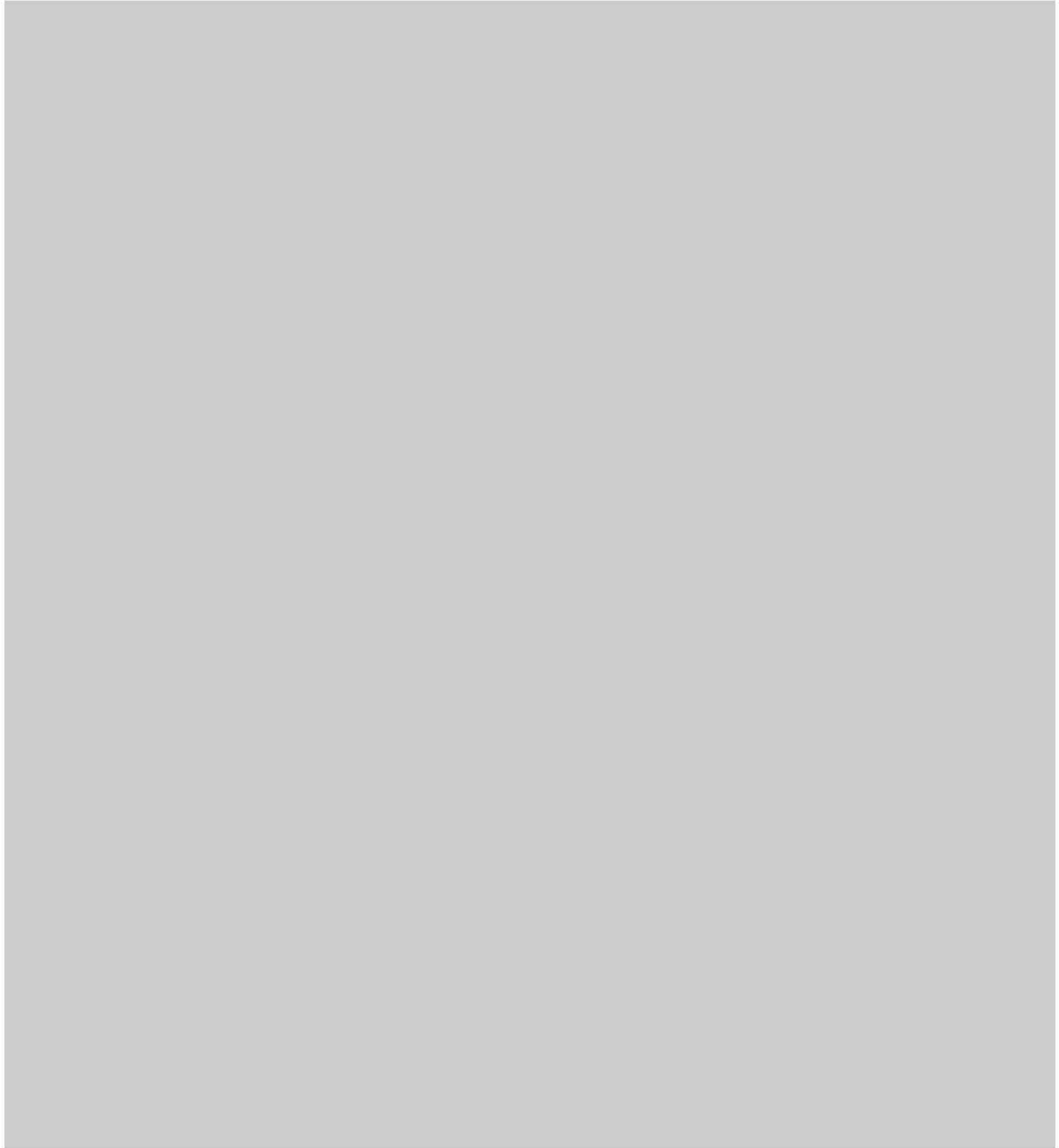
Equipment Subtotal: \$ 0.00

EQUIPMENT JUSTIFICATION

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

Example: Equipment 1: Description and justification

Equipment 2: Description and justification



SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date?	Funds Requested
1	Sample Tubes	750	1	9/2023	\$ 750.00
2	Boxes	250	1	9/2023	\$ 250.00
3	Trays	250	1	9/2023	\$ 250.00
4	Water Samplers	250	2	9/2023	\$ 500.00
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Supplies Subtotal: \$ 1,750.00

SUPPLIES JUSTIFICATION

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

Example: Supply 1: Description and justification

Supply 2: Description and justification

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

CONTRACTUAL/CONSULTANT

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

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

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

#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	XYZ Laboratories	Flat Rate	\$ 22,960.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractual/Consultant Subtotal: \$ 22,960.00

CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

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

Contractor/Consultant 1:

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

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

CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through 326](#), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.



