



# Arizona Department of Agriculture

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February 16, 2024

Dear Grant Applicant:

The Arizona Department of Agriculture is pleased to present the Specialty Crop Block Grant Program (SCBGP) Grant Manual. The purpose of this program is to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

This manual is designed to instruct applicants in preparing successful grant application packets for funding assistance from the Arizona Department of Agriculture (AZDA) for revenues appropriated pursuant to the Agricultural Improvement Act of 2018. **Please take the time to read this grant manual carefully and follow all given instructions. Incomplete applications, applications that include support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible.** Applicants are strongly encouraged to communicate with industry representatives or stakeholders that may be affected by the grant application so that they are aware of the efforts.

The following are key elements for the new SCBGP 2024 Grant Cycle:

1. Application packets must be complete– **Pages 12, 13, 20, 22 and 49**
2. Project duration shall **not exceed 2 years (24 months)** - **Pages 6, 15 and 20**
3. The maximum grant request shall **not exceed \$100,000.00** – **Pages 5, 15 and 20**
4. Application Packets are required to be submitted on-line at: <http://tinyurl.com/SCBGP2024> – **Pages 12, 20, 46 and 49**
5. It is highly recommended that applicants review the instructions in **Appendix G** of this manual as soon as possible to become familiar with the on-line application process – **Pages 12, 20 and 46**
6. Application Packet submission **deadline is 11:59:59 p.m. (MST) on March 15, 2024** – **Pages 20, 57 and 58**

**The FY2024 Request for Applications published by AMS has announced the total amount of grant funds AZDA will receive. AZDA projects that approximately \$1,250,000.00 will be available for this funding cycle.**

The Arizona Department of Agriculture anticipates that grant monies will be available to successful applicants by late 2024. AZDA may place a per applicant cap on grant awards. This manual contains general program information, rating system criteria, and application packet requirements. Completed application packets are due no later than **11:59:59 p.m. (MST), Friday, March 15, 2024.**

Thank you for your interest in this important program and we look forward to receiving your application packet.

Sincerely,

A handwritten signature in black ink that reads "Paul E Brierley".

Paul E. Brierley  
Cabinet Executive Officer and Executive Deputy Director



## SPECIALTY CROP BLOCK GRANT PROGRAM

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# GRANT MANUAL

FISCAL YEAR 2024 FUNDING CYCLE

**PUBLICATION DATE: FEBRUARY 16, 2024**

**GRANT APPLICATION PACKET DUE DATE: MARCH 15, 2024**

APPLICATION PACKET FORMS AND ADDITIONAL COPIES OF THIS PUBLICATION MAY BE  
OBTAINED FROM OUR WEB SITE AT: [HTTPS://AGRICULTURE.AZ.GOV/GRANTS](https://agriculture.az.gov/grants)

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## I. GENERAL INFORMATION

### I.A. LIST OF TERMS AND ACRONYMS

**AZDA** - Arizona Department of Agriculture

**Administrative/Indirect Costs** - All executive, organizational, and clerical costs associated with the general management of an organization and not costs for the direct execution of the grant project.

**AMS** - Agricultural Marketing Service (a division of USDA)

**A.R.S.** - Arizona Revised Statutes

**Authorized Signature** – Signature of authorized signer.

**Authorized Signer** – Individual authorized by the grantee to receive grant funds and sign the Grant Award Agreement.

**Collaboration** – Any cooperative effort of eligible applicants, universities, or industry trade associations to execute the completion of the proposed grant project.

**DBA** – Doing business as.

**eCivis** – Grants management software used by AZDA for grant applications, reviews and sub-recipient reporting.

**FFATA** – Federal Funding Accountability and Transparency Act

**Grant Award Agreement** – AZDA’s contract with the authorized signer indicating the grantee’s intention to complete the proposed tasks and authorizing AZDA to monitor the progress of the proposed project.

**Project** – Activities proposed to be funded by the SCBGP.

**Responsible Party** – The person who becomes responsible for execution of grant project responsibilities.

**Specialty Crop** – Fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture) – See expanded definition and list at: [www.ams.usda.gov/scbgp](http://www.ams.usda.gov/scbgp).

**SCBGP** – Specialty Crop Block Grant Program

**USDA** – United States Department of Agriculture

## I.B. AZDA MISSION STATEMENT

To protect the health and safety of Arizona consumers, advance and support Arizona agriculture, and safeguard commerce.

## I.C. BACKGROUND

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013, section 10010 of the Agricultural Act of 2014, Public Law 113-79 provided funding for fiscal years 2014 through 2018 and section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-334 will provide funding for fiscal years 2019 through 2023. Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

## I.D. GRANT WRITING RESOURCES

If you have difficulty with this grant writing and application process, you are encouraged to seek help from an appropriate resource. There are several organizations and individuals who offer grant writing services for a fee.

## I.E. FUNDING SOURCE AND AVAILABLE FUNDS

AMS is charged with distributing block grant funds to state departments of agriculture, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands to enhance the competitiveness of specialty crops. **The FY2024 Request for Applications published by AMS has announced the total amount of grant funds AZDA will receive. AZDA projects that approximately \$1,250,000.00 will be available for this funding cycle.** AZDA plans to make available for grants all of the funds appropriated to it under the SCBGP this year less AZDA's share for program administration and other internal projects. AZDA may withhold up to eight percent for program administration. Section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-334 and other COVID-19 stimulus legislation. Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

AZDA plans to award multiple grants from these funds for the fiscal year 2024 grant cycle. **The maximum grant request shall not exceed \$100,000.00. AZDA may place a per application cap on grant awards.** USDA, however, as the funding source, has the final approval over grant projects. Thus, while AZDA's Director makes the preliminary decisions based on AZDA staff review and recommendations from a review panel of industry representatives, **USDA will make the final decision concerning grant awards.**

## I.F. QUARTERLY REIMBURSEMENTS AND FUNDING ADVANCES

Quarterly reimbursement will be contingent upon compliance with guidelines set forth by AZDA. Each payment is conditioned upon receipt and approval by the Program Coordinator of the Deliverable(s) specified in the Scope of Work and shall be accompanied by reasonable assurance (documentation, receipts, invoices, etc.) that the goods and services for which payment is requested were actually received and performed.

AZDA has the right to disallow costs determined inappropriate or unreasonable. The Program Coordinator shall have a minimum of thirty (30) working days to approve the Deliverable(s) and payment request forms.

Requests for funding advances will be considered on a case by case basis. If a funding advance is requested, the need for the advance must be clearly stated in the project proposal. Advances will be limited to the minimum amounts needed to meet current disbursement needs and will be scheduled so the funds are available as closely as administratively possible to the actual expenditures by the grantee. In addition, initial funding advances shall **not exceed 25%** of the total grant award and must be expended within 30 days of receipt.

#### I.G. ELIGIBLE APPLICANTS

State and/or local organizations, government entities, producer associations, academia, community based organizations, and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Regional or multistate projects may be considered by AZDA. SCBGP grant funds will be awarded for projects of **up to 2 years (24 months) duration**. An entity may submit more than one application packet, but only if the application packets are for completely different projects. If submitting multiple project application packets, please prioritize your submissions.

#### I.H. ELIGIBILITY REQUIREMENTS

In order to receive an award and enter into a Grant Award Agreement with the AZDA, all applicants must provide a Unique Entity Identifier (UEI) number to the AZDA. A UEI number is a twelve-digit number established and assigned by SAM.gov to uniquely identify business entities. A UEI number may be obtained from SAM.gov at: <https://gsa.gov/entityid>. **NOTE: If your entity is already registered in SAM.gov, your UEI has already been assigned. Sign in to your SAM.gov account.**

#### I.I. ELIGIBLE PROJECTS

To be eligible for a grant, the project(s) must enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets, including—(1) by leveraging efforts to market and promote specialty crops;(2) by assisting producers with research and development relevant to specialty crops; (3) by expanding availability and access to specialty crops; (4) by addressing local, regional, and national challenges confronting specialty crop producers; and (5) for such other purposes determined to be appropriate by the Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant State departments of agriculture. Projects must benefit more than one commercial product (e.g., ABC Company brand), organization or individual. Projects must also be able to perform one of the national outcomes and indicators as described in **Section II.D. and Appendix C**.

AMS SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners.

The following are **some** examples of unacceptable and acceptable projects:

### **Examples of Unacceptable Projects**

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop to make a profit, or to expand production of a single business or organization.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A non-profit organization uses grant funds to purchase produce and then sells that produce to other entities at cost or a higher price than the purchase price while competing with other private companies who sell produce in the area
- 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 single specialty crop organization requests grant funds to market its organization so that it can increase membership in the organization.

According to the [USDA definition](#), **bio-energy crops are not** considered Specialty Crops. Projects that support biobased products and bioenergy and energy programs, including biofuels and other alternative uses for agricultural and forestry commodities (development of biobased products) should see the USDA energy website at <http://www.usda.gov/energy/matrix/home> for information on how to submit those projects for consideration to the energy programs supported by USDA.

### **Examples of Acceptable Projects**

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which will be shared with many growers throughout the State during the project.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in a region that currently does not have one.
- A single non-profit organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on his/her property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

Acceptable projects must also be able to perform one of the national outcomes and indicators as described in **Section II.D.** and **Appendix C.**

Examples of enhancing the competitiveness of specialty crops include, but are not limited to:

- research
- promotion
- marketing
- nutrition
- trade enhancement
- food safety
- food security



- plant health programs
- education
- “buy local” programs
- increased consumption
- increased innovation
- improved efficiency and reduced costs of distribution systems
- environmental concerns and conservation
- product development
- developing cooperatives

AMS encourages states to develop projects to enhance the competitiveness of specialty crops pertaining to the following issues affecting the specialty crop industry:

- increasing child and adult nutrition knowledge and consumption of specialty crops;
- participation of industry representatives at meetings of international standard setting bodies in which the U.S. government participates;
- improving efficiency and reducing costs of distribution systems;
- assisting all entities in the specialty crop distribution chain in 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 organic research to focus on conservation and environmental outcomes;
- enhancing food safety;
- developing new and improved seed varieties and specialty crops;
- pest and disease control;
- and sustainability.

The following types of projects may not necessarily be precluded from SCBGP funding. However, there are other funding opportunities that may be more appropriate.

The Specialty Crop Research Initiative (SCRI) is an alternative funding program for projects to support research and extension that address key challenges of national, regional, and multi-state importance in sustaining all components of food and agriculture, including conventional and organic food production systems. For more information go to: <https://nifa.usda.gov/funding-opportunity/specialty-crop-research-initiative-scri>

Projects that support the increase of fruits and vegetables in the Supplemental Nutrition Assistance Program (SNAP) by providing incentives at the point of purchase and/or include technologies for benefit redemption systems should consider submitting those projects to the Food Insecurity Nutrition Incentive (FINI) Grant Program at: <https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program>

Projects that support domestic farmers’ markets, roadside stands, community-supported agriculture programs, agritourism activities, other direct producer-to consumer market opportunities, local and regional food business enterprises that process, distribute, aggregate, or store locally or regionally produced food products should consider submitting those projects to the Farmers’ Market and Local Food Promotion Program at <http://www.ams.usda.gov/fmpp>.

