



MISSOURI DEPARTMENT OF AGRICULTURE 2022 SPECIALTY CROP BLOCK GRANT PROGRAM PROPOSAL GUIDELINES

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Submission Deadline: **Tuesday, March 8, 2022 - 3:00 p.m.**

Submit to: Susan Bennett, SCBGP Program Coordinator
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1616 Missouri Blvd.
Jefferson City, MO 65102

The Missouri Department of Agriculture (MDA) is now accepting proposals for anticipated funding through the 2022 U.S. Department of Agriculture, Agricultural Marketing Service, Specialty Crop Block Grant Program. Funding is contingent upon continuation or passage of a Farm Bill and available funding from the United States Department of Agriculture, Agricultural Marketing Service (USDA, AMS). Eligible projects must “enhance the competitiveness of US specialty crops” and expand local, regional, domestic or international markets and distribution. Each project must identify one expected measurable outcome that specifically demonstrates the projects impact on enhancing the competitiveness of eligible specialty crops. Projects must address research, education, food safety, crop-specific issues, pest and disease, or marketing and promotion for the specialty crop industry.

Eligibility Information

Specialty crops are defined as fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture). View a list of eligible and ineligible commodities and the definition of the word “crop” at <http://www.ams.usda.gov/services/grants/scbgp/specialty-crop>. The following groups are not considered specialty crops: grains (corn, wheat, rice, etc.), oil seed crops (canola, soybean, camelina, etc), bio-energy crops (switchgrass, sugar cane, etc), forages (hay, alfalfa, clover, etc.), field crops (peanut, sugar beet, cotton, etc.), and plants federally controlled as illegal drug plants (cannabis, coca). Under current USDA AMS definitions, hemp is considered a fiber rather than a specialty crop. Honey, maple syrup and hops are eligible crops.

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. Proposals will be accepted from individuals, individual producers, non-profit and for-profit businesses, public and private colleges and universities, agencies, institutions, industry and community based organizations or commercial entities **only** if the project is focused on research, education, demonstration or benefit the entire specialty crop industry. Projects must have strong information dissemination and outreach components where the shared results benefit others as well. Single organizations, institutions, and individuals are encouraged to participate as project partners.

The following are some examples for acceptable and unacceptable projects:

Examples of Acceptable Projects

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 for specialty crop stakeholders in the region, which currently does not have one.

A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.

A single farmer erects high tunnels on their 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.

A university requests grant funds to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.

Examples of Unacceptable Projects

A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.

Individual specialty crop businesses or roadside stands requesting funds to promote their individual businesses.

A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers market.

A non-profit organization uses grant funds to purchase produce and then sells that produce to other entities at cost or a higher price than the purchase price while competing with other private companies who sell produce in the area.

A single specialty crop organization requests grant funds to market its organization so that it can increase its membership.

Projects where one organization specifically attempts to disparage the mission, goals, and/or actions of another organization are unallowable.

Project types for the Specialty Crop Industry:

- enhancing food safety;
- improving the capacity of all entities in the specialty crop distribution chain to comply with the requirements of the Food Safety Modernization Act ([21 U.S.C. Chapter 27](#)). for example, by developing “Good Agricultural Practices,” “Good Handling Practices,” “Good Manufacturing Practices,” and in cost-share arrangements for funding audits of such systems (including USDA Group GAP) for small farmers, packers and processors;

- investing in specialty crop research, including research to focus on conservation and environmental outcomes;
- developing new and improved seed varieties and specialty crops;
- pest and disease control;
- increasing child and adult nutrition knowledge and consumption of specialty crops;
- improving efficiency and reducing costs of distribution systems and;
- sustainability

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2022 Specialty Crop Block Grant Program – Proposal Procedures, Requirements and Checklist

Grant Terms

The Missouri Department of Agriculture will distribute the funds to the specialty crop industry through a competitive review. The department will consider grant awards up to a maximum of \$50,000 for a specific project with a two-year grant period. The department **does not require** cash or in-kind matching contributions.

The project grant period begins the date (November 2022) both parties sign the agreement and extends up to 24 months. Grant awardees must request approval from the Missouri Department of Agriculture for any grant periods extending beyond 24 months.

Please submit proposals electronically and in the following format:

- **Microsoft Word and PDF** (*please submit an original Word file, and a signed, scanned PDF*)
- **11 point font**
- 1 inch margins
- **Do not exceed fifteen (15) pages, including application sheet**
- Include support letters with the proposal (not included in the 15 pages)

Please use a narrative format, address all headings and organize the proposal according to the format below. The department will return incomplete proposals not addressing all requirements to the applicant.

Proposal deadline is 3:00 p.m. Tuesday, March 8, 2022.

Late submissions will not be accepted.



**MISSOURI DEPARTMENT OF AGRICULTURE
2022 SPECIALTY CROP BLOCK GRANT PROGRAM
PROPOSAL APPLICATION FORM**

Name of Project Partner Organization that will establish an agreement:

Contact Name:

Title:

Project Coordinator:

Title:

Address:

City:

State:

Zip Code:

Phone:

Fax:

E-mail:

DUNS Number: (to look up or obtain a DUNS number go to <http://fedgov.dnb.com/webform>)

Industry Sector and Specific Commodity/Food for Promotion (i.e. Tree Fruit: Apricots):

Check one box below for the category this application is to be considered:

☐ Research

☐ Marketing & Promotion

☐ Education

☐ Production

☐ Food Safety

☐ Other

Project Title: (10 words or Less)

Project Duration:

Start Date: _____ End Date: _____

List Funding from Other Sources: (Please include if the project will be or has been submitted to or funded by another Federal or State grant program, as well as the dollar amount requested from that agency/organization.)