OTHER

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

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Other Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1	Shipping Costs	1	550	9/2023	\$ 550.00
2	Publication Costs	1	1	4/2025	\$ 1,000.00
3	Workshop Materials and Media	1	1	1/2025	\$ 1,500.00
4					
5					
6					
7					
8					
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Other Subtotal: \$ 3,050.00

OTHER JUSTIFICATION

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

Example: Other 1: Description and justification

Other 2: Description and justification

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

In year 2, workshops will be offered for Extension professionals through train-the-trainer sessions and growers in each of the 3 regions of the state, covering proper irrigation water sampling, choosing the proper sanitary water tests, interpreting the test results, and selecting mitigation strategies (\$1,500.00).

Training materials will be developed both for hard-copy and web dissemination. Presentations will also be developed for the workshops and available to the Extension professionals for use in their home counties (\$1,000.00).

INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of any project's budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested
0	\$ 0.00

Indirect Subtotal: \$ 0.00

PROGRAM INCOME

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

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to enhance the competitiveness of specialty crops	Estimated Income

Program Income Total: \$ 0.00

Clear Form

Use of Program Income Alternatives

Alternative	Use of program income
Addition	Added to funds committed to the project and used to further enhance the competitiveness of specialty crops
Deduction	Deducted from the total allowable costs of the project or program to determine the net allowable on which the Federal share of costs will be based
Cost sharing of matching	Used to satisfy all or part of the non-Federal share of a project or program

MATCHING FUNDS NARRATIVE – ATTACHMENT A

Within the matching funds budget detail tables outline the match support the project will receive from all partners for this project. The same Federal Cost Categories are provided within the tables for your matching support. *Be sure to use the Matching Funds section to show your project partner contributions*

Cash match is defined as: real cash contributed to project

- Examples may include but are not limited to:
 - Cash contributed by your organization
 - Equipment to be purchased by your organization for project activities
 - Personnel to be hired by the organization to help with the project, who will not be hired if the grant is not funded
 - Paying for a project brochure and/or its dissemination

In-kind match is defined as: paid or given in goods, commodities, or services instead of money

- Examples may include but are not limited to:
 - Personnel time given to the project
 - Person on loan from another organization/corporation
 - Use of existing equipment or facilities

WORK PLAN – ATTACHMENT B

Using the table provided indicate the work plan for the project – add rows to the table as needed

<i>Project activity:</i>	<i>Who is responsible?</i>	<i>When:</i>
<p>Project Activity Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.</p>	<p>Who will do the work? Indicate the project participants who will do the work of each activity, including subrecipients, and/or 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.</p>	<p>When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period.</p>

SAMPLE only - WORK PLAN:

<i>Project activity:</i>	<i>Who is responsible?</i>	<i>When:</i>
Conduct outreach to potential candidates	Staff name	January- March, 2016
Twelve classes taught to Growing Agripreneurs cohorts	Staff name	March-October, 2016 March- October, 2017
Eight in-depth farm tours and demonstrations	Contractor name	March-October, 2016 March-October, 2017
Weekly in field work at Teaching farm	Farm Manager Name	March-October, 2016

Specialty Crop Block Grant Program

Outcomes and Indicators

The grant program outcomes and performance measures outlined below reflect direct stakeholder feedback and provide a framework that allows grant recipients to evaluate project activities more accurately in relation to each program's statutory purpose.

For recipients, the measures are:

- More feasible to accomplish and measure within a grant's period of performance;
- Better aligned with grant program purpose and recipient activities; and
- More reflective of work performed during the project.

These performance measures will go into effect beginning with the FY2022 grant application cycle.

Outcome 1: Increasing Consumption and Consumer Purchasing of Specialty Crops

1.1 Total number of consumers who gained knowledge about specialty crops ____.

1.1a Adults ____.

1.1b Children ____.

1.2 Total number of consumers who consumed more specialty crops ____.

1.2a Adults ____.

1.2b Children ____.

1.3 Number of additional specialty crop customers counted ____.

1.4 Number of additional business transactions executed ____.

1.5 Increased sales measured in:

1.5a Dollars ____.

1.5b Percent change ____.

1.5c Combination of volume and average price as a result of enhanced marketing activities ____.

Outcome 2: Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution

2.1 Number of stakeholders that gained technical knowledge about producing, preparing, procuring, and/or accessing specialty crops ____.

2.2 Number of stakeholders that reported producing, preparing, procuring, and/or accessing more specialty crops ____.

2.3 Total number of market access points for specialty crops developed or expanded ____ . Of those:

2.3a Number of new online portals created to sell specialty crops ____.

2.3b Number with expanded seasonal availability ____.

2.3c Number of existing market access points that expanded specialty crop offerings ____.

2.3d Number of new market access points that established specialty crop offerings ____.

2.4 Number of stakeholders that gained knowledge about more efficient and effective distribution systems ____.

2.5 Number of stakeholders that adopted best practices or new technologies to improve distribution systems ____.

2.6 Total number of partnerships established between producers, distributors, and/or other relevant intermediaries related to distribution systems ____.

