



MISSOURI DEPARTMENT OF AGRICULTURE 2018 SPECIALTY CROP BLOCK GRANT PROGRAM PROPOSAL GUIDELINES

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Submission Deadline: February 28, 2018 3:00 p.m.

Submit to: Susan Bennett, SCBGP Program Coordinator
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Jefferson City, MO 65102

The Missouri Department of Agriculture (MDA) is now accepting proposals for anticipated funding through the 2018 U.S. Department of Agriculture, Agricultural Marketing Service, Specialty Crop Block Grant Program. Eligible projects must “solely enhance the competitiveness of US specialty crops” and expand local, regional, domestic or international markets and distribution. Projects must address research, education, food safety, crop-specific issues, pest and disease, 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”: <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, soy bean, 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). 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, 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;
- improving efficiency and reducing costs of distribution systems and;
- sustainability

2018 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** but encourages either cash or in-kind matching contributions.

The project grant period begins the date (November 2018) 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**, Calibri or Arial
- 1 inch margins
- **Do not exceed ten (10) pages, including application sheet**
- Include support letters with the proposal (not included in the 10 pages)
- Grant funds may not be used for administrative overhead.

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. February 28, 2018. Late submissions will not be accepted.



**MISSOURI DEPARTMENT OF AGRICULTURE
2018 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:	Cash Match:	In-Kind Match:
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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.

Printed Name of 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 and 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 2004 and 2008. 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:

If any of the project activities or costs has the potential to enhance the competitiveness of non-specialty crops (ex: farmers market, general buy local, CSA etc.) describe the methods or processes you will implement to verify all grant funds are expended on activities and costs that only enhance the competitiveness of eligible specialty crops. If you propose a cost-share or match to cover non-specialty crop activities and costs, include the specific costs or contributions proposed to meet the cost-share or match, the source of funding or contributions, and describe how you determined the appropriate amount of cost share or match. Recipients cannot use federal funds or program income to meet cost-sharing or matching requirements.

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.

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

How will the project benefit the specialty crop beneficiaries?

Example: With 3,808,556 cartons produced in 2008, the tomato is one of the top ten commodities in the State. Diseases and pests have caused major problems for fresh tomato production in the State, resulting in financial hardship for some growers. Smaller growers are facing these problems as well. 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. By managing the viral disease, growers will be able to improve tomato yield and quality, consequently increasing profits. In turn, these operations will attract more businesses to the State, making the State's tomato industry more competitive.

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 or No)

Example: This project does (not) directly benefit socially disadvantaged farmers.

- *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 or No)

Example: This project does (not) directly benefit beginning farmers.

- *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 Solely Enhancing Specialty Crops

By checking the box, () I confirm that this project solely enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#).

Further information regarding the definition of a specialty crop can be viewed at www.ams.usda.gov/services/grants/scbgp.

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.

Provide a summary (3 to 5 sentences) of the outcomes of the previous efforts.

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?

Example: This project has (not) been submitted to another federal or state grant program other than the SCBGP. This project is (not) being currently funded.

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).

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 2018 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 must include **at least one of the eight 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.
- If the indicator(s) below the selected outcome(s) are not relevant to a project, a project-specific indicator(s) may be developed which will be subject to approval by AMS.
- 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 Outcome Measure(s) and Select Outcome Indicator(s)

Select an outcome measure(s) the project will achieve and provide an indicator of success for each outcome measure and the related quantifiable result per guidance described below. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.

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

Outcome Measures Example to include in proposal:

Outcome 2, Indicator 1.a

Of the 150 total numbers of children and youth reached, 132 will gain knowledge about eating more specialty crops.

