

SPECIALTY CROP BLOCK GRANT PROGRAM 2015

Application Procedures

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**Idaho State Department of Agriculture
Market Development Division**

OVERVIEW

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ELIGIBLE ENTITIES

- **Must reside in Idaho, or prove funding provides a direct benefit to 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, 2015 and September 30, 2017
- No minimum or maximum funding limits

Matching funds are 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 Specialty Crop Grant program managers in all states involved to ensure you are following each state's 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) indicating which state will be funding each line item (or percent of a specific item).

APPLICATION PROCEDURES AND REQUIREMENTS

Submission Procedures

- Applications must be postmarked no later than **March 27, 2015**.
- Submit applications in both **hard copy (unstapled)** and electronically on a compact disc or flash drive in Microsoft Word and Excel format (**no pdf files**, please).

Submit complete packets to:

Idaho State Department of Agriculture

Market Development Division

Attn: Amanda Gibson

2270 Old Penitentiary Rd

Boise, ID 83712

APPLICATION PROCEDURES AND REQUIREMENTS

- **Five-page maximum with one-inch margins and no smaller than 11 point font**
- **Application MUST include:**
 - Application Cover Sheet (Exhibit A)
 - Project Proposal of 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 under Marketing & Development, Specialty Crop Grant.**
- **Letters of support and researchers' C.V.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.



Provide specific numbers or figures.

EXPECTED MEASURABLE OUTCOMES

- Describe **at least one distinct, quantifiable, and measurable outcome** that directly and meaningfully supports the project's 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 COMMITMENT

- Who supports this project?
- How will grant partners work toward the goals and measurable outcomes of the project?
- Provide **specific** information about **who** will be providing oversight and **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.

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 total is \$0
- Show how all amounts are calculated – detailed breakdown of costs must be included

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.

*Note that reimbursement to present findings at out-of-state conferences is considered ineligible.

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

- If an item is 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, which includes 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, and 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 that will be generated as a result of the project 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.

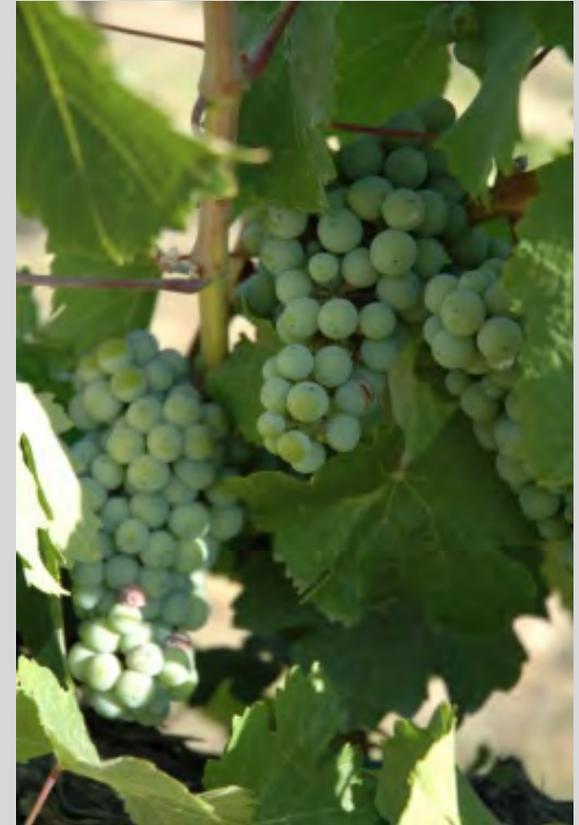
BUDGET NARRATIVE: MATCHING FUNDS

- Matching funds are highly encouraged, but not required. Match is not calculated into the scoring criteria, but helps demonstrate the level of commitment to the project.
- List all match separately from the rest of the budget (in its own category using the same format).
- Match should also be shown on the line item budget.

Match should be listed in a separate category – do add match dollars to 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 only.
- 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.