Total Project Cost:

Grant Request:

Certification: I certify to the best of my knowledge that the information in this application is true and correct and that I am legally authorized to sign and submit this application on behalf of this organization, which is legally eligible to enter into a grant contract.

Authorized Signatory Signature

Date

Title

(Application must be signed)

1. PROJECT SUMMARY

Include a project summary of 250 words or less and suitable for dissemination to the public. Include the name of the applicant organization. If awarded a grant, the applicant organization will establish an agreement or contractual relationship with the Missouri Department of Agriculture to lead and execute the project. Include a concise outline of the project's outcome(s) and a description of the general tasks to be completed during the project period to fulfill this goal.

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

2. PROJECT PURPOSE

Provide the specific issue, problem or need that the project will address.

Example: Fresh tomato production in the U.S. is valued at \$1.4 billion annually. Tomato production, particularly greenhouse tomato production, has expanded rapidly within the State between 2014 and 2018. However, the emergence of PepMV as a pathogen poses a serious challenge to the tomato industry. Infection by the virus affects the quality of fruit and reduces its size, which results in up to 38 percent of the tomato fruit becoming downgraded.

Why is the project important and timely?

Example: Some tomato plants have been observed to recover naturally from an early infection. These plants then exhibit neither the symptoms nor the effects of PepMV infection, and continue to produce normal tomato fruit without yield loss, as if they have become resistant. Scientists have observed similar recoveries from viral infections in other plant species. Studies in the last decade have revealed that this type of recovery is due to RNA interference (RNAi). RNAi has the ability to detect and degrade invading viral and other nucleic acids. If the recovery of tomato plants from an early PepMV infection is indeed a manifestation of RNAi-based resistance, it opens up the possibility of immunizing tomato plants with a sequence fragment or an attenuated strain of PepMV.

Provide a listing of the objectives that this project hopes to achieve.

Example: This one year project proposes to develop novel approaches to immunize tomato plants against Pepino mosaic virus (PepMV). Specific objectives are to determine if the naturally induced resistance in tomatoes is mediated by RNA-based immunity, develop two alternate vaccines that can effectively induce the resistance, protect tomato plants from PepMV, and eliminate the risk of late PepMV outbreaks.

Objective 1:

Objective 2:

Objective 3:

Objective 4:

Research projects should describe if this research has been done before and explain how this project differentiates from previous research or how it builds upon other known previous research.

Project Impact and Beneficiaries - Show how the project benefits the specialty crop industry and/or the public rather than a particular commercial product, single organization, institution, or individual.

Who are the specialty crop beneficiaries of the project?

Example: Tomato growers with smaller operations are the specialty crop beneficiaries.

Estimate the number of project beneficiaries. Enter Number

Example: 520 tomato growers in the state will benefit from the project.

How will the project benefit the specialty crop beneficiaries?

Example: The tomato is one of the top ten commodities in the State. Diseases and pests have caused major problems for fresh tomato production, resulting in financial hardship for some growers. Developing effective and practical means to control PepMV, as proposed in this project, will provide timely and much needed assistance to the State tomato growers.

What is the potential economic impact of the project if it can be estimated?

Example: The economic impact is estimated that each year at least 100,000 cartons of tomatoes do not make it to stores due to the Pepino Mosaic virus. With every carton of tomatoes selling for \$24-26, we anticipate that in the long-run, once adoption of the vaccine is complete, the tomato industry will realize \$2.4-\$2.6 million in increased sales per year.

Does this project directly benefit socially disadvantaged farmers? Yes ☐ No ☐

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

Does this project directly benefit beginning farmers? Yes ☐ No ☐

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

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.

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Continuation Project Information

If your project is continuing the efforts of a previously funded SCBGP project, address the following:

Identify the Federal or State grant program(s) previously funded. (Agreement/FAIN number)

Provide a summary (3 to 5 sentences) of the outcomes of the previous efforts. List and detail what outcome measure(s) and indicator(s) were met/accomplished.

Describe lessons learned on potential project improvements:

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

Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds.

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) and their agreement/FAIN number.

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

Example: The University presently has received matching funds from the USDA Special Projects Grant Program to provide one-half salary for the Senior Research Specialist. This individual will coordinate most of the laboratory operations and perform a majority of the laboratory and greenhouse experiments. This project will not be a duplicative effort, but rather enhance the program by providing additional dollars to elevate the part-time position to full time status.

3. EXTERNAL PROJECT SUPPORT

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

4. EXPECTED MEASURABLE OUTCOMES, GOALS AND PERFORMANCE MEASURES

Background of Fiscal Year 2022 SCBGP Project Performance Evaluations:

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

- Each project submitted in the State Plan may include only **one of the seven outcomes** listed below, and **at least one of the indicators** listed underneath the selected outcome(s). If there are multiple sub-indicators under the selected indicator, **select at least one**.
- The progress of each indicator must be reported in the Annual Performance Report and the result in the Final Performance Report.