Identify the outcome measure(s) the project will achieve by selecting the appropriate outcome(s) that are applicable for this project from the listing below:

- Outcome 1:** Enhance the competitiveness of specialty crops through increased sales

Mandatory for all marketing and promotion projects

Marketing and promotion projects focus efforts to sell, advertise, promote, market, and generate publicity; attract new customers, or raise customer awareness for specialty crops or a specialty crop venue. These include, but are not limited to:

- Uses of social media to market and promote;
- Specialty crop local, regional and national campaigns;
- Specialty crop only tradeshow;
- Website promotion and development;
- Use/development of billboards, radio, television, magazine and email ads, marketing materials such as direct mail, brochures;
- Agritourism;
- Export market development;
- Retail promotions including point-of-purchase items, labels, packaging etc.;
- Farmers market promotions; and
- Marketing and promotion campaigns with an education component directed to consumers.

The specific measure must be expressed as a dollar value and percentage increase in sales of one or more specialty crops in one or more States or foreign markets as a result of marketing and/or promotion activities. For example, an expected outcome of growth in sales from 5% to 10% is not acceptable by itself, but in combination with an increase in sales of \$1 million to \$2 million is acceptable. This requirement means that an established baseline of sales in dollars already exists at the time of application. For projects that do not already have a baseline of sales in dollars, one of the objectives of the project must be to determine such a baseline in order to meet the requirement to document the value of sales increases by the end of the project.

Indicator: Sales increased from \$_____ to \$_____ and by _____ percent, as result of marketing and/or promotion activities

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

- Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption

Indicators:

1. Of the _____ total number of children and youth reached,
 - a. The number that gained knowledge about eating more specialty crops
 - b. The number that reported an intention to eat more specialty crops
 - c. The number that reported eating more specialty crops
2. Of the _____ total number of adults reached,
 - a. The number that gained knowledge about eating more specialty crops
 - b. The number that reported an intention to eat more specialty crops
 - c. The number that reported eating more specialty crops
3. Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents) _____
4. Number of new specialty crops and/or specialty crop products introduced to consumers _____

Outcome 3: Enhance the competitiveness of specialty crops through increased access

Indicators:

1. Of the _____ total number of consumers or wholesale buyers reached,
 - a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
 - b. The number that reported an intention to access/produce/prepare/preserve specialty crops
 - c. The number that reported supplementing their diets with specialty crops that they produced/preserved/obtained/prepared
2. Of the _____ total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached,
 - a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
 - b. The number that reported an intention to access/produce/prepare/preserve specialty crops
 - c. The number that reported supplementing their diets with specialty crops that they produced/prepared/preserved/obtained
3. Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops
 - a. _____ farmers markets
 - b. _____ produce at corner stores
 - c. _____ school food programs and other food options (vending machines, school events, etc.)
 - d. _____ grocery stores
 - e. _____ wholesale markets
 - f. _____ food hubs that process, aggregate, distribute, or store specialty crops
 - g. _____ home improvement centers with lawn and garden centers
 - h. _____ lawn and garden centers

- i. _____ other systems/access points, not noted
- j. _____ total (if not reported above)

4. Number of new delivery systems/access points offering specialty crops
- a. _____ farmers markets
 - b. _____ produce at corner stores
 - c. _____ school food programs and other food options (vending machines, school events, etc.)
 - d. _____ grocery stores
 - e. _____ wholesale markets
 - f. _____ food hubs that process, aggregate, distribute, or store specialty crops
 - g. _____ home improvement centers with lawn and garden centers
 - h. _____ lawn and garden centers
 - i. _____ other systems/access points, not noted
 - j. _____ total (if not reported above)

- Outcome 4:** Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources

Indicators:

1. Numbers of plant/seed releases (i.e., cultivars, drought-tolerant plants, organic, enhanced nutritional composition, etc.) _____
2. Adoption of best practices and technologies resulting in increased yields, reduced inputs, increased efficiency, increased economic return, and conservation of resources (select at least one below).
 - a. Number of growers/producers indicating adoption of recommended practices _____
 - b. Number of growers/producers reporting reduction in pesticides, fertilizer, water used/acre _____
 - c. Number of producers reporting increased dollar returns per acre or reduced costs per acre _____
 - d. Number of acres in conservation tillage or acres in other best management practices _____
3. Number of habitat acres established and maintained for the mutual benefit of pollinators and specialty crops _____

- Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems

Indicators:

1. Number of new or improved innovation models (biological, economic, business, management, etc.), technologies, networks, products, processes, etc. developed for specialty crop entities including producers, processors, distributors, etc. _____
2. Number of innovations adopted _____
3. Number of specialty crop growers/producers (and other members of the specialty crop supply chain) that have increased revenue expressed in dollars _____
4. Number of new diagnostic systems analyzing specialty crop pests and diseases _____

[Diagnostic systems refer to, among other things: labs, networks, procedures, access points.]

5. Number of new diagnostic technologies available for detecting plant pests and diseases. _____ [The intent here is not to count individual pieces of equipment or devices, but to enumerate technologies that add to the diagnostic capacity.]
6. Number of first responders trained in early detection and rapid response to combat plant pests and diseases _____
7. Number of viable technologies/processes developed or modified that will increase specialty crop distribution and/or production _____
8. Number of growers/producers that gained knowledge about science-based tools through outreach and education programs _____

- Outcome 6:** Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety

Indicators:

1. Number of viable technologies developed or modified for the detection and characterization of specialty crop supply contamination from foodborne threats _____
2. Number of viable prevention, control and intervention strategies for all specialty crop production scales for foodborne threats along the production continuum _____
3. Number of individuals who learn about prevention, detection, control, and intervention food safety practices and number of those individuals who increase their food safety skills and knowledge _____
4. Number of improved prevention, detection, control, and intervention technologies _____
5. Number of reported changes in prevention, detection, control, and intervention strategies _____

- Outcome 7:** Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources

Indicators:

Number of projects focused on:

1. Increased understanding of fecal indicators and pathogens _____
2. Increased safety of all inputs into the specialty crop chain _____
3. Increased understanding of the roles of humans, plants and animals as vectors _____
4. Increased understanding of preharvest and postharvest process impacts on microbial and chemical threats _____
5. Number of growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices) _____

- Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

Indicators:

1. Number of new rural careers created _____
2. Number of new urban careers created _____
3. Number of jobs maintained/created _____
4. Number of small businesses maintained/created _____
5. Increased revenue/increased savings/one-time capital purchases (in dollars) _____
6. Number of new beginning farmers who went into specialty crop production _____
7. Number of socially disadvantaged famers who went into specialty crop production _____

Additional information:

- 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 in a paragraph below:

Data Collection 1:

Add other Data Collection as necessary:

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. Describe the expenses to be covered with matching funds separately. If matching funds are proposed as a mechanism to ensure all grant funds will solely enhance the competitiveness of eligible specialty crops, you must keep adequate records to identify and document the specific costs or contributions proposed to meet the match or cost-share, the source of funding or contributions, and document how the valuation was determined. Recipients cannot use federal funds or program income to meet cost-sharing or matching requirements.

Matching Funds are encouraged but not required for the SCBGP.

Allowable Costs and Activities – Page 7 – [SCBGP General Award Terms and Conditions](#)

<i>Budget Summary</i>	
Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Total Budget	

<i>Budget Breakdown by Year</i>			
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 solely 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 \$5,000

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 other 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 \$5,000

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 formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>.

In-State Travel Requirements through December 31, 2018						
<ul style="list-style-type: none"> • Mileage - 37 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
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 other Trips as necessary

Conforming with your Travel Policy

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

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 solely 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. Add more equipment by copying and pasting the existing listing or delete equipment that isn’t necessary.

Equipment 1:

Equipment 2:

Add other 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 solely 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
Supplies Subtotal				

Supplies Justification

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

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 \$74.80 up to \$598 per eight-hour day, excluding travel and subsistence costs.

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

Contractual Justification

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/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 1:

Contractor/Consultant 2:

Add other 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, 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.

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested
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).