STATE OF IDAHO POLICIES

Travel

- Must follow State of Idaho Travel Policy and Procedures outlined on www.sco.idaho.gov
- Current mileage rate
 - FY13: \$0.555 per mile
- Per diem schedule
 - Maximum \$30/day for overnight travel only
- Only preauthorized out-of-state travel is permitted

Purchasing

- Bid any equipment or service with cost > \$10,000
- Lowest acceptable bid must be chosen

FEDERAL GRANT FUNDS

Must follow applicable cost principles:

- 2 CFR Part 220: Educational Institutions
- 2 CFR Part 225: State, Local, and Tribal Governments
- 2 CFR Part 230: Non-Profit Organizations
- 2 CFR Part 3052: OMB Circular A-133 Audit Requirements

Grant funds may NOT be used for:

- Political activities, including lobbying
- Capital expenditures for general purpose equipment

RESTRICTIONS AND LIMITATIONS ON GRANT FUNDS

Specialty Crop Dollars CANNOT be used to:

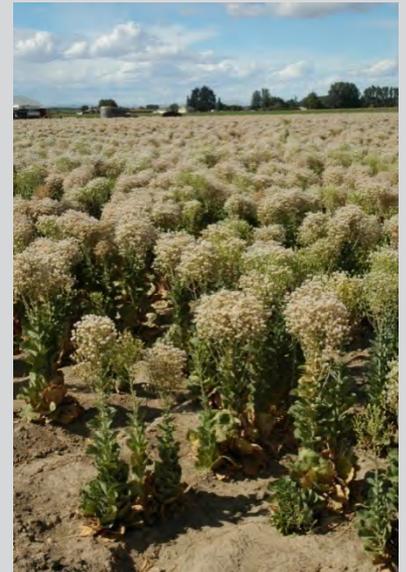
- Fund political activities
- Develop or participate in lobbying activities (including costs of membership in organizations substantially engaged in lobbying)
- Purchase **general purpose equipment, buildings, and land**
 - Capital expenditures for **special purpose equipment** are allowable as direct 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 (25)

- 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 (20)

- 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?



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 statutes and regulations
- In compliance with records retention and access requirements
- Using federal funds responsibly

REPORTING REQUIREMENTS

Quarterly Financial Ledgers

- Due 15 days following the end of each quarter

Semi-Annual Progress Reports

- Due April 30 and October 30



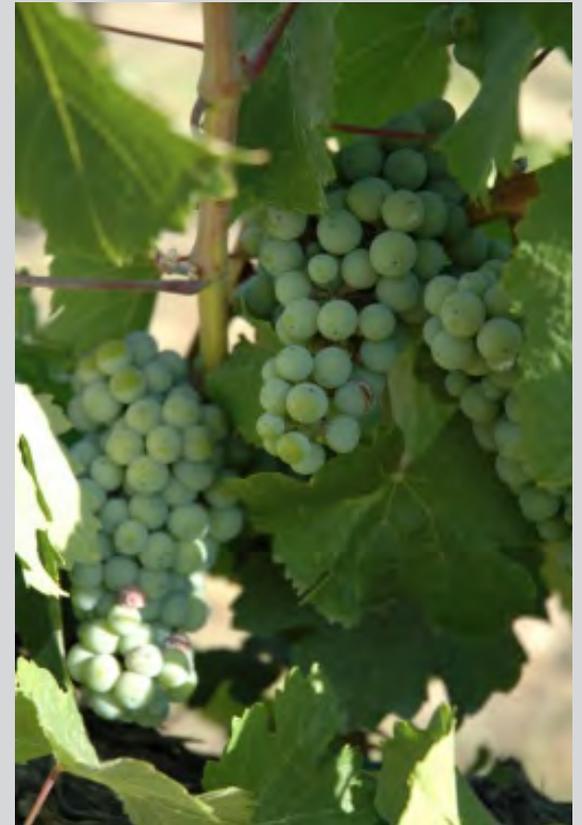
Final Report

- Due 45 days following the end of the project

PRIOR APPROVAL OR NOTIFICATION

Required for change in:

- Key Personnel
- Scope or Objectives
- Budget Changes (>10% of total budget)
- Grant End Date



***Refer to ISDA Specialty Crop Block Grant website for further instructions on submitting requests for prior approval**

DISTRIBUTION OF FUNDS

- Expenditures will be reimbursed quarterly
- Ledgers submissions must include all supporting documentation needed to verify expenses
- ISDA must approve expenditures and documentation before disbursement is made
- All documentation must be submitted before final disbursement is made

WEBSITE RESOURCES

www.agri.idaho.gov

Under Marketing & Development, Specialty Crop Grant

- Application Guidelines
- Application Coversheet
- Line Item Budget Form
- Application FAQs
- Example Applications
- Application Checklist

This presentation is to be used as a guidance document only. Please refer to the official application guidelines for a full listing of application requirements, restrictions on grant funds, and reporting requirements.