- AMS will aggregate the data collected to assess the overall impact of the program and report to OMB and Congress on these national outcome measures.
- AMS will review the quality of the information we receive in subsequent performance reports and modify the outcomes and indicators as needed over time to lead to better results in showing the impact of the SCBGP.

Identify one primary outcome measure the project will achieve and select an indicator(s) of success for the outcome measure, the related quantifiable result, description of data collection methods and description of activities to monitor and report on outcomes.

Only one measurable outcome and one indicator is required for reporting purposes. Choosing more than one indicator for the measurable outcome is allowable but not required. MDA could include only one measurable outcome per project in the state plan.

Outcome measures and the associated indicators were developed by the U.S. Department of Agriculture and the Office of Management and Budget and cannot be altered or amended in any way.

All options not chosen should be deleted from the final application.

MEASURABLE OUTCOMES

- ☐ **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 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 ____.

Definitions:

Difference between "jobs" and "careers": jobs are net gain of paid employment; new businesses created or adopted can indicate new careers.

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

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

Data Collection to Report on Outcomes and Indicators

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

5. DETAIL BUDGET AND BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP.

It is necessary to utilize the tables in the application for each budget item and program income. If no funds are requested, put "NONE" or "o" in the table(s) for clarification.

Matching Funds are not required for the SCBGP, and should not be described or listed here. You may provide a separate sheet listing matching funds if desired, but it is not necessary.

Allowable Costs and Activities – Page 10 – [SCBGP General Award Terms and Conditions](#)

Budget Summary	
Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Total Budget	

Budget Breakdown by Year			
Year 1	Year 2	Year 3	Total

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. Those employed elsewhere would be listed as subcontractors or consultants, and listed in the Contractual section.

For secretarial and clerical salaries to be allowable as direct charges to the grant, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan. For each project participant, indicate their title, percent of full-time equivalent (FTE), and corresponding salary for the FTE.

The total of Personnel Expenses + Fringe Benefits cannot exceed \$10,000

Name/Title	Level of Effort (# of hours or % FTE)	Funds Requested
Personnel Subtotal		

Personnel Justification

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

Personnel 1:

Personnel 2:

Add more Personnel as necessary:

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

The total of Personnel Expenses + Fringe Benefits cannot exceed \$10,000

Name/Title	Fringe Benefit Rate	Funds Requested
Fringe Subtotal		

Travel - Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by State of Missouri 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>.

In-State Travel Requirements through December 31, 2022

- Mileage – 49 cents per mile <https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>
- Motel - use applicable GSA CONUS lodging rates per night (depending on location) <http://www.gsa.gov/portal/category/100120>
- Meals - use applicable state rates per day in state and out of state (depending on location) <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>

	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	Number of Units	Cost per Unit	Number of Travelers Claiming the Expense	Funds Requested
1							
2							
3							
4							
5							
Travel Subtotal							

Travel Justification

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

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

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

Add more Trips as necessary

Conforming with your Travel Policy

By checking the box to the right, I confirm that the State of Missouri's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#).

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Equipment - Describe any special purpose equipment to be purchased or rented under the grant and its intended use. "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.

If the cost is under \$5,000 per unit, include the items under **SUPPLIES**.

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

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of AMS and MDA. The special purpose equipment means equipment which is used only for research, scientific or other technical activities. The special purpose equipment must enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry.

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

Item Description	Rental or Purchase	Acquire When?	Funds Requested
Equipment Subtotal			

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.

Equipment 1:
Equipment 2:

Add more Equipment as necessary

Supplies - Provide an itemized list of 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.

For example, office supplies such as pens, paper, toner, etc - \$500; Gardening supplies such as soil and fertilizer - \$500. Items such as telephone, postage, fax and express mail are more appropriately listed under the “Other” category.

Item Description	Per-Unit Cost	Number of Units/Pieces Purchased	Acquire When?	Funds Requested
1				
2				
3				
4				
5				
Supplies Subtotal				

Supplies Justification

For each Supply item listed in the table above, describe the purpose of each purchased supply and how it is necessary for the completion of the project’s objective(s) and outcome(s).

Supply 2:

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. Please provide the names of the sub-contractors or consultants in the proposal and also verify the procurement procedures used to select sub-contractors or consultants named in the proposal. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contract/consultant.)

- If the contractor/consultant has already been selected, please verify that the State applicant followed the same policies and procedures it uses for procurements from its non-federal sources. For all non-State applicants, please verify that the applicant used its own procurement procedures which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR part 200.317 through 200.326](#), as applicable.
- If a contractor/consultant has not yet been selected, provide an acknowledgement that the procurement processes have not yet been conducted and an assurance that the State applicant will follow the same policies and procedures it uses for procurements from its non-federal sources. For all non-State applicants, provide an acknowledgement that the procurement processes have not yet been conducted, and an assurance that the applicant will use its own procurement procedures which reflect applicable State and local laws and regulations and conform to the Federal law and standards identified in [2 CFR part 200.317 through 200.326](#), as applicable.
- Please note - grant funds may not be used for administrative overhead also applies to contractors and consultants.
- Provide an itemized budget (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification.
- Contractor/consultant rates shall not exceed hourly rate of \$83.22 up to \$665.76 per eight-hour day, excluding travel and subsistence costs.