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 solely enhance the competitiveness of specialty crops	Estimated Income
<i>Program Income Total</i>		

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

<p>Project Activity – Describe the project activities that are necessary to accomplish the objectives.</p> <p>Make sure you include your performance monitoring/data collection activities.</p>	<p>Who will do the work? Indicate the project participants who will do the work of each activity, including sub-recipients, and/or contractors.</p> <p>If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted.</p> <p>If you request funds for travel, these activities must also be included.</p>	<p>When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project.</p> <p>Make sure the work plan timeline shows that the project will be completed within the allowable grant period.</p>
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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. 2018 – 2019 (Begin)
Construct an infectious cDNA clone for PepMV	Senior Research Specialist and Students	Jan. 2019 – Jun. 2019
Construct an RNA Immunization	Senior Research Specialist and Students	Jun. 2019 – Aug. 2019
Develop an attenuated PepMV strain	Senior Research Specialist and Students	Aug. 2019 – May 2020
Test the efficacy of the immunization vector	Senior Research Specialist and Students	March 2020 – July 2020
Results presentation at APS	Project Investigator	Sept. 2020
Results presentation and dissemination at AC field day	Project Investigator	Oct. - Nov. 2020

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 solely enhance the competitiveness of specialty crops. At a minimum, the costs of activities that solely benefit specialty crops must be readily distinguishable from other financial activities. If the Sub-recipient does not do this or it is impractical to segregate these costs, then the costs are not allowable.

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	Unallowable for alcoholic beverages except when the costs are associated with enhancing the competitiveness of an eligible processed specialty crop 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.
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 is best for growing lettuce is acceptable. • A project to market broccoli grown through aquaponics 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 farm fish using an aquaponics system and then sell the fish is not acceptable. • A project to grow specialty crops where both the specialty crops and the fish are sold is not acceptable. <p>For more information on constructing or purchasing an aquaponics system, see Equipment-General Purpose and Equipment – Special Purpose.</p>
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 agreements to own (i.e., lease-to-own or rent-to-own) are not allowable. The lease or rental agreement must terminate at the end of the grant cycle.</p> <p>A <i>building</i> is any permanent structure designed or intended for support, enclosure, shelter or protection of people, animals or property having a permanent roof supported by columns or walls.</p>

<p>Conferences</p>	<p>Allowable for costs of conferences as defined in 2 CFR 200.432.</p> <p>Allowable if the conference is a part of a larger project to fulfill 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>Contingency Provisions</p>	<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>
<p>Contractual/ Consultant Costs (Professional Services)</p>	<p>Allowable subject to limitations below. Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the recipient in the form of a procurement relationship.</p> <p>Allowable for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in your area (refer to: http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/). This does not include fringe benefits, travel, indirect costs, or other expenses. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.</p> <p>If rates exceed this amount, the recipient is required to justify the allowability of the cost aligning with 2 CFR §§ 200.317-326.</p>
<p>Contributions and Donations</p>	<p>Unallowable for contributions or donations, including cash, property, and services, from the recipient or subrecipient to other entities. A non-federal entity using grant funds to purchase food or services to donate to other entities and individuals is unallowable.</p>
<p>Electronic Benefit Transfer (EBT) Machines</p>	<p>Unallowable for the purchase/lease of Supplemental Nutrition Assistance Program (SNAP) EBT equipment.</p> <p>The USDA Food and Nutrition Service (FNS) has existing funding to expand the availability of SNAP EBT equipment and services at farmers markets through the Farmers Market Coalition and State SNAP agencies. Recipients should review the below options to determine which is most appropriate.</p> <ul style="list-style-type: none"> • The Farmers Market Coalition provides SNAP-authorized farmers markets and direct marketing farmers with free SNAP EBT equipment. • State SNAP agencies or farmers market associations offer free SNAP EBT equipment to newly authorized farmers markets and direct marketing farmers.

