

# Specialty Crop Block Grant Program 2012

## Application Procedures

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Market Development Division

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# Eligible Entities

- **Must reside in or their business or educational affiliation must be in Idaho.**
- **Non-Profit Organizations**
- **Local, State, and Federal Government Entities,**
- **For-Profit Organizations**
- **Universities**



# Eligible Grant Projects

- Solely enhance the competitiveness of U.S. specialty crops
  - Benefit more than one product or organization
  - Completed between November 1, 2012 and September 30, 2014.
  - No minimum or maximum Funding limits
- \*Match is strongly encouraged, but not required\***



# Eligible Grant Projects (continued)

- Each application should be limited to a single project scope.
- Each applicant may submit up to two applications.
- If submitting two applications, specify the priority of projects.



# Multi-State Projects

- **Multi-state projects are encouraged**
- **Contact all involved state's Specialty Crop Grant program managers to ensure you are following each states specific application procedures.**
- **The proposal should clearly note that the proposed activity is multi-state, listing all states involved, and the amount requested from each state.**
- **Requested funds should be specified in the Line Item Budget, (Exhibit B) specifying which state will be funding each line item (or percent of a specific item).**

# Application Procedures and Requirements

## *Submission Procedures*

- Applications must be post marked no later than **April 6, 2012**.
- Submit applications in both **hard copy (unstapled)** and **electronically on a compact disc** in Microsoft Word and Excel format (**no pdf's** please).

Submit complete packets to:

Idaho State Department of Agriculture

Market Development Division

Attn: Lacey Menasco

2270 Old Penitentiary Rd

Boise, ID 83712

# Application Procedures and Requirements

- **12 pitch Time New Roman font with 1 inch margins.**
- **Application MUST include**
  - **Application Cover Sheet (Exhibit A)**
  - **Project Proposal (no more than five (5) pages)**
  - **Line Item Budget (Exhibit B)**
  - **Budget Narrative**
- **Exhibit A and B are available on the ISDA website, [www.agri.idaho.gov](http://www.agri.idaho.gov).**
- **Letters of support and researchers' vitae's may be submitted with your application, but any other additional material or pages will be discarded and not included in the review process**

# Application Procedures and Requirements

## Project Proposal

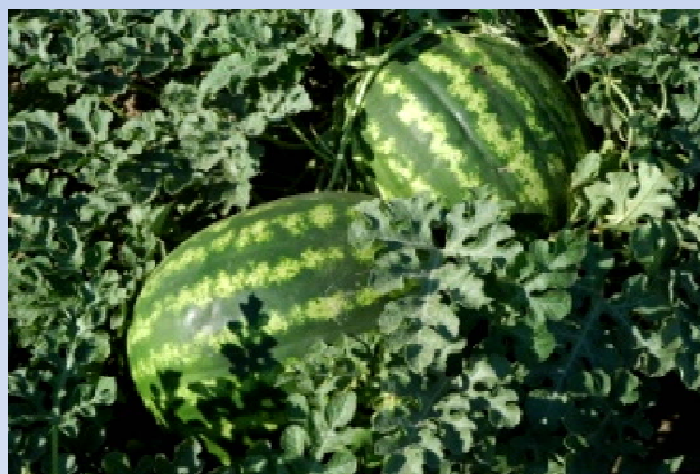
- **Project Title and Abstract**
- **Project Purpose**
- **Potential Impact**
- **Expected Measurable Outcomes**
- **Work Plan**
- **Project Oversight**
- **Project Commitment**



# Project Title and Abstract

The Abstract needs to be 200 words or less and **suitable for distribution to the public.**

If your project is selected for funding, this will be posted on the USDA website



# Project Purpose

- Clearly state the purpose of the project. The purpose should include the specific issue, problem, interest, or need to be addressed and why the project is important and timely
- **Indicate whether or not the project will be or has been submitted to another Federal or State grant program** and if the grant program duplicates efforts of the SCBGP-FB or the other Federal or State grant program. If it does not, how does it supplement?
- If the project has the potential to benefit NON-specialty crops, clearly state how grant funding is being used to solely enhance the competitiveness of eligible specialty crops?

# Potential Impact

- Discuss the number of people or operations affected.
- Identify the intended beneficiaries of each project.
- Discuss the potential economic impact if such data are available and relevant to the project.



# Expected Measurable Outcomes

- Describe **at least one distinct, quantifiable, and measurable outcome** that directly and meaningfully supports the projects purpose. The outcome-oriented objective must define an event or condition that is **external** to the project and that is of **direct importance** to the intended beneficiaries and/or the public.
- Provide a **timeframe** when outcome measures will be achieved. Include baseline data and goals.  
(Outcome oriented objectives may be long term and exceed the grant period.)
- Describe **how** the project outcome will be measured. Include a performance-monitoring plan to describe the process of collecting and analyzing data to meet the outcome-oriented objectives.
- See examples in Application Guidelines Appendix C

# Work Plan

- Briefly explain the activities that will be performed to accomplish the objectives of the project.
- Indicate who will do the work of each activity and the estimated timeframe (including start and end dates).
- See examples in Application Guidelines Appendix C



# Project Oversight

- Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.
- Provide **specific** information about **who** will be providing oversight, **how** it will be conducted, as well as **specific timelines**.