Name/Organization		Hourly Rate/Flat Rate	Funds Requested
		Contractual/Consultant Subtotal	

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Terms and Conditions Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Contractor/Consultant 2:

Add more Contractors/Consultants as necessary

Conforming with Your Procurement Standards

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



Other - Include any expenses not covered in 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, speaker/trainer fees, 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. Meals may be charged if such activity maintains the continuity of a meeting and to do otherwise will impose arduous conditions on the meeting participants. Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.

Item Description		Per-Unit Cost	Number of Units	Acquire When?	Funds Requested
1					
2					
3					
			Other Subtotal		

Other Justification

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

Other Item 1:

Other Item 2:

Add Other Items as necessary

Program Income

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

Program income must be used to further expand the project or program objectives within the time period of the approved award. Uses of program income accrued during the period of performance are to be used in accordance [with 2 CFR §200.307\(e\) \(2\)](#).

[2 CFR §200.307\(e\) \(2\)](#) *Addition.* With prior approval of the Federal awarding agency (except for IHEs and nonprofit research institutions, as described in paragraph (e) of this section) program income may be added to the Federal award by the Federal agency and the non-Federal entity. The

program income must be used for the purposes and under the conditions of the Federal award.

Recipients cannot use federal funds or program income to meet cost-sharing or matching requirements.

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		

Administrative Overhead - Grant funds may not be used for administrative overhead.

6. PROJECT OVERSIGHT - Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.

7. PROJECT COMMITMENT - Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project. Identify who supports this project.

8. WORK PLAN

Project Activity – Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.	Who will do the work? Indicate the project participants who will do the work of each activity, including sub-recipients, 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.	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.
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Example:

Project Activity	Who will do the work?	Timeline
Determine if RNAi is involved in the natural resistance	Senior Research Specialist and Students	Nov. 2022 (Begin)
Construct an infectious cDNA clone for PepMV	Senior Research Specialist and Students	Jan. 2023 – Jun. 2023
Construct an RNA	Senior Research Specialist and	Jun. 2023 – Aug. 2023

Immunization	Students	
Develop an attenuated PepMV strain	Senior Research Specialist and Students	Aug. 2023– May 2024
Test the efficacy of the immunization vector	Senior Research Specialist and Students	March 2024 – July 2024
Results presentation at APS	Project Investigator	Sept. 2024
Results presentation and dissemination at AC field day	Project Investigator	Oct. - Nov. 2024

Grant Administration

The Uniform Guidance [2 CFR 200](#) applies to all SCBGP awards. Grantees are required to meet the standards and requirements for financial management systems set forth or referenced in [2 CFR 200.302](#). The adequacy of your financial management system is integral to your ability to account for grant expenditures and track grant resources. You must use Federal funds in a responsible manner and apply adequate internal controls and cash management practices consistent with the requirements outlined in [2 CFR 200.303](#).

General Compliance

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

Allowable and Unallowable Costs and Activities

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

Ineligible SCBGP expenses include, but are not limited to: brick and mortar (construction) projects, establishing secondary grant pools (sub grants to other entities or pass-through grants), land acquisitions, taxes, vehicle registration, paying off existing debt, substituting existing efforts or research already funded, business entertainment or business gifts, overhead expenses or indirect costs, legal costs, contingency funds, proposal preparation, insurance, contractual project administration, costs for which payment has or will be received under another federal, state, or private funding program, student tuition and fees, any expenses incurred prior to the award date of this grant, personal labor and expenses, and political or lobbying activities. No administrative costs may be allocated to the budgeted project.

All costs must enhance the competitiveness of specialty crops.

Sub-recipients and contractors under grants are subject to the requirements of the cost principles otherwise applicable to their type of organization and the [AMS-SCBGP's General Award Terms and Conditions](#).

Selected Cost Items

The following table summarizes allowable and unallowable costs in common categories project budgets. This section is not intended to be all-inclusive. Reference [Subpart E-Cost Principles of 2 CFR part 200](#) for a complete explanation of the allowability of costs.

Item	Description
Advisory Councils	Unallowable for costs incurred by advisory councils or committees.
Alcoholic Beverages	<p>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.</p> <p>Allowable for projects under the SCBGP when the costs are associated with enhancing the competitiveness of an eligible processed product (products prepared or created for the purposes of promoting a specialty crop but that require other ingredients are considered a processed product). A processed product is defined as a product that constitutes greater than 50% of the specialty crop by weight, exclusive of added water.</p>
Aquaponics	<p>Allowable as long as the cultivated crops are eligible specialty crops and the focus of the project is on the specialty crops and not the fish.</p> <p><u>Projects that are Acceptable</u></p> <ul style="list-style-type: none"> • A project to determine whether carp, catfish, or tilapia are best for growing lettuce is acceptable. • A project to compare the quality of lettuce grown in water to lettuce grown in a greenhouse is acceptable. <p><u>Projects that are NOT Acceptable</u></p> <ul style="list-style-type: none"> • A project to study whether lettuce or tomato produced the highest yield of tilapia is not acceptable. • A project to grow specialty crops where both the specialty crops and the fish are sold is not acceptable. <p>For more information on constructing or purchasing an aquaponics system, see Equipment.</p>

Buildings and Land – Construction	<p>Unallowable for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations of an existing building or facility (including site grading and improvement and architecture fees). This also includes construction and 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 to own agreements (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	<p>Allowable if the conference fulfills the purpose of a grant program’s legislated 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> <p>The SCBGP encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room.</p>
Contingency Provisions	<p>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.</p>

**Contractual/
Consultant Costs
(Professional
Services)**

Allowable subject to limitations below. Contractual/consultant costs are the expenses associated with the purchase of goods and/or the procurement of services performed by an individual or organization other than the applicant in a procurement relationship.