Projects that support biobased products and bioenergy and energy programs, including biofuels and other alternative uses for agricultural and forestry commodities (development of biobased products) should see the USDA energy website at <http://www.usda.gov/energy/matrix/home> for information on how to submit those projects for consideration to the energy programs supported by USDA.

**Multi-state projects** - Section 10107 of the Agriculture Improvement Act of 2018 provides funding specifically for multi-state projects. Guidelines for the Specialty Crop Multi-State Program (SCMP) can be found at <http://www.ams.usda.gov/services/grants/scmp>.

#### I.J. ELIGIBLE AND INELIGIBLE COMMODITIES

Commonly recognized specialty crops are fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture). Eligible crops also include: Christmas trees, cut flowers, maple syrup, honey, hops and tea leaves.

Please visit the USDA-AMS Specialty Crop Block Grant Program website ([www.ams.usda.gov/scbgn](http://www.ams.usda.gov/scbgn)) for a more comprehensive list of eligible and ineligible commodities, listed under “What are Specialty Crops?”

#### I.K. DISAGREEMENT PROCESS

Applicants have the right to protest the grant manual and grant awards. A protest of an award or proposed award of a grant and any appeal shall be resolved in accordance with the rules of procedure adopted pursuant to [A.R.S. § 41-2611](#). See [A.A.C. R2-7-A901](#) et seq. An interested party shall file a protest in writing with the Director of the Department of Agriculture, with a copy to the State Procurement Administrator. A protest of the grant manual shall be filed before the due date and time for grant applications. A protest of a proposed award or of an award shall be filed within 10 days after the grant applications are open for public inspection. A protest shall include the following information:

1. The name, address and telephone number of the protesting party;
2. The signature of the protesting party or its representative;
3. Identification of the agency soliciting grant applications and the name and year of the grant program;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

#### I.L. GENERAL COMPLIANCE

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

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements are codified in [2 C.F.R. § 200](#). USDA implementation of the rules is located at [2 C.F.R. § 400](#). As part of the guidance, a Grantee must maintain written standards of conduct covering conflicts of interest governing the performance of its employees in the selection, award, and administration of awards. [2 C.F.R. § 400.2](#). AZDA reserves the right to reject any proposals and withhold any payments that do not meet grant conditions and the regulations described in this section.

The Grantee shall comply, **as applicable**, with the Specialty Crop Competitiveness Act of 2004 as amended under section 10107 of the Agriculture Improvement Act of 2018; specialty crop block grant program regulations at [7 C.F.R. § 1291](#); USDA administrative requirements at [2 C.F.R. § 400](#); uniform administrative

requirements, cost principles, and audit requirements for federal awards at [2 C.F.R. § 200](#) and [48 C.F.R. Subpart 31.2](#); and excluded and disqualified participant requirements at [2 C.F.R. § 180, Subpart C](#).

#### I.M. FINANCIAL MANAGEMENT COMPLIANCE

The Grantee is required to meet the standards and requirements for financial management systems set forth or referenced in [2 C.F.R. § 200.302](#).

The adequacy of the Grantee's financial management system is integral to the ability to account for grant expenditures and track grant resources. The Grantee must use Federal funds in a responsible manner and apply adequate internal controls and cash management practices consistent with the requirements outlined in [2 C.F.R. § 200.303](#).

#### I.N. PERMITTING REQUIREMENTS

SCBGP funded projects may involve conducting work that requires permits and clearances from various agencies. AZDA does not determine which, if any, permits are required for specific projects nor does it review permits for accuracy or appropriateness. Applicants are responsible for determining that all necessary permits that apply to their project are identified and obtained.

#### I.O. ARBITRATION

Grantees must agree to use arbitration, after exhausting all applicable administrative remedies, to resolve disputes arising out of the Grant Award Agreement to the extent required pursuant to [A.R.S. § 12-1518](#).

#### I.P. INDEMNIFICATION

Grantees shall indemnify and hold harmless the State of Arizona, its departments, agencies, boards and commissions for the vicarious liability of the State as a result of entering into a Grant Award Agreement. However, the State of Arizona, its departments, agencies, boards and commissions shall be responsible for their own negligence.

#### I.Q. NON-DISCRIMINATION

Grantees must agree to comply with Executive Order 75-5, as amended by [Executive Order 2009-09](#), prohibiting discrimination in employment.

#### I.R. CONFLICT OF INTEREST

Grant Award Agreements will be subject to cancellation pursuant to [A.R.S. § 38-511](#).

#### I.S. NON-AVAILABILITY OF FUNDS

Every payment obligation of the State under the Grant Award Agreement will be conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of the Agreement, the Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

#### I.T. RECORDS REQUIREMENTS

The Grant Award Agreement will require that grantees retain and contractually require each subcontractor to retain all records as required by [2 C.F.R. §§ 200.333-337](#) (as applicable), and until any litigation, claim, negotiation, audit, cost recovery, or action involving the records has been completed. Grant Award Agreements will also require that all records shall be subject to inspection and audit by the State at reasonable times and the Grantee shall produce the original of any or all records upon request.

#### I.U. MONITORING

AZDA reserves the ability 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. Monitoring includes both financial and program information as well as site visits.

#### I.V. COPYRIGHT

AMS and AZDA reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use for government purposes (i) the copyright in any work developed under a grant and (ii) any rights of copyright to which a grantee purchases ownership with grant support.

#### I.W. E-VERIFY

If the grantee is an employer as defined in [A.R.S. § 23-211\(4\)](#), the grantee shall register with and participate in the e-verify program. Before receiving the grant funds, the grantee shall provide proof to the Department that the grantee is registered with and is participating in the e-verify program. If the Department determines that the grantee is not complying with this section, the Department shall notify the grantee by certified mail of the Department's determination of noncompliance and the grantee's right to appeal the determination. On a final determination of noncompliance, the grantee shall repay all monies received as a grant to the Department within thirty days of the final determination.

#### I.X. LAWFUL PRESENCE

If a grantee is a natural person, the grantee must provide to AZDA evidence of lawful presence in the United States as required under [8 U.S.C. § 1611](#) et seq. and [A.R.S. § 1-501](#) before becoming eligible to enter into a Grant Award Agreement and to receive grant funds.

## II. APPLICATION PACKET INFORMATION

### II.A. APPLICATION PACKET DETAILS AND FORMAT

Application packets must be submitted in their entirety. Incomplete application packets, packets that include support letters, and packets that exceed the page limit shall be deemed ineligible. Grant application packets must conform to the following:

- Application packet(s) must contain the details listed in the Application Packet Requirements (**Section II.C.**) in the sequence presented.
- An entity may submit more than one application packet, but only if the application packets are for completely different projects.
- The Application Cover Sheet must be completed in the fillable PDF form. Upon completion, the form must be printed, signed and scanned as a new PDF document. **Appendix B.**
- The Project Proposal must be completed in the fillable PDF form, using the **SCBGP Project Profile Template. Appendix C.**
- **Application packet(s) must be submitted electronically on-line at:**  
<http://tinyurl.com/SCBGP2024>
- **It is highly recommended that applicants visit the webpage above and review the instructions in Appendix G of this manual as soon as possible to become familiar with the following steps:**
  - Step 1 - Download the Application Packet files.
  - Step 2 - Complete the Application Packet files.
  - Step 3 - Submit the Application Packet files.
- **To complete the steps above, your computer system must have the following:**
  - **Internet access**
  - **Adobe Acrobat Reader**
- **The person authorized to receive funds must sign the Application Cover Sheet and all subsequent documents in the grant process.**

### II.B. EXCLUSIONS

- No administration/indirect costs may be allotted to the budgeted projects.

Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <https://gao.az.gov/state-arizona-accounting-manual-saam>.

- Funding **cannot** be utilized for meals, with the exception of the actual cost of meals (not exceeding State rates) consumed during periods of official travel.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act ([5 U.S.C. §§ 1501-1508](#) and [7324-7326](#)).

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

- For more exclusions see **Appendix D** – Allowable/Unallowable Costs and Activities.

## II.C. APPLICATION PACKET REQUIREMENTS

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this grant manual, including all definitions and abbreviations, to be considered eligible for grants.

- **Application Packets missing any of the subsequent information or including information not requested (such as: support letters, reports, or links to support letters and reports) shall be deemed ineligible.**
1. **Application Cover Sheet (Appendix B)** – The signer must be authorized to enter into a contract with the Department. The Application Cover Sheet **must** be completed in the fillable PDF form. The fillable form is located at: <https://agriculture.az.gov/grants>
  2. **Project Profile Template (Appendix C)** – The project proposal must be completed in the fillable PDF form SCBGP Project Profile Template. The template is located at: <https://agriculture.az.gov/grants>

## II.D. SCBGP PERFORMANCE MEASURES

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 must include at least one of the seven outcomes listed in **Appendix C**, 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 Quarterly and Annual Performance Reports 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 received 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.

## II.E. GRANT APPLICATION WEBINAR WORKSHOPS

AZDA staff may conduct SCBGP webinar workshops to present the grant program to potential applicants and provide information on how to apply for grant funds. Applicants are strongly encouraged to participate as it will help assure that you have the most up-to-date information available.

**NOTE: Please register at least 1 day prior to the workshop you plan to attend. Instructions for virtual participation will be given upon registration.**

The dates and times of the workshops are as follows:

DATE	TIME	LOCATION
<b>Friday February 23, 2024</b>	10:00am – 12:00pm	Virtually via Zoom. <a href="#">Register here.</a>
<b>Tuesday February 27, 2024</b>	9:00am – 11:00am	Instructions will be given upon registration.

## II.F. CONTACT INFORMATION

Lisa James  
SCBGP Grant Program Manager  
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### III. GRANT AWARDS AND REPORTING

#### III.A. SCREENING PROCESS

At least three AZDA staff will screen the application packets and previous reporting compliance according to the Screening Criteria below. Only application packets that adequately address the criteria listed below will receive further consideration for an award.

##### **Application Packet Screening Criteria**

<b>1. Eligible Specialty Crop</b>
Is/are the commodity(s) deriving benefit from the grant eligible under the USDA-AMS "Definition of Specialty Crops"?
<b>2. Application Cover Sheet</b>
Is the cover sheet completed in the fillable PDF form? Does the cover sheet include the specialty crops deriving benefit from the grant? Does the cover sheet have an authorized signature? Is the cover sheet no more than one page? Is the amount requested \$100,000.00 or less?
<b>3. Project Profile</b>
Is the project profile completed in the fillable PDF form? Does the project profile include all required sections? Is the project period no more than 2 years (24 months) duration?
<b>4. Reporting Compliance</b>
Is the project being led by an individual who has complied with the Grant Award Agreement requirements of previous SCBGP project(s), if applicable, including reporting requirements?
<b>5. General Compliance with Instructions Provided</b>
Did the applicant comply with the instructions provided throughout this grant manual?
<b>6. General Compliance with Criteria described in section III.B on page 16.</b>
Does the project meet all four criteria: (i), (ii), (iii) and (iv)?