Entertainment	Unallowable for entertainment costs include amusement, diversion, and social activities and any costs directly associated with such costs (such as bands, orchestras, dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities). Entertainment costs are defined in 2 CFR § 200.438 .
Entertainment Costs	Unallowable Entertainment costs include amusement, diversion, and social activities and any costs directly associated with such costs (such as bands, orchestras, dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities).
Equipment	<p>Unallowable for acquisition costs of general purpose equipment or lease agreements to own (i.e., lease-to-own or rent-to-own).</p> <p>Allowable for rental costs of general purpose equipment. 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. Allowable for acquisition costs and rental costs of special purpose equipment provided the following criterion is 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 only be used to solely 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. <p>Definitions</p> <p>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 which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.</p> <p>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 the any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for its acquired purpose.</p>

	<p>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.</p> <p>Special Purpose Equipment is equipment used only for research, scientific, or technical activities.</p>
Equipment – Information Technology Systems	<p>Unallowable for information technology systems having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established in accordance by GAAP by the recipient for financial statement purposes or \$5,000. Acquisition costs for software includes those development costs capitalized in accordance with GAAP.</p> <p>Information technology systems include computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. Examples of unallowable information technology systems include service contracts, operating systems, printers, and computers that have an acquisition cost of \$5,000 or more.</p> <p>Allowable for website development, mobile apps, etc., which are not considered to be information technology systems, but rather social media applications.</p>
Fines, Penalties, Damages and Other Settlements	<p>Unallowable for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations.</p>
Fixed Amount Subawards	<p>Allowable with prior approval from AMS (see 10.11 Fixed Amount Subawards). 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.</p>
Fundraising and Investment Management Costs	<p>Unallowable for organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. This includes salaries of personnel involved in activities to raise capital.</p>

<p>General Costs of Government</p>	<p>Unallowable for:</p> <ol style="list-style-type: none"> 1) Salaries and expenses of the Office of the Governor of a state or the chief executive of a 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 §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.
<p>Goods or Services for Personal Use</p>	<p>Unallowable for costs of goods or services for personal use of the recipient's or subrecipient's employees regardless of whether the cost is reported as taxable income to the employees.</p>
<p>Insurance and Indemnification</p>	<p>Allowable as indirect costs for insurance and indemnification.</p>
<p>Lobbying</p>	<p>Unallowable as defined in 2 CFR § 200.450.</p>
<p>Meals</p>	<p>Unallowable for business meals when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered an entertainment cost.</p> <p>Unallowable for breakfasts for conference attendees because it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.</p> <p>Unallowable for meal costs that are duplicated in 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. Allowable for costs of membership in business, technical, and professional organizations.</p>
Organization Costs	<p>Unallowable for costs of investment counsel and staff and similar expenses incurred to enhance income from investments. Allowable with prior approval for organization costs per 2 CFR 200.455 (see 10.10 Specific Allowable Costs Prior Approvals).</p>
Participant Support Costs	<p>Allowable for such items as stipends or subsistence allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, and focus groups.</p>
Political Activities	<p>Unallowable for development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).</p>
Pre-Award (Pre-Agreement Costs)	<p>Allowable if such costs are necessary for efficient and timely performance of the scope of the project work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award. A recipient may incur pre-award costs 90 calendar days before 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 Publications	<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.</p>
Rearrangement and Reconversion Costs	<p>Allowable as indirect costs incurred for ordinary and normal rearrangement and alteration of facilities. Allowable as direct costs with prior approval for special arrangements and alterations costs incurred specifically for the award. 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>