Allowable for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>). This does not include fringe benefits, travel, indirect costs, or other expenses. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

If rates exceed this amount, the recipient is required to justify the allowability of the cost aligning with [2 CFR §§ 200.317-326](#).

Example of justification to be provided.

- A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis. The purpose of the analysis is to review and evaluate each element of cost to determine reasonableness, allocability, and allowability.

OR

Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Therefore, the selected contractor's specialized qualifications necessitate hiring at a rate beyond a GS-15 step 10. (Please outline the unique qualifications of the contractor.)

Contributions and Donations	Unallowable for contributions or donations, including cash, property, and services, made by the recipient to other entities. A non-Federal entity using grant funds to purchase food or services to donate to other entities and/or individuals is unallowable.
Electronic Benefit Transfer (EBT) Machines	Unallowable for the purchase/lease of Supplemental Nutrition Assistance Program (SNAP) EBT equipment.
Entertainment Costs	<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>
Equipment	<p>Unallowable for acquisition costs of general purpose equipment or lease to own agreements (i.e., lease-to-own or rent-to-own).</p> <p>Allowable for rental costs of general-purpose equipment when provided in the approved budget or with prior written approval. Vehicles may be leased, but not purchased. 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 such factors 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 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 award; 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 award; 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.

Definitions

Equipment is defined as tangible personal property (including 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 by the non-Federal entity for financial statement purposes, or \$5,000.

Acquisition cost means the cost of the asset, including the cost to prepare the asset for its intended use. Acquisition cost for equipment includes the net invoice price of the equipment, including any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for its acquired purpose.

General Purpose Equipment means equipment that is not limited to technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

Special Purpose Equipment is equipment used only for research, scientific, or technical activities.

**Equipment –
Information
Technology
Systems and Tele-
communications**

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. 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](#).

Allowable for website development, mobile apps, etc., that are not considered to be information technology systems, but rather social media applications.

**Farm, Gardening,
and Production
Activities and
Supplies**

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.

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.

Fines, Penalties, Damages and Other Settlements	Unallowable for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, State, tribal, local, or foreign laws and regulations.
Fixed Amount Subawards	Unallowable for cost related to fixed amounts subawards. Allowable to meet the requirements of the sponsored program (noncompetitive) and with prior written approval. A pass-through entity 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 .
Fundraising and Investment Management Costs	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.
General Costs of Government	Unallowable for: <ol style="list-style-type: none"> 1. Salaries and expenses of the Office of the Governor of a State or the chief executive of a local government or the chief executive of an Indian tribe; 2. Salaries and other expenses of a State legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction; 3. Costs of the judicial branch of a government; 4. Costs of prosecutorial activities 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 5. 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.
Goods or Services for Personal Use	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.
Indirect Costs – Unrecovered	Unallowable for unrecovered indirect costs. Allowable for projects with match requirements to use unrecovered indirect costs as part of cost sharing or matching.

Insurance and Indemnification	Allowable when provided in the approved budget or with prior written approval as indirect costs for insurance and indemnification.
Lobbying	Unallowable as defined in 2 CFR § 200.450 .
Meals	<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	<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	<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	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	Unallowable for development of or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7326).

Pre-Award Costs	<p>Allowable when provided in the approved budget or with prior written approval if 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.</p> <p>A recipient may incur pre-award costs 90 calendar days before the award. 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 Publication	<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>
Rearrangement and Reconversion Costs	<p>Allowable as indirect costs with prior approval for cost incurred for ordinary and normal rearrangement and alteration of facilities.</p> <p>Allowable as direct costs with prior approval for special arrangements and alterations costs incurred specifically for the award.</p> <p>Rearrangement and reconversion costs are those incurred in restoring or rehabilitating the non-Federal entity's facilities to approximately the same condition existing immediately before the start of the grant agreement, less costs related to normal wear and tear.</p>
Salaries and Wages	<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 legislated purpose of the grant program.</p>