### III.B. APPLICATION PACKET EVALUATION PROCESS

Upon completion of the screening process described in section III.A. all remaining application packets will be evaluated by the SCBGP Evaluation Team. The Evaluation Team will be made up of at least three individuals with the appropriate background and expertise necessary to evaluate project proposals.

The Evaluation Team will first assess to what extent the proposed project:

- (i) enhances the competitiveness of the specialty crop(s) benefiting from the project;
- (ii) **clearly defines a challenge** that is facing today's Specialty Crop industry or a lack of education about and/or access to specialty crops and indicates a project that **assists in finding a solution**;
- (iii) includes well justified and appropriate budget information; and
- (iv) is feasible.

Based on these four criteria, the Evaluation Team will determine which projects will receive recommendation for funding. Neither the Evaluation Team, nor AZDA is required to recommend funding a project that does not sufficiently satisfy these four criteria even if there are enough remaining grant funds to do so.

### III.C. APPLICATION PACKET EVALUATION RATING CRITERIA

For those application packets not eliminated by the screening process in III.A. and not recommended for funding by the evaluation process in III.B., the Evaluation Team will use the criteria listed below to rate the application packets and make recommendations for funding to the AZDA Director.

WEIGHT	CRITERIA	RATING
40%	To what extent will the proposed project enhance the competitiveness of the specialty crop(s) benefiting from this project?	0 to 5 with 0 being the lowest and 5 being the highest
35%	To what extent does the proposal clearly define a challenge that is facing today's Specialty Crop industry and indicate a project that assists in finding a solution?	0 to 5 with 0 being the lowest and 5 being the highest
25%	Does the budget align with the activities of the project and only contain necessary costs?	0 to 5 with 0 being the lowest and 5 being the highest

The SCBGP Evaluation Team may adjust an application packet's project proposal, scope of work and/or project budget. The Evaluation Team may disallow certain expenses in the best interest of the SCBGP and the State.

AZDA may ask a potential grantee for more information on any of the above Application Packet Requirements before awarding the grant or entering into an agreement with the grantee. AZDA reserves the right to fund the project in part, add and delete tasks, and ask for clarification on the work plan, timeline, and budget. No agreement will be entered into until AZDA is satisfied with all the specifications of the project. Any project proposal funding is dependent upon the availability of federal funds and final approval from the USDA.

### III.D. NOTIFICATION OF AWARD

All eligible proposals will be reviewed. Successful proposals will be chosen on the merits of the project as they relate to the published criteria and will be included in the Arizona State Plan, which will be submitted to AMS. Applicants will be notified in writing whether or not their project is selected for inclusion in the Arizona State Plan. Funding is not guaranteed if the project is included in the State Plan. Following approval of the Arizona State Plan by AMS, applicants will be notified and sent a Grant Award Agreement to sign. AZDA anticipates that grant awards and notifications will be made in late 2024.

*Please do not call AZDA to check on the status of an application packet.*

After grant awards have been made, all application packets and the associated evaluations will be made available to the public. If the applicant believes that any of the information contained in the application packet should be held confidential pursuant to State or Federal law, the applicant must designate that information as “confidential” in the application packet and identify the applicable law. AZDA may determine that trade secrets or proprietary information may or may not continue to be held confidential.

### III.E. REPORTING AWARDS AND EXECUTIVE COMPENSATION

AZDA must report each action that obligates \$30,000 or more in SCBGP funds for a grant to an entity, which is defined in [2 C.F.R. § 25, subpart C](#), to <http://www.fsr.gov> in accordance with the Federal Funding Accountability and Transparency Act (FFATA).

Additionally, AZDA must report the names and total compensation of a grantee’s five most highly compensated executives for the grantee’s preceding completed fiscal year if, but only if, (i) the grantee received \$25 million or more in annual gross revenues and 80% or more of its annual gross revenues from federal procurement contracts and certain federal financial assistance during the preceding fiscal year and (ii) the public does not have access to information about the compensation of the executives through SEC reports. Grantees meeting these conditions must provide the required information to AZDA when they execute a Grant Award Agreement.

### III.F. GRANT AWARD AGREEMENT AND PAYMENT

Prior to receiving funding, successful applicants will be required, as applicable, to provide a UEI number (section I.H.), proof of registration with and participation in e-verify (section I.W.), and evidence of lawful presence (section I.X.). They will also be required to sign a Grant Award Agreement with the AZDA indicating their intention to complete the proposed tasks and authorizing AZDA to monitor the progress of the proposed project. The Grant Award Agreement will include provisions identified in sections I.K. – I.X. as well as reporting requirements.

Grant Award Agreements must be signed and returned to AZDA within 30 days of receipt. **Failure to submit an executed copy of the Grant Award Agreement within 30 days of receipt will result in the loss of awarded grant funds**, unless the delay was caused by circumstances outside the control of the grantee.

Grant Award Agreements may be up to two years in duration depending on the type of project. **AZDA staff will write the grant award agreement based on the information provided, so it is important that the application packet is completed carefully.**

Requests for funding advances will be considered on a case by case basis. If a funding advance is requested, the need for the advance must be clearly stated in the project proposal. Refer to section I.F. for more details.

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

### III.G. REPORTING REQUIREMENTS

1. **Quarterly and Annual Performance Reports** - The Grantee shall submit, via the eCivis portal, the following documentation to the Program Coordinator within 30 days of the close of each quarter for the length of the project (see reporting schedule below).
  - a. A budget report (directly into eCivis portal)
  - b. A signed effort report
  - c. A narrative report

The reports shall include, but are not limited to, budget expenditures, effort reports, and a brief narrative of the project's progress, as applicable. **Failure to submit timely reports may result in the forfeiture of payment for that quarter and may affect the screening process of future grant applications.**

Reporting Periods	Report Due on or before
September 30 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
<b>September 30 – September 29 (Annual)</b>	<b>October 31</b>

The general information and template required for the Quarterly Performance Report is provided in **Appendix E**. The general information and template required for the Annual Performance Report (subject to change by AMS guidance) is provided in **Appendix F**.

2. **Reimbursement** - Reimbursement requests may be submitted with each quarterly report or less frequently if no expenses have been incurred. The Grantee must obtain pre-approval from the Program Coordinator before any funds are reallocated within the approved budget.
3. **Annual Oral Presentations** - The Grantee may be required to make an annual oral presentation to AZDA staff and other SCBGP stakeholders as scheduled by the SCBGP Coordinator.
4. **Final Performance Report** - A final report must be submitted to AZDA by the Grantee, via the eCivis portal, no later than sixty (60) calendar days after the Agreement termination date. **Failure to submit timely final reports may result in the forfeiture of final payment and may affect the screening process of future grant applications.** The final report must be approved by AZDA and AMS. AZDA will not disburse final payment until all requirements of the Agreement have been fulfilled. All remaining grant funds or outstanding grant funds must be reconciled. The final narrative report shall address all points listed below and be suitable for dissemination to the public.

The general information and template required for the Final Performance Report (subject to change by AMS guidance) is provided in **Appendix F**.

### III.H. AMENDMENTS

Grant Award Agreements shall only be modified by mutual written consent through a Grant Award Agreement Amendment executed by AZDA and the Grantee. Unauthorized changes to Grant Award Agreements shall be void and without effect, and the Grantee shall not be entitled to any claim under this Agreement based on those changes.

Grant Award Agreements are intended to incorporate all provisions required by federal law. If the Department learns that a provision required by federal law has not been incorporated in the Agreement, the parties agree to promptly amend the Agreement to include the provision.

**Budget Adjustments** – If a project budget adjustment is needed during the project period, a request may be made to AZDA, via the eCivis portal, to reallocate budget funds between budget categories. However, the total budget amount as dictated by the approved grant award cannot be adjusted except as provided in section III.I. **No deviation from the approved budget will be allowed without prior approval by the Program Coordinator.**

**Unexpended Funds** – Grantees shall inform AZDA of the potential for unexpended awarded grant funds as soon as the grantee is aware of the potential for unexpended funds, but no later than 90 days prior to the award expiration date. **Failure to expend budgeted funds may affect the screening process of future grant applications.**

### III.I. DISTRIBUTION OF UNEXPENDED AWARDED FUNDS

Unexpended awarded funds refer to awarded grant funds that grantees do not spend either because a grantee completed its project under budget or a grantee did not complete all aspects of the project covered by the grant award agreement. AZDA reserves the right to use unexpended awarded funds to provide additional grant funds to other grantees who have current grant award agreements for projects covered by those agreements or to provide initial funding to applicants who had previously applied for funding but had not been awarded a grant due to lack of available funds. The Director will document in writing the specific justifications for any distributions of unexpended awarded funds made under this section.

## SCBGP CHECKLIST

- ☐ **Application packets must be submitted electronically on-line at: <http://tinyurl.com/SCBGP2024>**

*It is highly recommended that applicants visit the webpage above and review the instructions in Appendix G as soon as possible to become familiar with the on-line application process.*

Each application packet should include the following:

- ☐ **Eligible Specialty Crop**

The commodity(s) deriving benefit from the grant is/are eligible under the USDA-AMS “Definition of Specialty Crops”. **See Section I.J.**

- ☐ **Signed Application Cover Sheet**

Must be completed in **fillable PDF form**, printed, signed and scanned into a new PDF document. Not more than ONE page. Grant request not more than \$100,000.00.

- ☐ **Project Profile**

Must be completed in the **fillable PDF form SCBGP Project Profile Template**.

The project period can be **no more than 2 years (24 months) duration**.

**COMPLETED APPLICATION PACKETS MUST BE SUBMITTED NO LATER THAN 11:59:59 p.m. (MST), MARCH 15, 2024**

## Specialty Crop Block Grant Program Application Cover Sheet

Company/Organization Name \_\_\_\_\_

DBA: \_\_\_\_\_

**Grant Project Contact:** \_\_\_\_\_

Principal Investigator for Universities

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Grant Management Contact:** \_\_\_\_\_

Administration

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tax ID: \_\_\_\_\_ UEI # \_\_\_\_\_ UEI# Requested?

☐ Yes ☐ No

County of Project: \_\_\_\_\_

Legislative District: \_\_\_\_\_ Congressional District: \_\_\_\_\_

Is this a multi-state project? ☐ Yes ☐ No List partnering state(s): \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Begin Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Funding Amount Requested: \_\_\_\_\_ (NOT TO EXCEED \$100,000.00)

**Specific Specialty Crop(s) deriving benefit from grant (For example: "Iceberg Lettuce" instead of "Vegetables or "Lettuce."**

I hereby certify that the information in the application packet is true and correct to the best of my knowledge.

Authorized Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



**SPECIALTY CROP BLOCK GRANT PROGRAM**

# PROJECT PROFILE TEMPLATE

**AWARD YEARS 2022 FORWARD**

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The following information must be included in each project profile.