*Example:*

The **Director of Marketing and Development**, will work directly with each partnering entity. He will coordinate the execution of cooperative agreements with each participating entity and monitor progress. He will contact the principles of each project **by phone** at least **once during each quarter** to determine if the project activities are on-track.

# Project Commitment

- Who supports this project?
- How will grant partners work toward the goals and measurable outcomes of the project?
- Include letters of support from project partners and other key beneficiaries.



# Application Procedures and Requirements

## *Budget Narrative*

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Program Income
- Matching Funds



**\*Include total costs of each category (even if \$0) and show how all amounts are calculated.**

# Budget Narrative

- **Include total costs of each category**
  - even if \$0
- **Show how all amounts are calculated.**

# Budget Narrative - Personnel

Include each position's title, %FTE, corresponding salary (or hourly wage and estimated hours to be worked), and total personnel costs.

## Example:

### Personnel (\$11,800)

A Project Manager will provide oversight and lead research activities.

20% FTE will be focused on the project. Annual salary is \$50,000.

$$\$50,000 \times .2 = \$10,000$$

Undergraduate student labor will be utilized to process laboratory samples.

$$\$9.00/\text{hr} \times 200 \text{ hrs} = \$1800$$

# Budget Narrative - Fringe

Include the rate of fringe benefits for each project participant's salary described under personnel and total fringe benefit costs.

## Example:

Fringe (\$3,860)

The Project Manager's fringe benefit rate is 35%

$$\$10,000 \times .35 = \$3500$$

The Undergraduate student fringe rate is 20%

$$\$1800 \times .2 = \$360$$

# Budget Narrative - Travel

Include the **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, and estimated **mileage** costs.

Example:

## Travel (\$2092)

The Project Manager will travel from Moscow to test plots in Parma 4 times. Each trip will be approximately 3 days in length.

Per trip Costs:

Ground Transportation: 600 miles x \$.455/mile = \$273

Lodging: \$80 per night for 2 nights = \$160

Meals: \$30 per day for 3 days = \$90

Total = \$523 x 4 trips = \$2092

# Budget Narrative – Equipment and Supplies

## Equipment

- An item over \$5000. Include the purpose and estimated costs of each item. This must only benefit specialty crops.

## Supplies

- Include an itemized list of supplies under \$5000 and the estimated dollar amount of each item and the **total** supply costs.

# Budget Narrative – Contractual

- Provide a short description of the services each contract covers
- Indicate if the costs is a flat rate fee OR total hourly fee, include the flat rate cost OR hourly rate and total cost.
- List the general categories of items the contract covers such as professional services, travel , lodging, etc.



# Budget Narrative – Program Income

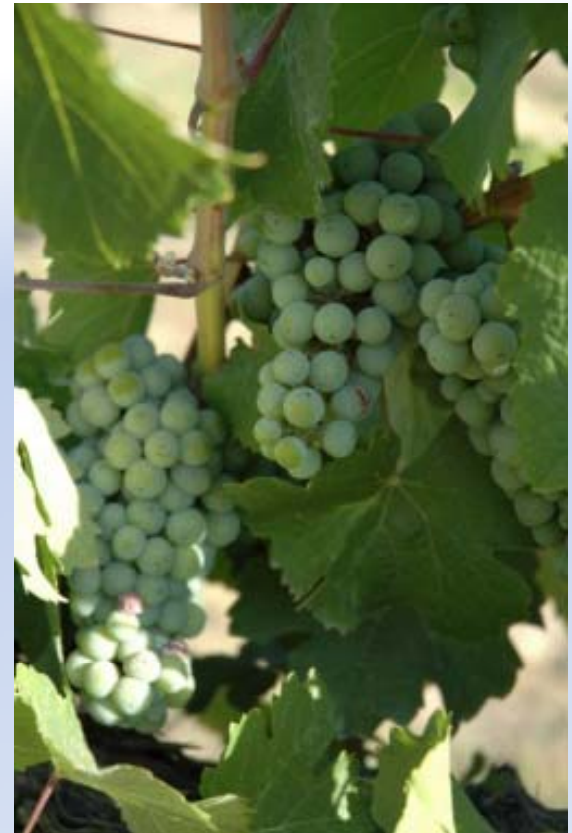
- List any program income in the budget narrative
- All program income must “solely benefit specialty crops” just like grant funds.
- Program income should also be shown on the line item budget and can be counted as cash match.