Selling and Marketing Costs – Promotion of an Organization’s Image, Logo, or Brand Name	<p>Unallowable for costs designed solely to promote the image of an organization, general logo, or general brand rather than eligible specialty crops.</p> <p>Promotional items could say “Buy STATE/COUNTY Grown Apples” but not “XYZ Grown”, which promotes XYZ generically.</p> <p>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	<p>Unallowable for costs for promotion of specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. that do not align with the legislated purpose of the grant program.</p>
Selling and Marketing Costs – Promotional Items, Gifts, Prizes, etc.	<p>Unallowable for promotional items, swag, gifts, prizes, memorabilia, and souvenirs.</p> <p>Allowable with conditions to meet the requirements of the sponsored agreement, 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 place mats, or promotional items of a personal nature (e.g., t-shirt, hats, etc.).</p>
Selling and Marketing Costs – Coupons, Incentives or Other Price Discounts	<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	<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 sponsored program and is authorized in the approved budget or with prior written approval.</p>
Selling and Marketing Costs – General Marketing Costs	<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	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. These costs also benefit only the organization offering funding, limiting the beneficiaries to the sponsor organization.
Selling and Marketing Costs – Use of Meeting Rooms, Space, Exhibits that do not Align with Grant Program Purpose	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.
Supplies and Materials, Including Costs of Computing Devices	<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 actually used for the performance of a Federal award may be charged as direct costs.</p> <p>A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the applicant or subapplicant for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award. Where Federally-donated or furnished materials are used in performing the Federal award, such materials will be used without charge.</p>
Training	Allowable when the training is required to meet the objectives of the project or program, including training that is related to Federal grants management.
Travel – Domestic and Foreign	<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 legislated purpose of the program.</p> <p>The allowable travel cost of recipients that do not have formal travel policies and for-profit entities 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>

Records Requirements

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with MDA, receipts, invoices and copies of all reports and documents associated with the project. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records. Financial records, statistical records, supporting documents, and other records relevant to the award shall be retained until June 30, 2031.

Reporting

Grantees are required to submit written performance reports quarterly and annually to MDA detailing the project status and how grant monies were used. Upon completion of project a final, comprehensive report is due. Reporting requirements will be detailed in the award agreement.

MDA must report each action that obligates \$25,000 or more in SCBGP funds for a grant to an entity, which is defined in [2 CFR Part 25, subpart C](#), to <http://www.fsrs.gov> in accordance with the FFATA.

Reimbursements

Funded projects are eligible to receive grant funds on a quarterly reimbursement schedule. No advance payments will be made.

Monitoring

MDA reserves the right to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately.

MDA 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 formal amount requested in the grant proposal;
- Require a good faith effort from the project organization or sponsor to work with MDA 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.

Grantees agree to comply with all applicable federal, state, and local laws, codes, regulations, rules, and orders. The grant will be governed by and construed in accordance with the laws of the State of Missouri.

Grantees will be accountable for all grant funds awarded. Grantees shall maintain records, receipts, accounting procedures and practices sufficient to reflect all costs claimed to have been

incurred for the performance of the grant agreement. Interim and final reports shall document all grant expenditures.

Other Information

Equal Opportunity Statement - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Freedom of Information Act Requests - The Freedom of Information Act (FOIA) of 1966 (5 U.S.C. § 552) and the Privacy Act of 1974 (5 U.S.C. § 552a), as implemented by USDA's regulations (7 CFR § 1, Subpart A), govern the release or withholding of information to the public in connection with this Federal award. The release of information under these laws and regulations applies only to records held by AMS and imposes no requirement on the recipient or any subrecipient to permit or deny public access to their records.

FOIA requests for records relating to this Federal award may be directed to USDA, Agricultural Marketing Service, FOIA/PA Officer, Room 3943-S, Mail Stop 0202, 1400 Independence Ave., SW, Washington, DC 20250-0273, Telephone: (202) 720-2498; or email: AMS.FOIA@usda.gov.

Prohibition on Using Funds under Grants and Cooperative Agreements with Entities that Require Certain Internal Confidentiality Agreements - By submission of its proposal or application, the applicant represents that it does not require any of its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, or subrecipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. Note that: (1) the basis for this representation is a prohibition in section 743 of the Consolidated Appropriations Act, 2016, 5 U.S.C. § 5303 note, Pub. L. 114-113, (Division E, Title VII, General Provisions Government-wide) and any successor

provisions of law on making funds available through grants and cooperative agreements to entities with certain internal confidentiality agreements or statements; and (2) section 744 states that it does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

Delinquency on Federal Debt - Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a Federal grant. Applicants are required to indicate in their applications (on the SF-424 “Application for Federal Assistance”) if they are delinquent on any Federal debt. If the applicant discloses a delinquency, the SCBGP may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a SCBGP grant until the judgment is paid in full or is otherwise satisfied. No funds may be re-budgeted following an award to pay such an individual. The Federal Agency will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

Administrative and National Policy Requirements –Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. You agree to comply with the following Federal statutes and regulations as applicable to your award. These include but are not limited to the ones listed below. The full text of Code Federal Regulations references can be found at: [eCFR-Code of Federal Regulations](#).

Federal statutes and regulations found on the SF-424B “Assurances –Non-Construction Programs.”