## ORGANIZATION DETAIL

Organization Name	<input type="text"/>
Organization Contact Name	<input type="text"/>
Phone	<input type="text"/>
Organization Email	<input type="text"/>
Organization Fax	<input type="text"/>

### Mailing Address

Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip:	<input type="text"/>

## PROJECT TITLE

## DURATION OF PROJECT

Start Date	<input type="text"/>
End Date	<input type="text"/>

## PROJECT PARTNER AND SUMMARY

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

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

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

## PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM, OR NEED THAT THE PROJECT WILL ADDRESS (5000 Character Limit)

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

Include as many objectives as needed. To add another objective, use the "+" button. To delete, use the "-" button.

+	#	Objective
-		
-		

## PROJECT BENEFICIARIES

Estimate the number of project beneficiaries.

Does this project directly benefit underserved farmers as defined in the RFA?

Does this project directly benefit beginning farmers as defined in the RFA?

## 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](http://www.ams.usda.gov/services/grants/scbgp).

☐

## CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGp project?

***If you have selected "yes", please address the following:***

PROVIDE THE AWARD NUMBER(S) AND PROJECT TITLES PREVIOUSLY FUNDED (1000 Character Limit)



DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS *(2500 Character Limit)*

PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS *(1500 Character Limit)*

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS *(1500 Character Limit for each question)*

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 *(1500 Character Limit)*

## 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?

IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER FEDERAL OR STATE GRANT PROGRAM *(1500 Character Limit for each question)*

Identify the Federal or State grant program(s).

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

## EXTERNAL PROJECT SUPPORT

Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project). *(1500 Character Limit)*

## EXPECTED MEASURABLE OUTCOMES

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

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

#### OUTCOME MEASURE(S)

1. INCREASING CONSUMPTION AND CONSUMER PURCHASING OF SPECIALTY CROPS ☐

2. INCREASING ACCESS TO SPECIALTY CROPS AND EXPANDING SPECIALTY CROP PRODUCTION AND DISTRIBUTION ☐

3. INCREASE FOOD SAFETY KNOWLEDGE AND PROCESSES ☐

4. IMPROVE PEST AND DISEASE CONTROL PROCESSES ☐

5. DEVELOP NEW SEED VARIETIES AND SPECIALTY CROPS ☐

6. EXPAND SPECIALTY CROP RESEARCH AND DEVELOPMENT ☐

7. IMPROVE ENVIRONMENTAL SUSTAINABILITY OF SPECIALTY CROPS ☐

ADDITIONAL APPROVED OUTCOME (IF APPLICABLE) ☐

#### MISCELLANEOUS OUTCOME MEASURE *(1500 Character Limit)*

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

#### DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS *(2000 Character Limit)*

Explain how you will collect the required data to report on the outcome and indicator in the space below. Please refer to SCBGP Performance Measures for information on data collection tips for each outcome indicator selected.

## BUDGET NARRATIVE

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

Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
<b>Direct Costs Sub-Total</b>	
Indirect Costs	
<b>Total Budget</b>	

## 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. If the listed employee's salary/position will not be paid with SCBGP funds list \$0.00 in the Funds Requested column. See the RFA section on *Presenting Direct and Indirect Costs Consistently and Allowable and Unallowable Costs and Activities* for further guidance. Fill personnel information in space below as needed.

+	#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
-				
<b>Personnel Subtotal</b>				

## PERSONNEL JUSTIFICATION *(2000 Character Limit)*

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.

### FOR EXAMPLE:

Personnel 1: Description and justification

Personnel 2: Description and justification

## FRINGE BENEFITS

Provide the fringe benefit rates, in percentages, for each of the employees described in the Personnel section that will be paid with SCBG funds.

+	#	Fringe Benefits 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 for lodging and meals and incidental expenses (M&IE) and mileage rates prescribed in those regulations. This information is available at <http://www.gsa.gov/travel>. See the RFA section on *Allowable and Unallowable Costs and Activities* for further guidance. For all trips, please list each cost item (airfare, car rental, meals, hotel, etc.) associated with that trip number on a separate line. Please do not combine costs like airfare and hotels on the same line.

+	#	Trip Destination	Type of Expense (e.g., airfare, car rental, hotel, etc.)	Unit of Measure (e.g., days, nights, miles)	Number of Units	Cost per Unit	Number of Travelers Claiming Expense	Funds Requested
-								
Travel Subtotal								

## TRAVEL JUSTIFICATION (2000 Character Limit)

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 and where the trip will occur and who will be traveling. If the location is not yet known, please use "to be determined (TBD)". If you are not using GSA rates, please include how you arrived at the rate numbers. For example, it might be including tax for the hotel or University travel policy. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

### FOR EXAMPLE:

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

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

## CONFORMING WITH YOUR TRAVEL POLICY

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

☐

## EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. If the acquisition cost of the item is less than \$5,000 then the item is considered a supply and should be listed in that section. Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See the RFA section on *Allowable and Unallowable Costs and Activities* for further guidance.

+	#	Equipment Item Description	Rental or Purchase	Acquisition Date	Funds Requested
-					
Equipment Subtotal					

## EQUIPMENT JUSTIFICATION (2500 Character Limit)

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. Please be sure to address the allow-ability criteria for each equipment item as indicated in the [AMS Terms and Conditions](#).

### FOR EXAMPLE:

Equipment 1: Description and justification

Equipment 2: Description and justification

## SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit, and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. If the actual cost per unit or number of units is not known, please use your best estimate. This will assist Grants Management Specialists to better determine allowability. See the RFA section on *Allowable and Unallowable Costs and Activities*, for further guidance.

+	#	Supplies Item Description	Cost per Unit	Number of Units	Acquisition Date	Funds Requested
-						
Supplies Subtotal						

## SUPPLIES JUSTIFICATION (3000 Character Limit)

Describe the purpose of each supply listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s). If it comes as a set, please include that in the justification. If you are combining costs (for example combining 15 items into one cost, you will need to provide a breakdown of items and how you arrived at the price listed in the table above).

### FOR EXAMPLE:

Supply 1: Description and justification

Supply 2: Description and justification

## CONTRACTUAL/CONSULTANT

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

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

+	#	Contractual Name/Organization	Hourly Rate/Flat Rate	Rate Value	Funds Requested
-					
Contractual/Consultant Subtotal					

### CONTRACTUAL JUSTIFICATION *(2000 Character Limit)*

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See the RFA section on *Allowable and Unallowable Costs and Activities* for acceptable justifications. If the Contractor has not yet been identified or is TBD, please indicate how you will announce the opportunity, evaluate candidates, and select the contractor for the position/work to be completed.

#### FOR EXAMPLE:

Contractual 1: Description and justification

Contractual 2: Description and justification

### 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

--	--	--	--	--	--	--

+	#	Other Item Description	Cost per Unit	Number of Units	Acquisition Date	Funds Requested
-						
Other Subtotal						

**OTHER JUSTIFICATION** (2000 Character Limit)

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s). For meals the costs must be reasonable, and a justification must be included to show that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.

**FOR EXAMPLE:**  
 Other 1: Description and justification  
 Other 2: Description and justification

### Other 2: Description and justification

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## INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of the total Federal funds provided under the award per section 101(k)(2) of the Specialty Crops Competitiveness Act of 2004 ([7 U.S.C. § 1621 note](#)), as amended by section 10107 of the Farm Bill. Indirect costs are any costs that are incurred for common or joint objectives which cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See the RFA section on *Limit on Administrative Costs* and *Presenting Direct and Indirect Costs Consistently* for further guidance.

Indirect Cost Rate	Funds Requested
0	\$0.00
<b>Indirect Subtotal</b>	\$0.00

## PROGRAM INCOME

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

Describe how program income will be used to further the objectives of this project during the performance period. Any income generated must be reinvested back into the project and not set aside or reserved for future expenses after the grant ends.

+	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			

## ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

The following list describes specific funding restrictions under the AMS SCBGP. This section provides general cost principle guidance. It is not intended to be all-inclusive. The applicant should consult the applicable Federal cost principles at [2 CFR § 200](#) for the complete explanation of the allowability of costs they address. Grantees will be responsible for complying with cost principles as defined in the grant agreement.

Item	Description
<b>Advisory Councils</b>	<b>Unallowable</b> for costs incurred by advisory councils or committees.
<b>Alcoholic Beverages</b>	<b>Unallowable</b> 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.
<b>Buildings and Land – Construction</b>	<p><b>Unallowable</b> 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><b>Allowable</b> 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. 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>
<b>Conferences</b>	<p><b>Allowable</b> 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 <a href="#">Meals</a> 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.</p> <p><b>Allowable</b> 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>
<b>Contingency Provisions</b>	<b>Unallowable</b> 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.
<b>Contractual/Consultant Costs (Professional Services)</b>	<p><b>Allowable subject to limitations.</b> Contractual/consultant costs are expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the recipient in the form of a procurement relationship.</p> <p><b>Allowable</b> for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in the area (for more information, visit the <a href="#">OPM</a> website) and travel that is reasonable and</p>

Item	Description
	necessary. This does not include fringe benefits, indirect costs, or other expenses. If rates exceed this amount, the recipient is required to justify the allowability of the cost aligning with <a href="#">2 CFR §§ 200.317-327</a> .
<b>Contributions or Donations</b>	<b>Unallowable</b> for contributions or donations, including cash, property, and services, made by the recipient to other entities. An NFE using grant funds to purchase food or services to donate to other entities and/or individuals is unallowable.
<b>Electronic Benefit Transfer (EBT) Machines</b>	<b>Unallowable</b> for the purchase/lease of Supplemental Nutrition Assistance Program (SNAP) EBT equipment.
<b>Entertainment Costs</b>	<b>Unallowable</b> 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 <a href="#">2 CFR § 200.438</a> . <b>Allowable</b> 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.
<b>Equipment</b>	<b>Unallowable</b> for acquisition costs of general purpose equipment or lease agreements to own (i.e., lease-to-own or rent-to-own). <b>Allowable</b> 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. For vehicle and equipment leases or rentals with an acquisition cost that equals or exceeds \$5,000, rates should be in light of factors such as: rental costs of comparable vehicles and equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the vehicle or equipment leased. <b>Allowable</b> 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: <ol style="list-style-type: none"> <li>1. Necessary for the research, scientific, or other technical activities of the grant agreement;</li> <li>2. Not otherwise reasonably available and accessible;</li> <li>3. The type of equipment is normally charged as a direct cost by the organization;</li> <li>4. Acquired in accordance with organizational practices;</li> <li>5. Must be used solely to meet the legislative purpose of the grant program and objectives of the grant agreement;</li> <li>6. More than one single commercial organization, commercial product, or individual must benefit from the use of the equipment;</li> <li>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</li> <li>8. Equipment is subject to the full range of acquisition, use, management, and disposition requirements under <a href="#">2 CFR § 200.313</a> as applicable.</li> </ol> <b>Definitions</b> <b>Equipment</b> 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