<p>Salaries and Wages</p>	<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 project during the grant period 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 that devote time and effort to non-specialty crop specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. where costs cannot be specifically identified and easily and accurately traced to activities that solely enhance the competitiveness of specialty crops and do not meet the legislated purpose of the grant program.</p> <ul style="list-style-type: none"> • SCBGP Example: Salaries and wages for a farmers’ market manager to manage and advertise a farmers market that includes non-specialty crop items is unallowable, while salaries and wages for personnel to conduct a cooking demonstration on how to prepare fruits and vegetables is allowable. <p>All activities that do not meet the legislated purpose of the grant program.</p>
<p>Selling and Marketing Costs – Promotion of an Organization’s Image, Logo, or Brand Name</p>	<p>Unallowable for costs designed solely to promote the image of an organization, general logo, or general brand.</p> <ul style="list-style-type: none"> • Promotional items could say “Buy STATE/COUNTY Grown Apples” but not “XYZ Grown”, which promotes XYZ generically. 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>	<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.	Unallowable for promotional items, swag, gifts, prizes, memorabilia, and souvenirs.
Selling and Marketing Costs – Coupons, Incentives or Other Price Discounts	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). 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.
Selling and Marketing Costs – Food for Displays, Tastings, Cooking Demonstrations	Allowable for food for displays, tastings, and cooking demonstrations with prior approval. Unallowable for projects under LFPP and FSMIP for the purchase of food for displays, tastings, and/or cooking demonstrations, displays, or tastings.
Selling and Marketing Costs – General Marketing Costs	Unallowable for costs designed solely to promote the image of an organization, general logo, or general brand. Allowable for costs designed to promote products that align with the purpose of the grant program. Unallowable for projects under FMLFPP for general marketing of the health value of food products. (e.g., “Vegetables keep you healthy!”)
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 only benefit 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 unless the activities specifically align with the purpose of the grant program. See Conferences for more information.
Selling and marketing Costs – Cookbooks, Recipe Cards, Food Pairings	Unallowable for costs of separate complementary non-specialty crop products. A separate complementary non-specialty crop product means a product closely associated with a specialty crop product, the purchase of one encouraging consumers to buy the other (i.e., cheese and wine). Allowable for costs promoting the specialty crops in processed products (products prepared or created for the purposes of promoting a specialty crop but that require other ingredients are considered a processed product). A processed product is defined as a product that constitutes greater than 50% of the specialty crop by weight, exclusive of added water.

<p>Supplies and Materials, Including Costs of Computing Devices</p>	<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 recipient or subrecipient for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a federal award. Where federally-donated or furnished materials are used in grant activities, such materials will be used without charge.</p>
<p>Training</p>	<p>Allowable when the training is required to meet the objectives of the project or program, including training that is related to Federal grants management.</p>
<p>Travel – Domestic</p>	<p>Allowable for domestic travel, when costs are limited to those allowed by formal organizational policy and the purpose aligns with the legislated purpose of the program.</p> <p>Recipients that do not have formal travel policies and for-profit entities allowable travel costs 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>
<p>Travel – Government Officials</p>	<p>Unallowable with the exception of projects funded under the SCBGP. Allowable with prior approval for projects under the SCBGP for government officials per 2 CFR § 200.444.</p>
<p>Travel – Foreign</p>	<p>Allowable with the exception of projects funded under the FMLFPP. Foreign travel includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions. However, the term “foreign travel” for a governmental unit located in a foreign country means travel outside that country. Projects must provide justification for the travel. AMS recommends that recipient search the Foreign Agricultural Service database of GAIN reports_ (http://gain.fas.usda.gov/Pages/Default.aspx) to ensure that proposals will not duplicate information that already exists.</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 December 2024.

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, audiotape, 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.

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. These include, but are not limited to the ones listed below.

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

[2 CFR § 25](#) – *System for Award Management and Universal Identifier Requirements*. See [Appendix A to §25 – Award Term](#) for Central Contractor Registration and Universal Identifier Requirements.

[2 CFR § 170](#) – *Reporting Subaward and Executive Compensation Information*. See [Appendix A to §170 – Award Term for Reporting Subawards and Executive Compensation requirements](#).