[2 CFR § 25](#) – *System for Award Management and Universal Identifier Requirements*

[2 CFR § 170](#) – *Reporting Subaward and Executive Compensation Information*

[2 CFR § 175](#) – *Award Term for Trafficking in Persons*

[2 CFR §§ 180](#) and [417](#) – *OMB Guidelines to Agencies on Government-Wide Debarment and Suspension (Nonprocurement) and USDA Nonprocurement Debarment and Suspension*

[2 CFR § 182](#) – *Government wide Requirements for Drug-Free Workplace (Financial Assistance)*

[2 CFR § 183](#) – *Never Contract with the Enemy*

[2 CFR § 200](#) – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

[2 CFR § 400](#) – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

[2 CFR § 415](#) – *General Program Administrative Regulations*

[2 CFR § 416](#) – *General Program Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

[2 CFR § 418](#) – *New Restrictions on Lobbying*

[2 CFR § 421](#) – *Requirements for Drug-Free Workplace (Financial Assistance)*

[2 CFR § 422](#) – *Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct*

[7 CFR § 1, subpart A](#) – *Official Records (Freedom of Information Act)*

[7 CFR § 1\(b\)](#) – *National Environmental Policy Act*

[7 CFR § 3](#) – *Debt Management (OMB Circular No. A-129)*

[7 CFR § 15, subpart A](#) – *Nondiscrimination in Federally-Assisted Programs of the Department of Agriculture—Effectuation of Title VI of the Civil Rights Act of 1964*

[7 CFR § 331](#) and [9 CFR § 121](#)—*USDA implementation of the Agricultural Bioterrorism Protection Act of 2002*

[37 CFR § 401](#) – *Rights to Inventions made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements*

[41 CFR §§ 301-10.131 to 301-10.143](#) – *Use of United States Flag Air Carriers*, which implements the *Fly America Act* (49 U.S.C. 40118). For more information see <http://www.gsa.gov/portal/content/103191>.

[48 CFR subpart 31.2](#) – *Contracts with Commercial Organizations*

[8 U.S.C. § 1324a](#) – *Unlawful employment of aliens*

[29 U.S.C. § 794](#) – *Nondiscrimination under Federal grants and programs*

[41 U.S.C. § 22](#) – *Interest of Member of Congress*

[41 U.S.C. § 4712](#) – *Pilot program for enhancement of contractor protection from reprisal for disclosure of certain information*

44 U.S.C. § 3551 et seq. ([P.L. 107-347](#)) – *Federal Information System Security Management Act of 2002 (FISMA)*

[EO 13166](#), *Improving Access to Services for Persons with Limited English Proficiency*, take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with [LEP Implementation Strategy for AMS' Federally-Assisted Programs](#).

[*EO 13798, Promoting Free Speech and Religious Liberty. As a recipient you must not discriminate against sub recipients on the basis of their religious character.*](#)

[*EO 13858, Strengthening Buy- American Preferences for Infrastructure Project \(Except for Section 5, revoked by EO 14005\)*](#)

[*EO 13864, Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities*](#)

[*EO 13933, Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence*](#)

[*EO 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation*](#)

[*EO 13991, Protecting the Federal Workforce and Requiring Mask-Wearing*](#)

[*EO 13999, Protecting Worker Health and Safety*](#)

[*EO 14005, Ensuring the Future Is Made in All of America by All of America's Workers*](#)

Motor Vehicle Safety – Highway Safety Act of 1966, as amended ([23 U.S.C. §§ 402 & 403](#)); Government Organization and Employees Act, as amended ([5 U.S.C. § 7902 \(c\)](#)); Occupational Safety and Health Act of 1970, as amended ([29 U.S.C. § 668](#)); Federal Property and Administrative Services Act of 1949, as amended ([40 U.S.C. § 101, et seq.](#)); Increasing Seat Belt Use in the United States ([EO 13043](#)); Federal Leadership on Reducing Text Messaging While Driving ([EO 13513](#))

Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, [P.L. No. 112-55](#), Division A, Sections 738 and 739 regarding corporate felony convictions and corporate Federal tax delinquencies.

(Remainder of this page intentionally left blank)

2022 Specialty Crop Block Grant Program Proposal Checklist

For more detailed information on what to include in each section, refer to the instructions in *Proposal Procedures, Requirements and Checklist*. The total proposal should not be more than 15 pages, including the application sheet. Please submit a Microsoft Word document and a signed PDF version of the Application Page along with the 15 page proposal to Susan.Bennett@mda.mo.gov by **3:00 p.m. Tuesday, March 8, 2022**.

- MDA Specialty Crop Block Grant Proposal Application Form
- Project Summary
- Project Purpose
 - Project Impact and Beneficiaries
 - Continuation Project information
 - Other Support from Federal or State Grant Programs
- External Project Support
- Expected Measurable Outcomes, Goals and Performance Measures
- Detail Budget and Budget Narrative - (Grant funds may not be used for administrative overhead.)
- Program Income
- Project Oversight
- Project Commitment
- Work Plan

Contact Information

For questions regarding the submission of the proposal, please contact Susan Bennett at (573) 526-9548. Method of submittal is by email to Susan.Bennett@mda.mo.gov

Address:

Missouri Department of Agriculture
Specialty Crop Block Grant Program
Attn: Susan Bennett
1616 Missouri Boulevard
Jefferson City, MO 65102

**Missouri Department of Agriculture Specialty Crop Block Grant Program
2022-Reviewer's Evaluation Criteria and Written Score Sheet**