Item	Description
	<p>level established by the NFE for financial statement purposes, or \$5,000.</p> <p><b>Acquisition cost</b> means the cost of the asset including the cost to prepare the asset for its intended use. Acquisition cost for equipment is the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for its acquired purpose.</p> <p><b>General Purpose Equipment</b> 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><b>Special Purpose Equipment</b> is equipment used only for research, scientific, or technical activities.</p>
<b>Equipment – Information Technology Systems and Telecommunications</b>	<p><b>Unallowable</b> 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.</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. See also special prohibition on the purchase of certain telecommunications and video surveillance described in <a href="#">2 CFR §200.216</a>.</p> <p><b>Allowable</b> for website development, mobile apps, etc., that are not considered to be information technology systems but rather social media applications.</p>
<b>Farm, Gardening, and Production Activities and Supplies</b>	<p><b>Unallowable</b> for farm, gardening, and production activities, materials, supplies, and other related costs including but not limited to soil, seeds, shovels, gardening tools, greenhouses, and hoop houses.</p> <p><b>Allowable</b> where the specific cost is considered to meet the requirements of the sponsored program and is authorized in the approved budget or with prior written approval.</p>
<b>Fines, Penalties, Damages and Other Settlements</b>	<p><b>Unallowable</b> for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, State, tribal, local, or foreign laws and regulations.</p>
<b>Fixed Amount Subawards</b>	<p><b>Unallowable</b> for cost related to fixed amounts subawards.</p> <p><b>Allowable</b> 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 <a href="#">2 CFR § 200.201</a>.</p>
<b>Fundraising and Investment Management Costs</b>	<p><b>Unallowable</b> 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</p>

Item	Description
	funds will be used. This includes salaries of personnel involved in activities to raise capital.
<b>General Costs of Government</b>	<p><b>Unallowable</b> for:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>3. Costs of the judicial branch of a government;</li> <li>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 <a href="#">2 CFR § 200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements</a>); and</li> <li>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.</li> </ol>
<b>Goods or Services for Personal Use</b>	<b>Unallowable</b> 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.
<b>Indirect Costs - Unrecovered</b>	<p><b>Unallowable</b> for unrecovered indirect costs.</p> <p><b>Allowable</b> for projects with match requirements to use unrecovered indirect costs as part of cost sharing or matching.</p>
<b>Insurance and Indemnification</b>	<b>Allowable</b> when provided in the approved budget or with prior written approval as indirect costs for insurance and indemnification.
<b>Lobbying</b>	<b>Unallowable</b> as defined in <a href="#">2 CFR § 200.450</a> .
<b>Meals</b>	<p><b>Unallowable</b> 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><b>Unallowable</b> 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><b>Unallowable</b> for meal costs that duplicate a meeting participant's per diem or subsistence allowances.</p> <p><b>Allowable</b> 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><b>Allowable</b> 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>
<b>Memberships, Subscriptions, and Professional Activity</b>	<b>Unallowable</b> for costs of membership in any civic or community organization.

Item	Description
<b>Costs</b>	<b>Allowable</b> for costs of membership in business, technical, and professional organizations when provided in the approved budget or with prior written approval.
<b>Organization Costs</b>	<b>Unallowable</b> for costs of investment counsel and staff and similar expenses incurred to enhance income from investments. <b>Allowable</b> with prior approval for organization costs <a href="#">per 2 CFR § 200.455</a> .
<b>Participant Support Costs</b>	<b>Allowable</b> 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.
<b>Political Activities</b>	<b>Unallowable</b> for development or participation in political activities, in accordance with provisions of the Hatch Act ( <a href="#">5 U.S.C. §§ 1501-1508</a> and <a href="#">§§ 7324-7326</a> ).
<b>Pre-Award Costs</b>	<b>Allowable</b> when provided in the approved budget or with prior written approval of such costs are necessary for efficient and timely performance of the project's scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award. If charged to the award, these costs must be charged to the initial budget period of the award, unless otherwise specified by AMS.  A recipient may incur pre-award costs 90 calendar days before the award. 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.
<b>Printing and Publications</b>	<b>Allowable</b> 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.
<b>Rearrangement and Reconversion Costs</b>	<b>Allowable</b> as indirect costs with prior approval for cost incurred for ordinary and normal rearrangement and alteration of facilities. <b>Allowable</b> 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.
<b>Salaries and Wages</b>	<b>Allowable</b> 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. 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



Item	Description
	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). <b>Unallowable</b> 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.
<b>Selling and Marketing Costs – Promotion of an Organization’s Image, Logo, or Brand Name</b>	<b>Unallowable</b> for costs designed solely to promote the image of an organization, a general logo, or a general brand. <ul style="list-style-type: none"> <li>Promotional items could say “Buy STATE/COUNTY Grown Apples” but not “XYZ Grown”, which promotes XYZ generically.</li> <li>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.</li> </ul>
<b>Selling and Marketing Costs –Promotion of Venues that do not Align with Grant Program Purpose</b>	<b>Unallowable</b> 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.
<b>Selling and Marketing Costs – Promotional Items, Gifts, Prizes, etc.</b>	<b>Unallowable</b> for promotional items, swag, gifts, prizes, memorabilia, and souvenirs. <b>Allowable with conditions</b> 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 placemats, or promotional items of a personal nature (e.g., t-shirt, hats, etc.).
<b>Selling and Marketing Costs –Coupons, Incentives or Other Price Discounts</b>	<b>Unallowable</b> 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). <b>Allowable</b> 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.
<b>Selling and Marketing Costs – Food for Displays, Tastings, Cooking Demonstrations</b>	<b>Unallowable</b> for purchasing food for displays, tastings, and cooking demonstrations. <b>Allowable</b> 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.
<b>Selling and Marketing Costs –General Marketing Costs</b>	<b>Unallowable</b> for costs designed solely to promote the image of an organization, general logo, or general brand. <b>Allowable</b> for costs designed to promote products that align with the purpose of the grant program.
<b>Selling and Marketing Costs – Sponsorships</b>	<b>Unallowable</b> 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.



Item	Description
<b>Selling and Marketing Costs – Use of Meeting Rooms, Space, exhibits that do not Align with Grant Program Purpose</b>	<b><i>Unallowable</i></b> 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 <a href="#">Conferences</a> for more information.
<b>Supplies and Materials, Including Costs of Computing Devices</b>	<b><i>Allowable</i></b> for costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award. Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs. Only materials and supplies used for the performance of a Federal award may be charged as direct costs. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the recipient for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as a direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award. Where Federally donated or furnished materials are used in performing the Federal award, such materials will be used without charge.
<b>Training</b>	<b><i>Allowable</i></b> when the training is required to meet the objectives of the project or program, including training that is related to Federal grants management.
<b>Travel – Domestic and Foreign</b>	<b><i>Allowable</i></b> 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.  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 <a href="#">General Services Administration (GSA)</a> , 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.

## SCBGP QUARTERLY PROJECT REPORT TEMPLATE

**Reporting Period****Reporting Year****Report Due on or before**☐ **September 30** – December 31☐ 2024

January 31

☐ January 1 – March 31☐ 2025

April 30

☐ April 1 – June 30

July 31

## PROJECT INFORMATION

<b>Grant Number</b>	
<b>Project Title</b>	
<b>Organization Name:</b>	
<b>Project Contact</b>	
<b>Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	

## PROJECT OBJECTIVES AND OUTCOMES

Enter objectives and outcomes here.

## ACTIVITIES PERFORMED

Estimate the Total Percentage (%) of Work Completed on the Project.....Enter Percent%

## CHALLENGES AND DEVELOPMENTS

*Provide any challenges to the completion of your project or any positive developments outside of the project's original intent that you experienced during this reporting period. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.*

#	Challenge or Development	Corrective Action or Project Change
1		
2		
3		



## SPECIALTY CROP BLOCK GRANT PROGRAM PERFORMANCE PROGRESS REPORT TEMPLATE

AWARD YEARS 2022 AND FORWARD

This annual Performance Progress Report (PPR) must illustrate the progress made toward the completion of your project. If this project is completed at the time of the annual PPR submission, the project report should be marked as final. Please note character limits (abbreviated "char.") throughout.

### PROJECT INFORMATION

<b>Project Title</b> (250 char.)	<input type="text"/>
<b>Organization Name</b> (250 char.)	<input type="text"/>
<b>Project Start Date</b>	<input type="text"/>
<b>Project End Date</b>	<input type="text"/>

### ORGANIZATION POINT OF CONTACT

<b>Full Name</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>

### BACKGROUND INFORMATION

#### PROJECT PROGRESS

Please provide the total percentage of work completed on the project.	<input type="text"/>
Is this a final report? Please select the box to the right if the answer is "yes".	<input type="checkbox"/>

#### OBJECTIVE(S) (REQUIRED)

Please provide the approved project's objectives from the accepted project plan. Use the boxes to indicate if the objective is in progress, has been completed, or is not (and will not be) completed. At the final report, if "no" is selected for any of the listed objectives, you must expand upon this in the Challenges and Developments Section. Additional objectives may be added as needed.

+	#	Objective (2,000 char.)	Objective Completed?
-			
-			
-			

## OUTCOMES

Please only report on the outcomes and indicators that are selected and approved for this project. Use the check boxes to indicate which outcomes and indicators are selected. Select the "N/A" box for any indicators that are not applicable.

- |  |                          |
|--|--------------------------|
| 1. INCREASING CONSUMPTION AND CONSUMER PURCHASING OF SPECIALTY CROPS                             | <input type="checkbox"/> |
| 2. INCREASING ACCESS TO SPECIALTY CROPS AND EXPANDING SPECIALTY CROP PRODUCTION AND DISTRIBUTION | <input type="checkbox"/> |
| 3. INCREASE FOOD SAFETY KNOWLEDGE AND PROCESSES  | <input type="checkbox"/> |
| 4. IMPROVE PEST AND DISEASE CONTROL PROCESSES  | <input type="checkbox"/> |
| 5. DEVELOP NEW SEED VARIETIES AND SPECIALTY CROPS  | <input type="checkbox"/> |
| 6. EXPAND SPECIALTY CROP RESEARCH AND DEVELOPMENT  | <input type="checkbox"/> |
| 7. IMPROVE ENVIRONMENTAL SUSTAINABILITY OF SPECIALTY CROPS                                       | <input type="checkbox"/> |
| ADDITIONAL APPROVED OUTCOME (IF APPLICABLE)  | <input type="checkbox"/> |

### OUTCOME REMARKS (REQUIRED)

Please explain any quantifiable results, along with an update on their progress and data collection efforts for each of the outcomes and indicators selected in the accepted project plan. It is understood that the results may not yet be final at the time that this report is submitted; however, please provide an update on progress to date. If you do not have any data on the indicator(s) listed above, you must explain why in this section. (2,000 char.)

## NARRATIVE

### ACCOMPLISHMENTS (REQUIRED)

If this is an annual report, list your accomplishments for this reporting period. If this is a final report, your accomplishments should be cumulative and include all accomplishments previously reported on and updated to include activities conducted this past reporting period. Indicate how these accomplishments associated with each of your project's objective(s), outcome(s), and/or indicator(s). This listing should identify your project's partners and their contributions. Additional accomplishments can be added as needed.