Of those established:

2.6a Number formalized with written agreements (i.e. MOU's, signed contracts, etc.) ____.

2.6b Number of partnerships with underserved organizations ____.

2.7 Total number of new/improved distribution systems developed ____.

Of those, the number that:

2.7a Stemmed from new partnerships ____.

2.7b Increased efficiency ____.

2.7c reduced costs ____.

2.7d Increased specialty crop grower participation ____.

2.7e Expanded customer reach ____.

2.7f Increased online presence ____.

2.8 Number of specialty crop-related jobs:

2.8a Created ____.

2.8b Maintained ____.

2.9 Total number of new individuals who went into specialty crop production as a result of marketing ____.

Of those, the number who are:

2.9a Beginning farmers or ranchers ____.

2.9b Socially disadvantaged farmers or ranchers ____.

2.10 Number of market access points that reported increased:

2.10a Revenue ____.

2.10b Sales ____.

2.10c Cost-savings ____.

Outcome 3: Increase Food Safety Knowledge and Processes

3.1 Number of stakeholders that gained knowledge about prevention, detection, control, and/or intervention food safety practices, including relevant regulations (to improve their ability to comply with the Food Safety Modernization Act (FSMA) and/or meet the standards for aligned third party food safety audits such as Harmonized GAP/GHP) ____.

3.2 Number of stakeholders that:

3.2a Established a food safety plan ____.

3.2b Revised or updated their food safety plan ____.

3.3 Number of specialty crop stakeholders who implemented new/improved prevention, detection, control, and intervention practices, tools, or technologies to mitigate food safety risks (to improve their ability to comply with

the Food Safety Modernization Act (FSMA) and/or meet the standards for aligned third party food safety audits such as Harmonized GAP/GHP) ____.

3.4 Number of prevention, detection, control, or intervention practices developed or enhanced to mitigate food safety risks ____.

3.5 Number of stakeholders that used grant funds to:

3.5a Purchase ____.

3.5b Upgrade food safety equipment ____.

Outcome 4: Improve Pest and Disease Control Processes

4.1 Number of stakeholders that gained knowledge about science-based tools to combat pests and diseases ____.

4.2 Number of stakeholders that adopted pest and disease control best practices, technologies, or innovations ____.

4.3 Number of stakeholders trained in early detection and rapid response practices to combat pests and diseases _____. Of those:

4.3a the number of additional acres managed using integrated pest management ____.

4.4 Number of stakeholders that implemented new diagnostic systems, methods, or technologies for analyzing specialty crop pests and diseases ____.

4.5 Total number of producers/processors that enhanced or maintained pest and disease control practices _____. Of those, the number that reported:

4.5a Reduction in product lost to pest and diseases ____.

4.5b Improved crop quality ____.

4.5c Reduction in labor costs ____.

4.5d Reduction in pesticide use ____.

4.6 Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by:

4.6a Improving speed ____.

4.6b Improving reliability ____.

4.6c Expanding capability ____.

4.6d Increasing testing (i.e. survey work for pests) ____.

Outcome 5: Develop New Seed Varieties and Specialty Crops

5.1 Number of cultivar and/or variety trials conducted _____. Of those:

5.1a The number that advanced to further stages of development ____.

5.2 Number of cultivars and/or seed varieties developed ____.

5.3 Number of cultivars and/or seed varieties released ____.

5.4 Number of growers adopting new cultivars and/or varieties ____.

5.5 Number of acres planted with new cultivars and/or varieties ____.

Outcome 6: Expand Specialty Crop Research and Development

6.1 Number of research goals accomplished ____.

6.2 For research conclusions, the number that:

6.2a Yielded findings that supported continued research ____.

6.2b Yielded findings that led to completion of study ____.

6.2c Yielded findings that allow for implementation of new practice, process or technology ____.

6.3 Number of industry representatives and other stakeholders who engaged with research results ____.

6.4 Total number of research outputs published to industry publications and/or academic journals ____ . For each published research output, the:

6.4a Number of views/reads of published research/data ____.

6.4b Number of citations counted ____.

Outcome 7: Improve Environmental Sustainability of Specialty Crops

7.1 Number of stakeholders that gained knowledge about environmental sustainability best practices, tools, or technologies ____.

7.2 Number of stakeholders reported with an intent to adopt environmental sustainability best practices, tools, or technologies ____.

7.3 Number of producers that adopted environmental best practices or tools ____.

7.4 Number of new tools/technologies developed or enhanced to improve sustainability/ conservation or other environmental outcomes ____.

7.5 Number of additional acres managed with sustainable practices, tools, or technologies that focused on:

7.5a Water quality/ conservation ____.

7.5b Soil health ____.

7.5c Biodiversity ____.

7.5d Reduction in energy use ____.

7.5e Other positive environmental outcomes (optional) ____.

7.6 Number of additional acres established and maintained for the mutual benefit of pollinators/specialty crops ____.