Criteria	Project No.	Score Range	Points Earned
Project Purpose: Is the need of the project clearly communicated and convincing? Is the project eligible and feasible based on information provided? Will the project provide a direct benefit to Missouri's specialty crop industry? Reviewer Comments:		5 5 10	
Potential Impact: Will the benefits of the project have a direct impact on Missouri producers, agribusinesses and organizations from specialty agricultural products, markets or value-added opportunities? Does this project "Enhance the Competitiveness of Specialty Crops"? Does it demonstrate collaborative and partnering benefits which can be replicated? Does this project directly benefit socially disadvantaged farmers or beginning farmers? Reviewer Comments:		5 5 5 5	
Measurable Outcomes: Is there at least one measurable, quantifiable outcome that will benefit the specialty crop industry in Missouri? Are at least one of the predetermined indicators listed under each of outcome measure(s) chosen? Is data collection explained and is the method of measure reliable and sound? Are the outcomes of the project worth the total investment? Reviewer Comments:		5 5 5 5	
Work Plan: Do the described tasks seem reasonable, well-thought-out, and feasible given the timeline and budget? Do the activities relate to the objectives and measurable outcomes? Is there sufficient outreach that will benefit the industry? Reviewer Comments:		5 5 5	
Budget: Is the budget financially realistic and reasonable? Are the budget items clearly outlined and justified? Are all expenses taken into account to complete the project? Reviewer Comments:		5 5 5	
Project Commitment: Is there industry support for the project and does the project partner with other organizations/institutions? Reviewer Comments:		5	
Funding Priority: Does the proposal meet one of the project types listed on reverse side? Reviewer Comments:		5	
Reviewer Name: _____ Date _____ TOTAL		100	

Additional Comments:

**Missouri Department of Agriculture Specialty Crop Block Grant Program
2022 Reviewer's Evaluation Criteria and Written Score Sheet – Page 2**

Project No.

Project types for the Specialty Crop Industry:

- enhancing food safety;
- improving the capacity of all entities in the specialty crop distribution chain to comply with the requirements of the Food Safety Modernization Act ([21 U.S.C. Chapter 27](#)), for example, by developing “Good Agricultural Practices,” “Good Handling Practices,” “Good Manufacturing Practices,” and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors;
- investing in specialty crop research, including research to focus on conservation and environmental outcomes;
- developing new and improved seed varieties and specialty crops;
- pest and disease control;
- increasing child and adult nutrition knowledge and consumption of specialty crops;
- improving efficiency and reducing costs of distribution systems and;
- sustainability

Project Selection Process

MDA has selected an advisory committee to review applications/proposals and make recommendations for funding. The program coordinator and grant administrator receive recommendations and perform technical reviews for eligibility. The grant administrator submits eligible projects to the Missouri Department of Agriculture director for approval to include in the Missouri State Plan. Funding allocations are based on the quality of proposal as recommended during grant selection.

Criteria for Selection

- Project has clear identifiable goals and demonstrates tangible benefits for the industry segment and for Missouri's overall food and agriculture economy.
- Project increases the sales of Missouri grown or manufactured food and agriculture products, including
 - Increasing the volume of products sold
 - Increasing the price of product sold
 - Increasing the market share of products sold.
- The size of the industry will be taken into consideration. For example, a \$10,000 increase in sales could have a more significant impact in a smaller industry than a larger one.
- Project addresses a challenge or opportunity, fits into the overall marketing plan of the industry sector, and adds to its overall marketing strategy.
- Project has clear criteria by which to evaluate the success of the project. Goals and expected outcomes are verifiable, measurable and realistic for the scope of the project.
- Project has a high probability of achieving its goals.
- Project has strong industry support.
- Project will benefit many companies in the industry sector.

Eligible Applicants

- Individuals, individual producers, non-profit and for-profit businesses, public and private colleges and universities, agencies, institutions, industry and community based organizations or commercial entities **only** if the project is focused on research, education, demonstration or benefit the entire specialty crop industry.

Non-Eligible Applicants and Uses of Funds - Applications will **NOT** be accepted for any of the following:

- Any request for reimbursement of expenses for activities completed prior to submission and approval of the application.
- Requests to pay for essential government services normally paid for with general taxpayer funds, such as research equipment or faculty salaries.
- Requests to fund permanent infrastructure development or improvement (equipment, land, or buildings).
- Requests that seek to replace operational funding for on-going projects that have suffered losses of state or federal funding, or to supplant other local, state or federal funding.
- Any request to pay for overhead expenses and indirect costs associated with a project.
- Any request to pay for Lobbying or political efforts.
- Any request for reimbursement of travel expenses where the costs exceed the state travel requirement.
- Any request to pay for business entertainment or business gifts.

In-State Travel Requirements through December 31, 2022

- Mileage – 49 cents per mile <https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>
- Motel - use applicable GSA CONUS lodging rates per night (depending on location) <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
- Meals - use applicable state rates per day in state and out of state (depending on location) <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>

Grant Terms

- The project grant period begins the date (November 2022) both parties sign the agreement and extends up to 24 months. Grant periods extending beyond 24 months will need approval by the Missouri Department of Agriculture.

Allowable Costs

- Contractual Services (Contractual changes not approved in the State Plan will need prior USDA approval)
- Supplies and Materials
- Advertising/Promotions (Publication Costs, Documentation, Dissemination)
- Meeting, Workshop Expenses
- Travel (Travel expenses not approved in the State Plan will need prior approval)