+	#	Accomplishment (1,200 char.)	Related to (Objective/ Outcome)
-			
-			

## CHALLENGES AND DEVELOPMENTS (REQUIRED)

Provide any challenges to the completion of your project or any positive developments outside of the project's original intent that you experienced during this reporting period. Also, provide the corrective actions you took to address these issues. If you did not attain an approved objective, outcome(s), and/or indicator(s), provide an explanation in the Corrective Actions column. For developments, you may put "N/A" under Corrective Actions. Additional challenges/developments may be added as needed.

+	#	Challenge or Development (1,200 char.)	Corrective Action
-			
-			

## UPCOMING ACTIVITIES (REQUIRED FOR ANNUAL REPORTS)

Provide a description of the activities that you are planning to complete during the next reporting period. Additional activities can be added as needed. Please note, if this is a final report there should be no upcoming activities associated with the project, and this section should be left blank.

+	#	Activity (600 char.)	Anticipated Completion
-			
-			

## FEDERAL PROJECT EXPENDITURE

### EXPENDITURE (REQUIRED)

You must respond to at least one cost category. Please note, the subtotal and total rows include formulas to auto-calculate totals. The approved budget should come from the accepted project plan or any approved budget amendments.

Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds Only)
Personnel	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
Supplies	\$0.00	\$0.00
Contractual	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Direct Costs Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
Indirect Costs	\$0.00	\$0.00
<b>Project Expenditure Total Federal Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>

#### DISCUSSION OF EXPENDITURES (REQUIRED)

For 1st Annual Reports, if total project expenditures is less than 30 percent, and for 2nd Annual Reports, if total project expenditures is less than 60 percent, include a statement explaining how the grant funds will be expended and project activities completed as planned by the end date on the grant agreement. Any state approved budget amendments should be included here; include the line item that the funds are coming from and going to, as well as the date that the state approved the budget amendment. (1,200 char.)

#### PROGRAM INCOME (IF APPLICABLE)

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

<b>+</b>	<b>Source/Nature of Program Income</b> (100 char.)	<b>Amount Approved in Budget</b>	<b>Actual Amount Earned</b>
<b>-</b>		\$0.00	\$0.00

#### USE OF PROGRAM INCOME (IF APPLICABLE)

Describe how the earned program income was used to further the objectives of this project during the performance period. Any income generated must be reinvested back into the project and not set aside or reserved for future expenses after the grant ends. (1,200 char.)

#### PPR ATTACHMENTS DESCRIPTION (IF APPLICABLE)

Grantors will rely on the data that is submitted in this form when they report to congress. However, if you think additional documents are necessary to support PPR, please attach then and provide a document name and description of document below.

<b>+</b>	<b>Document Name</b>	<b>Document Description</b>
<b>-</b>		

## INSTRUCTIONS FOR SUBMITTING COMPLETED APPLICATION PACKETS

All application packets that were not submitted prior to the early review deadline must be submitted to the AZDA electronically on-line using the following process:

- Step 1 - Download the Application Packet files.
- Step 2 - Complete the Application Packet files.
- Step 3 - Submit the Application Packet files.

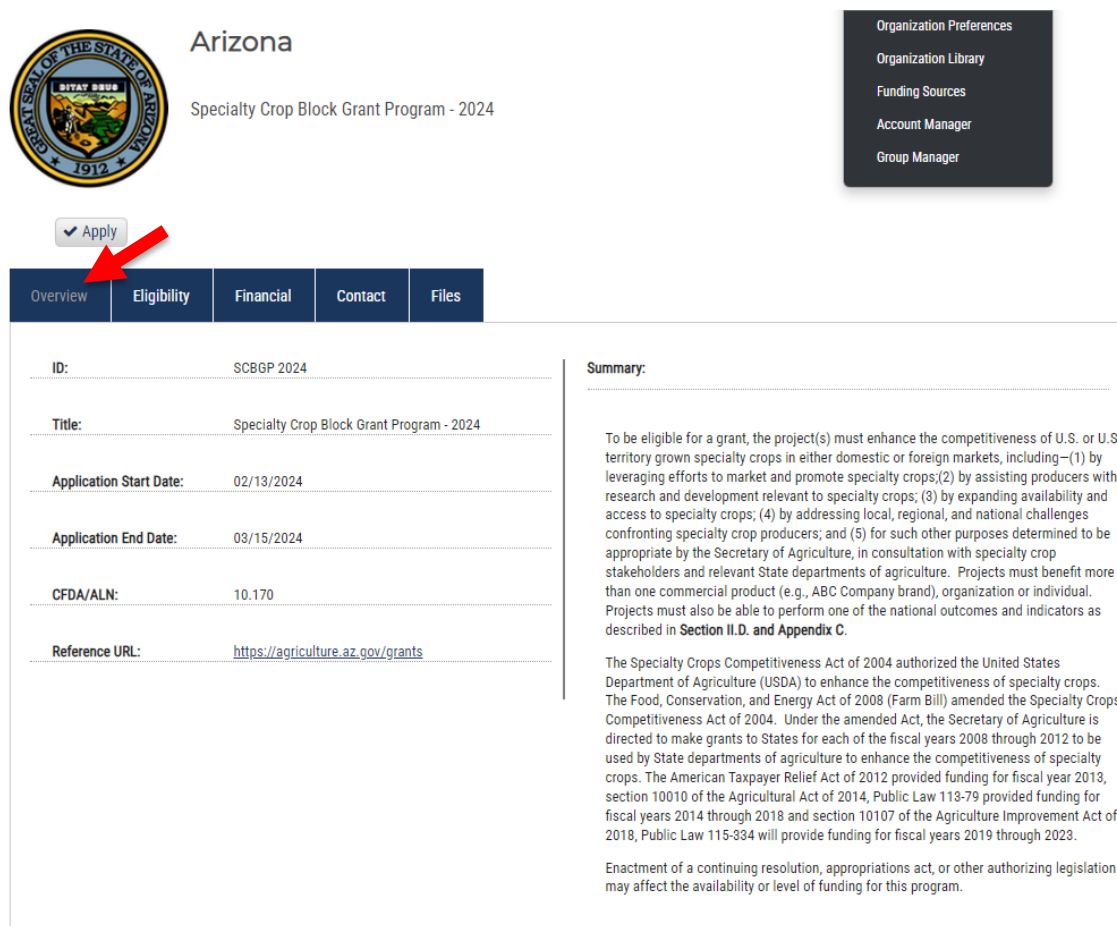
**To complete the steps above, your computer system must have the following:**

- Internet access
- Adobe Acrobat Reader

**If you have technical difficulties during this process, please contact us during regular business hours. See Section II.F.**

1. Access the SCBGP private solicitation web page at: <http://tinyurl.com/SCBGP2024>

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



**Arizona**  
Specialty Crop Block Grant Program - 2024

Organization Preferences  
Organization Library  
Funding Sources  
Account Manager  
Group Manager

✓ Apply

Overview Eligibility Financial Contact Files

ID: SCBGP 2024

Title: Specialty Crop Block Grant Program - 2024

Application Start Date: 02/13/2024

Application End Date: 03/15/2024

CFDA/ALN: 10.170

Reference URL: <https://agriculture.az.gov/grants>

**Summary:**

To be eligible for a grant, the project(s) must enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets, including—(1) by leveraging efforts to market and promote specialty crops; (2) by assisting producers with research and development relevant to specialty crops; (3) by expanding availability and access to specialty crops; (4) by addressing local, regional, and national challenges confronting specialty crop producers; and (5) for such other purposes determined to be appropriate by the Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant State departments of agriculture. Projects must benefit more than one commercial product (e.g., ABC Company brand), organization or individual. Projects must also be able to perform one of the national outcomes and indicators as described in **Section II.D. and Appendix C.**

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013, section 10010 of the Agricultural Act of 2014, Public Law 113-79 provided funding for fiscal years 2014 through 2018 and section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-334 will provide funding for fiscal years 2019 through 2023.

Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)



## Arizona

### Specialty Crop Block Grant Program - 2024

✓ Apply

Overview	Eligibility	Financial	Contact	Files
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#### Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

#### Eligibility Notes:

State and/or local organizations, government entities, producer associations, academia, community based organizations, and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Regional or multistate projects may be considered by AZDA. SCBGP grant funds will be awarded for projects of **up to 2 years (24 months) duration**. An entity may submit more than one application packet, but **only if the application packets are for completely different projects**. If submitting multiple project application packets, please prioritize your submissions.

To be eligible for a grant, the project(s) must enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets, including—(1) by leveraging efforts to market and promote specialty crops;(2) by assisting producers with research and development relevant to specialty crops; (3) by expanding availability and access to specialty crops; (4) by addressing local, regional, and national challenges confronting specialty crop producers; and (5) for such other purposes determined to be appropriate by the Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant State departments of agriculture. Projects must benefit more than one commercial product (e.g., ABC Company brand), organization or individual. Projects must also be able to perform one of the national outcomes and indicators as described in **Section II.D. and Appendix C**.

AMS SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners.



## Arizona

### Specialty Crop Block Grant Program - 2024

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Award Amount: N/A (min) \$100,000.00 (max)

Number of Awards: N/A

Average Award Size: N/A

Matching Required: No

#### Financial Notes:

AZDA plans to award multiple grants from these funds for the fiscal year 2024 grant cycle. **The maximum grant request shall not exceed \$100,000.00. AZDA may place a per application cap on grant awards.** USDA, however, as the funding source, has the final approval over grant projects. Thus, while AZDA's Director makes the preliminary decisions based on AZDA staff review and recommendations from a review panel of industry representatives, **USDA will make the final decision concerning grant awards.**

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)





## Arizona

Specialty Crop Block Grant Program - 2024

✓ Apply

Overview	Eligibility	Financial	Contact	Files
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Agency/Department: AHA - Agricultural Consultation and Training

Contact/Help: [ljames@azda.gov](mailto:ljames@azda.gov)

Office: N/A

Program Contact: Lisa James or Ashley Estes  
SCBGP Grant Program Coordinators

Application Address: All applications must be submitted on-line.

### Contact Notes:

Lisa James or Ashley Estes  
SCBGP Grant Program Coordinators  
Arizona Department of Agriculture  
1110 W. Washington Street, Suite 450  
Phoenix, AZ 85007

### Mailing Address:

1802 W. Jackson Street, #78  
Phoenix, AZ 85007

Phone: (602) 542-3262 or Phone: (602) 542-0972

E-mail: [scbgp@azda.gov](mailto:scbgp@azda.gov)

Toll Free Outside Maricopa County: (800) 294-0308

Fax: (602) 364-0830



## Arizona

Specialty Crop Block Grant Program - 2024

✓ Apply

Overview	Eligibility	Financial	Contact	Files
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### Files:

Grant Manual: 2024.02.16 SCBGP 2024 GM Final (3.1 Mb)

Application Cover Sheet: Appendix B - Application Cover Sheet Fill and Save (729.1 Kb)

Project Profile Template: Appendix C - SCBGP Project Profile Template Adobe ... (2.1 Mb)

Instructions: 2024.02.16 Appendix G - Instructions (1.6 Mb)

### File Notes:

For instructions on downloading the application files, please visit our website at: <https://agriculture.az.gov/grants>

Please take the time to read this grant manual carefully and follow all given instructions. Incomplete applications, applications that include support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible. Applicants are strongly encouraged to communicate with industry representatives or stakeholders that may be affected by the grant application so that they are aware of the efforts.