[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](#) – *Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)*

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

[2 CFR § 400](#) – *USDA implementation of 2 CFR §200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

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

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

[2 CFR § 417](#) – *USDA Nonprocurement Debarment and Suspension*

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

[2 CFR § 421](#) – *USDA Implementation of Government-wide Requirements for Drug-Free Workplace (Financial Assistance)*

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

[7 CFR § 1, subpart A](#) – *USDA implementation of the Freedom of Information Act*

[7 CFR § 1\(b\)](#) – *USDA procedures to implement the National Environmental Policy Act of 1969, as amended*

[7 CFR § 3](#) – *USDA implementation of OMB Circular No. A-129 regarding debt collection*

[7 CFR § 15, Subpart A](#) – *USDA implementation of Title VI of the Civil Rights Act of 1964, as amended, which prohibits recipients from discriminating on the basis of race, color, or national origin ([42 U.S.C. 2000d et seq.](#))*

[Public Law 110-417](#) – *Duncan Hunter National Defense Authorization Act of Fiscal Year 2009*

[7 U.S.C. Section 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*

[EO 13513](#), *Federal Leadership on Reducing Text Messaging While Driving*

[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](#).

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

[35 U.S.C. 200 et seq.](#) – *Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally-assisted programs (implementing regulations are contained in [37 CFR § 401](#)).*

[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 § 25](#) – *Foreign Acquisition*, which implements the *Buy American Act* ([41 U.S.C. Ch. 83](#))

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

[44 U.S.C. 3541 et seq. \(Pub. L. 107-347\)](#) – *Federal Information System Security Management Act of 2002 (FISMA)*

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

2018 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 10 pages, including the application sheet. Please submit a Microsoft Word document and a signed PDF version of the Application Page along with the 10 page proposal to Susan.Bennett@mda.mo.gov by **3:00 p.m. February 28, 2018**.

- MDA Specialty Crop Block Grant Proposal Application Form
- Project Summary
- Project Purpose
- External Project Support
- Expected Measurable Outcomes
- Work Plan
- Detail Budget and Budget Narrative - (Grant funds may not be used for administrative overhead.)
- Program Income
- Project Oversight
- Project Commitment

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
2018-Reviewer's Evaluation Criteria and Written Score Sheet**

Applicant:

Project Name:

Amount:

Criteria	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? Reviewer Comments:	0-15	
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 "Solely 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:	0-20	
Measurable Outcomes: Is there at least one measurable, quantifiable outcome that will benefit the specialty crop industry in Missouri? Is the method of measure reliable and sound? Reviewer Comments:	0-15	
Work Plan: Do the described tasks seem reasonable, well-thought-out, and feasible given the timeline and budget? Is there sufficient outreach that will benefit the industry? Reviewer Comments:	0-15	
Budget: Is the budget financially realistic and reasonable? Are all expenses taken into account to complete the project? Reviewer Comments:	0-15	
Project Oversight: Does the organization have grant administrative experience and the ability to provide accurate and timely reporting. Reviewer Comments:	0-10	
Project Commitment: Is there industry support for the project? Reviewer Comments:	0-5	
Funding Priority: Is there an active role for industry stakeholders in the project? Does the proposal meet one of the project types listed on reverse side? Reviewer Comments:	0-5	
TOTAL	100	

Please use reverse side for additional comments.

Reviewer Name

Date

**Missouri Department of Agriculture Specialty Crop Block Grant Program
2018 Reviewer's Evaluation Criteria and Written Score Sheet – Page 2**

Applicant:

Project Name:

Amount:

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, 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;
- improving efficiency and reducing costs of distribution systems and;
- sustainability

Additional Comments:

Project Selection Process

MDA horticultural staff and a selected advisory committee 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, 2018

- Mileage - 37 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 2018) 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
- Supplies and Materials
- Advertising/Promotions (Publication Costs, Documentation, Dissemination)
- Meeting, Workshop Expenses
- In-state Travel (Travel expenses not approved in the State Plan will need USDA approval)
- Other and In-Kind contributions must be described in the budget narrative