# Budget Narrative – Matching Funds

- Matching funds are highly encouraged, but not required. Match will be calculated into the scoring criteria with cash match receiving more points than in-kind contributions.
  - List all match separately from the rest of the budget (in it's own category using the same format)
  - Match should also be shown on the line item budget.
- \*Do not mix match into budget categories with the requested grant funding\*

# Administration of Grants

- State and Local Governments and Indian Tribal Governments - 7 CFR 3015 and 7 CFR 3016
- Colleges and Universities - 7 CFR 3015 and 7 CFR 3019
- Non-Profits - 7 CFR 3015 and 7 CFR 3019
- For Profits - 7 CFR 3015 and 7 CFR 3019



# Allowable Costs

- **All costs must be associated with project activities that enhance the competitiveness of specialty crops.**
- You may reference **Appendix A** (List of Selected Items of Cost Contained in OMB Cost Principles Regulations) to locate the principles applied in establishing the allowability or unallowability of specific items of cost.
- State and Local Governments and Indian Tribal Governments - 2 CFR 225 (OMB Circular A-87). See Appendix B Unallowable and Allowable Costs for State Governments, for specific unallowable and allowable costs under the SCBGP-FB for State governments.
- Colleges and Universities - 2 CFR 220 (OMB Circular A-21).
- Non-Profits - 2 CFR 230 (OMB Circular A-122).
- For Profits - 48 CFR Part 31.2.

# Restrictions and Limitations on Grant Funds

Specialty Crop Dollars **CANNOT** be used to:

- fund political activities
- Development or participation in lobbying activities (including costs of membership in organizations substantially engaged in lobbying)
- Purchase **general purpose equipment, buildings, and land**
  - Capital expenditures for **special purpose equipment** are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of ISDA and the item will only to be used to solely benefit the competitiveness of specialty crops.
  - **Rental costs** of buildings and equipment are allowable as direct costs

\* Indirect costs are limited to 10% of the total grant funds. ISDA will be utilizing the 10%, therefore this is not an available category of funds for subrecipients.

# Selection and Scoring Criteria

## Project Quality and Soundness (30)

- How clear is the purpose of the activity?
- How feasible and appropriate is the project?
- How well does the proposed activity address the specified issue?
- How capable are the project leaders and staff?
- What level of commitment to the project does the applicant demonstrate?
- How well does the project leverage available resources?
- Is the budget well justified and appropriate?



# Selection and Scoring Criteria

## Enhances the Competitiveness of Idaho Specialty Crops (25)

- How effective will the project be at enhancing the competitiveness of Idaho specialty crops?
- How relevant is the project to the Idaho specialty crop industry?
- How significant are the long-term benefits?
- How great is the need for the project?
- How well does it provide for identified industry priorities?



# Selection and Scoring Criteria

## Return on Investment (20)

- How great is the potential economic impact on Idaho?
- How well does the number of beneficiaries justify the amount of investment?
- How reasonable and achievable are the anticipated outcomes?



# Selection and Scoring Criteria

## Measurable Outcomes (15)

- Does the project include at least one measurable outcome?
- How well does the proposed project allow the applicant to quantify and document the project benefits and outcomes?
- How significant is the outcome to the Idaho specialty crop industry?
- How clear, appropriate, and realistic are the goals and objectives?



# Selection and Scoring Criteria

## Level of Match or In-Kind Contribution (10)

- *Points will be reflective of the percentage of matching funds with cash match scoring higher than in-kind contribution. Points may be added or subtracted based on the questions below.*
- **What is the percent of matching funds and in-kind contribution?**
- **How reasonable is the level and type of the match?**
- **How secure is the source of matching funds?**



# Post-Award Management

## **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, ISDA administrative requirements, and relevant Office of Management and Budget (OMB) circulars;
- Aware of the requirements imposed upon them by Federal statute and regulation;
- In compliance with records retention and access requirements;
- Using federal funds responsibly.

## **Subgrantees Must Notify ISDA Regarding:**

- Change of Key Personnel
- Change in Scope or Objectives
- Extension of Grant Agreement
- Budget Changes (if more than (20%) of a budget category)

# Reporting Requirements

- Quarterly Financial Ledgers
- Semi-Annual Progress Reports
- Final Report



# Request for Payment

- At the beginning of the granting period, 50% of the funds will be given.
- At the time that 80% of those funds are expended (according to the quarterly financial reports), 40% of the funds will be dispersed.
- Once the grant is completed and all financial reports are submitted to and approved by ISDA, the remaining 10% will be dispersed.
- Any unobligated funds at the end of this period must immediately be refunded back to ISDA.

# Website Resources

**[www.agri.idaho.gov](http://www.agri.idaho.gov)**

- Application Guidelines
- Application Coversheet
- Line Item Budget Form
- Application FAQ's
- Example Applications
- **NEW\*** Application checklist