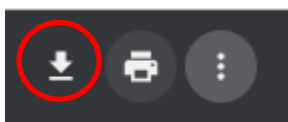
[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

At the Files tab, download and save each of the files to your computer:

**Note: These are general instructions based on the use of Windows 10 Pro as the operating system and Google Chrome as the browser. The use of a different operating system and/or a browser other than Google Chrome, i.e. Internet Explorer, Safari or Firefox may vary the process of saving or downloading files to your computer.**

Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
- b. Click on the download icon in the upper right menu bar.



- c. **Name the file(s) and save them to a location on your computer that you can access later.**
2. Prepare the application packet files off-line (see Sections II. A. B. and C.):
    - a. **Application Cover Sheet in PDF format** – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page.
    - b. **Project Profile in PDF format** – Must be completed in fillable PDF form, SCBGP Project Profile Template.
  3. When the application packet files are complete, use the following steps to submit the application packet on-line:
    - a. **If you are submitting more than one application packet, follow the steps below for each application packet.**
    - b. Return to the SCBGP solicitation web page at: <http://tinyurl.com/SCBGP2024>
    - c. Click on the “Apply” button.



Arizona

Specialty Crop Block Grant Program - 2024

✓ Apply



Overview	Eligibility	Financial	Contact	Files
ID: SCBGP 2024		Summary:		
Title: Specialty Crop Block Grant Program - 2024				

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

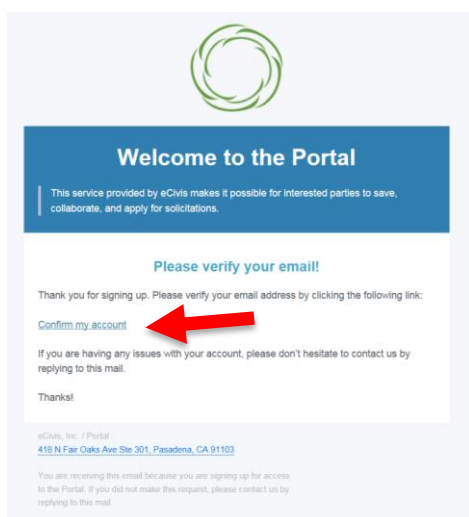
- d. Either login to the eCivis Portal with an existing account and **skip to Step m.** or click on the “Create an account” button.

- e. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “perfect” or the system will not allow a “Signup”.

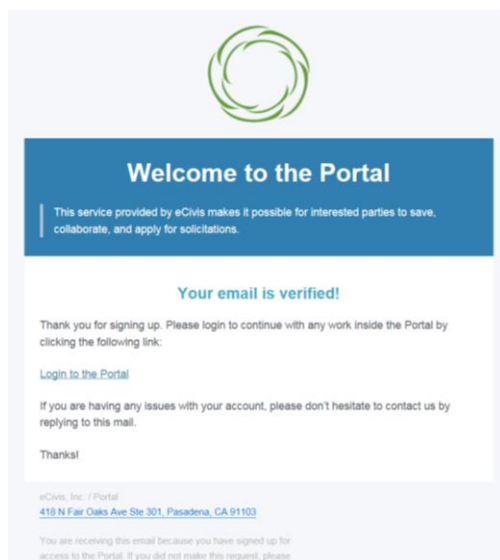
- f. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

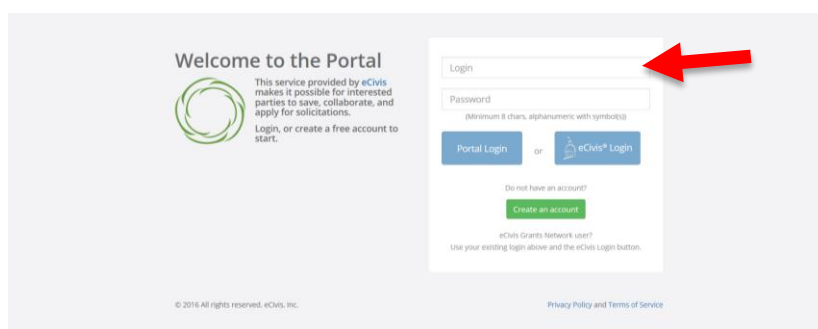
- g. Confirm your account by clicking on the link provided in your e-mail message.



- h. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.

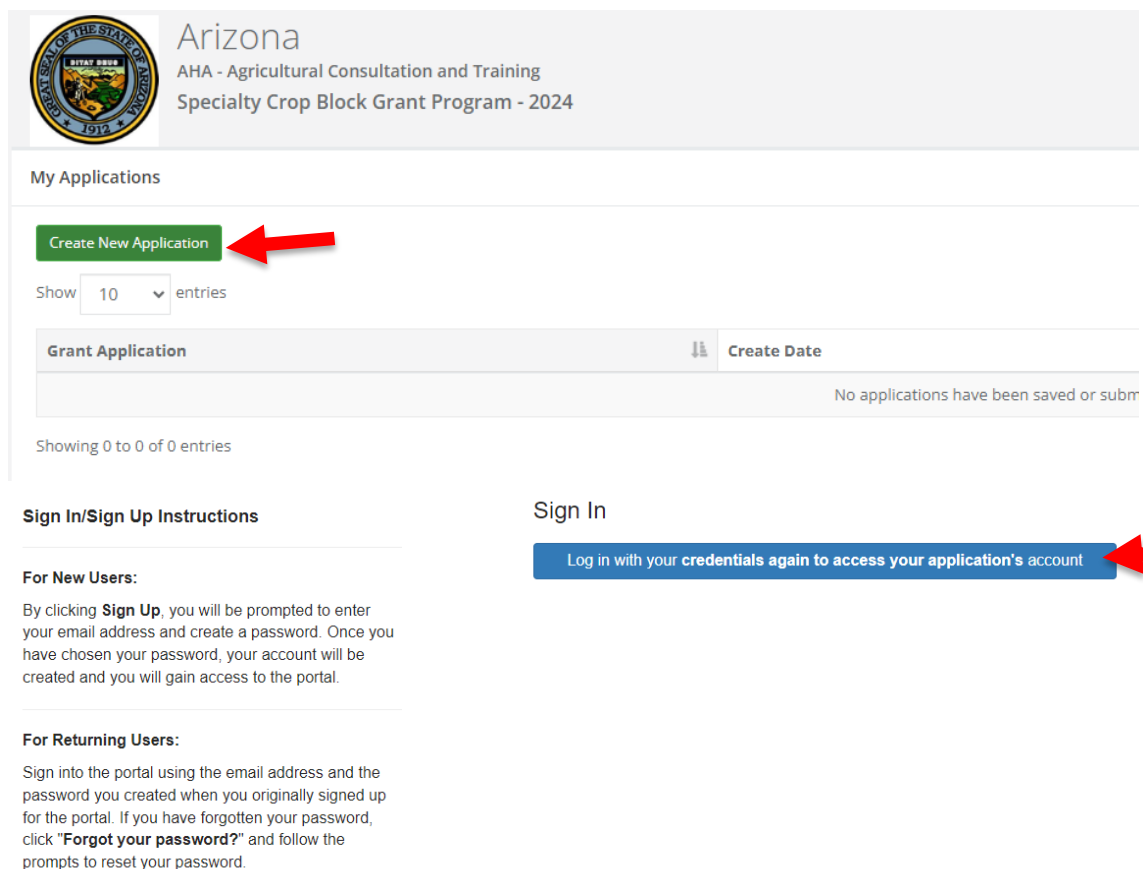


- i. Login to the Portal with your login and password.



[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

- j. Click on the “Create New Application” button. It may be necessary to repeat the sign-in process by logging in again. Otherwise **skip to Step m.**



**Arizona**  
AHA - Agricultural Consultation and Training  
Specialty Crop Block Grant Program - 2024

My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or submitted	

Showing 0 to 0 of 0 entries

**Sign In/Sign Up Instructions**

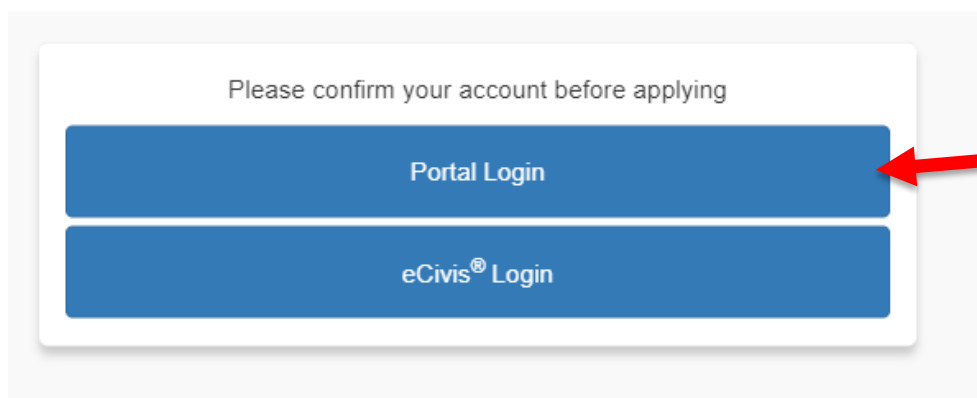
**For New Users:**  
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

**For Returning Users:**  
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

**Sign In**

Log in with your credentials again to access your application's account

- k. Always log-in using the “Portal Login” button.



Please confirm your account before applying

Portal Login

eCivis® Login

- l. Login into the Portal with your e-mail and password.

- m. Click on the "Open" button to update your profile information if action is required.

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.

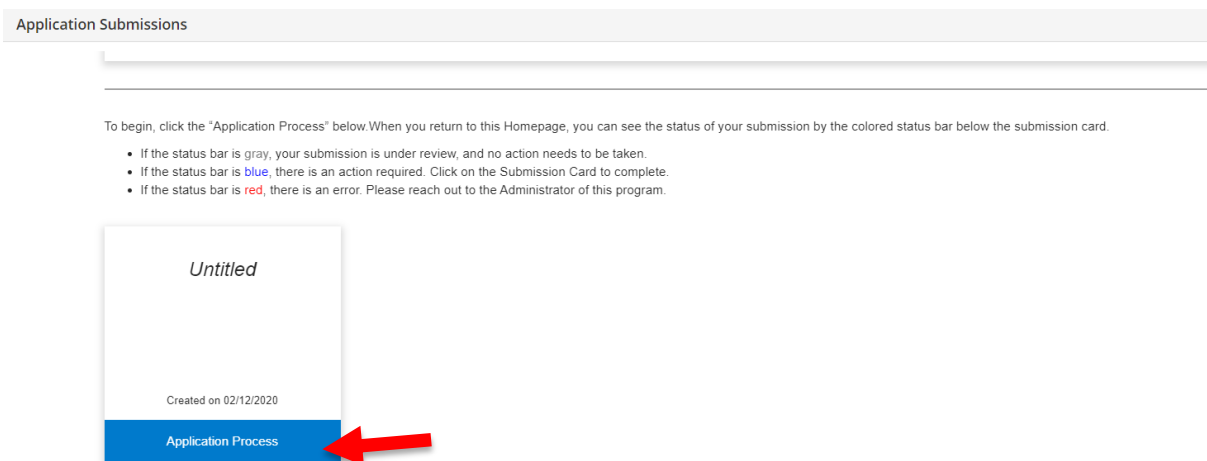
- n. Enter the appropriate information on the "Applicant Information" page and **click on "Create Profile" or "Save Draft" at the bottom of the page.**

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

- o. Confirm that the "Profile" step is checked as "Complete".

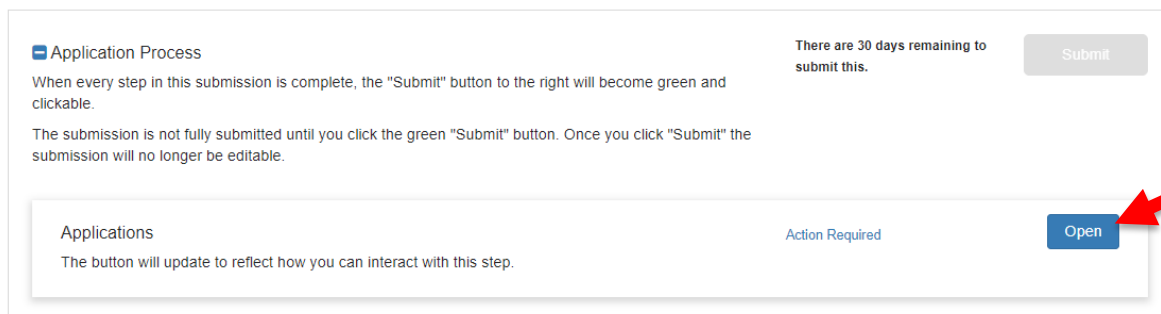


- p. To start the application, click in the blue bar titled, "Application Process".



- q. Click on the "Open" button to enter the application information.


When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.



- r. Enter all “required” information indicated with an asterisk. **Please see instructions for each section.**

**Applications** ▾ Save Draft Mark Complete Close

Please complete all required fields.  
 You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.  
 When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.


**1. Application/Project Title \*** 

**2. Org Name \***

**3. Program/Project Congressional District (check all that apply) \***


☐ 1

**Application Submissions**

 All districts

**5. Scope of Work \***

See attached project profile

Please enter, "See attached project profile". 

**6. Project Timeline \***

See attached project profile

Please enter, "See attached project profile".

**7. Collaborative Elements and Partners \***

See attached project profile

- s. Click on “Save Draft” to return to the application at a later time.

 Save Draft Mark Complete Close

- t. Click “+ Select a file” to upload the completed and signed Application Cover Sheet (Appendix B). **The system will only accept a file in PDF format.**

[HTTP://AGRICULTURE.AZ.GOV](http://AGRICULTURE.AZ.GOV)



**Application Submissions**

**Signed Application Cover Sheet (Appendix B) \***  
Please upload a signed Application Cover Sheet (Appendix B) for the project.  
+ Select a file

**Project Profile (Appendix C) \***  
Please upload the completed Project Profile (Appendix C) not to exceed 19 pages in length.  
+ Select a file

**Budget Status \***

- u. Click “+ Select a file” to upload the completed Project Profile (Appendix C). **The system will only accept a file in PDF format.**

**Application Submissions**

**Signed Application Cover Sheet (Appendix B) \***  
Please upload a signed Application Cover Sheet (Appendix B) for the project.  
+ Select a file

**Project Profile (Appendix C) \***  
Please upload the completed Project Profile (Appendix C) not to exceed 19 pages in length.  
+ Select a file

**Budget Status \***

- v. Indicate the Budget Status as “I have completed the Budget Worksheet” **even though you will not complete the worksheet.**

**Signed Application Cover Sheet (Appendix B) \***  
Please upload a signed Application Cover Sheet (Appendix B) for the project.  
+ Select a file

**Project Profile (Appendix C) \***  
Please upload the completed Project Profile (Appendix C) not to exceed 19 pages in length.  
+ Select a file

**Budget Status \***  
I have completed the Budget Worksheet

- w. When all required fields are completed, click on “Mark Complete”.

Save Draft **Mark Complete** Close

- x. Confirm that the Application is checked “Complete”.

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

**Application Process**

When every step in this submission is complete, the “Submit” button to the right will become green and clickable.

The submission is not fully submitted until you click the green “Submit” button. Once you click “Submit” the submission will no longer be editable.

There are 30 days remaining to submit this. **Submit**

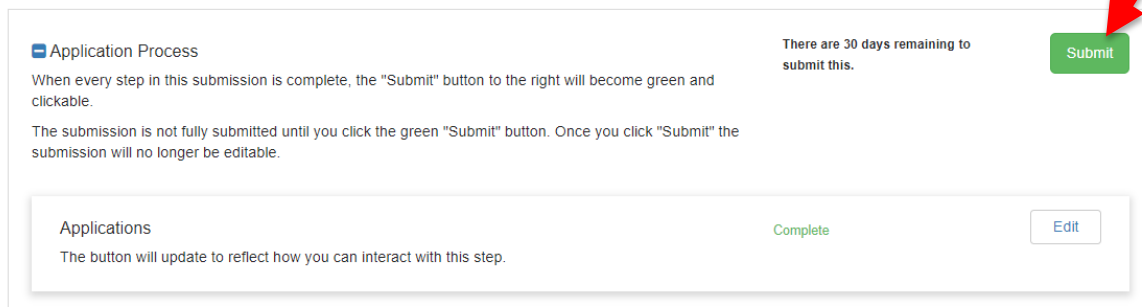
Applications **Complete** **Edit**

The button will update to reflect how you can interact with this step.

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

- y. Click on “Submit”. **The Application must be submitted prior to 11:59:59 p.m. (MST) on March 15, 2024.**

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.



**Application Process**

When every step in this submission is complete, the “Submit” button to the right will become green and clickable.

The submission is not fully submitted until you click the green “Submit” button. Once you click “Submit” the submission will no longer be editable.

There are 30 days remaining to submit this.

**Submit**

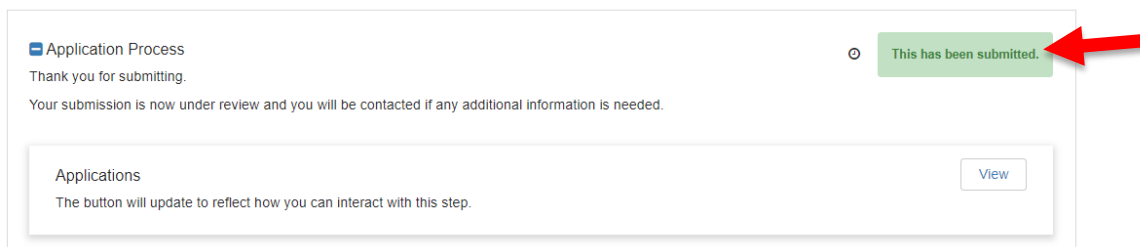
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**Applications** Complete Edit

The button will update to reflect how you can interact with this step.

- z. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the SCBGP staff, see Grant Manual.

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.



**Application Process**

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

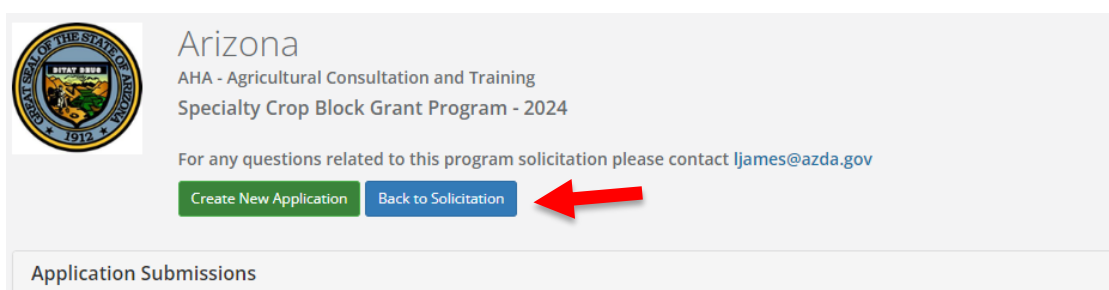
This has been submitted.


---

**Applications** View

The button will update to reflect how you can interact with this step.

- aa. Use the “Back to Solicitation” button to view the status of applications.



 **Arizona**  
AHA - Agricultural Consultation and Training  
Specialty Crop Block Grant Program - 2024

For any questions related to this program solicitation please contact [ljames@azda.gov](mailto:ljames@azda.gov)

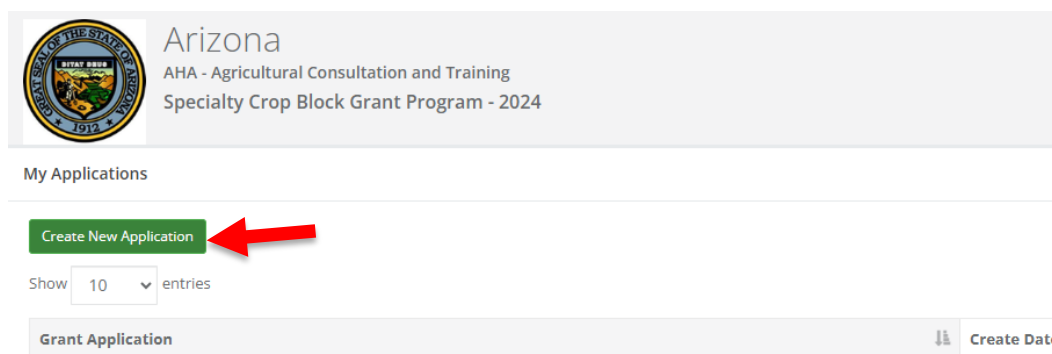
[Create New Application](#) [Back to Solicitation](#)

---

Application Submissions

[HTTP://AGRICULTURE.AZ.GOV](http://AGRICULTURE.AZ.GOV)

- bb. To complete another application click the “Create New Application” button and follow steps p. through z.



Remember, AZDA’s Agricultural Consultation and Training Program (ACT) must receive completed applications no later than **11:59:59 p.m. (MST) on Friday, March 15<sup>th</sup>**.

Applications submitted by the March 15<sup>th</sup> deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on March 18<sup>th</sup> at 1110 W. Washington Street, Suite 450, Phoenix, Arizona.