Arizona Department of Agriculture
Agricultural Consultation and Training

Specialty Crop Block Grant Program

Pre-Award Workshop

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Today's Topics

- SCBGP Overview
- Eligible Applicants
- Eligible Projects
- Instructions for Downloading Forms and Submitting Completed Application Packets
- *Application Packet*
- Application Checklist
- Application Deadline(s)
- *Evaluation Process*

SCBGP Overview

Program authority

Definition

Purpose

Previous funding cycles

Current funding cycle

Program Authority

- Specialty Crops Competitiveness Act of 2004 (7.U.S.C. 1621 note)
- Amended under Sec. 10109 of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill) Mandatory outlays in FY09 - $49M; FY10 – FY12 each $55M
- Extended by the American Taxpayer Relief Act of 2012 (H.R. 8), section 701 for FY13.
- Agricultural Act of 2014 (Farm Bill) provided $72.5M in FY14-FY17 and $85M in FY18.
- Agricultural Improvement Act of 2018 (Farm Bill) provides $85M in FY19-FY23
- Under the Act, the Secretary of Agriculture is directed to make grants to state departments of agriculture to be used to enhance the competitiveness of specialty crops. USDA – Agricultural Marketing Services (AMS) is the administrator.
- Allocation formula that calculates grant amounts based on the average of specialty crop cash receipts and specialty crop acreage in each state.

Definition

Specialty Crops are defined as fruits and vegetables, tree nuts, dried fruits and nursery crops (including floriculture).

Also includes:

Christmas Trees
Cut Flowers
Maple Syrup
Honey
Hops
Tea Leaves

More at: https://www.ams.usda.gov/services/grants/scbgp/specialty-crop

Purpose

- Enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets, including—

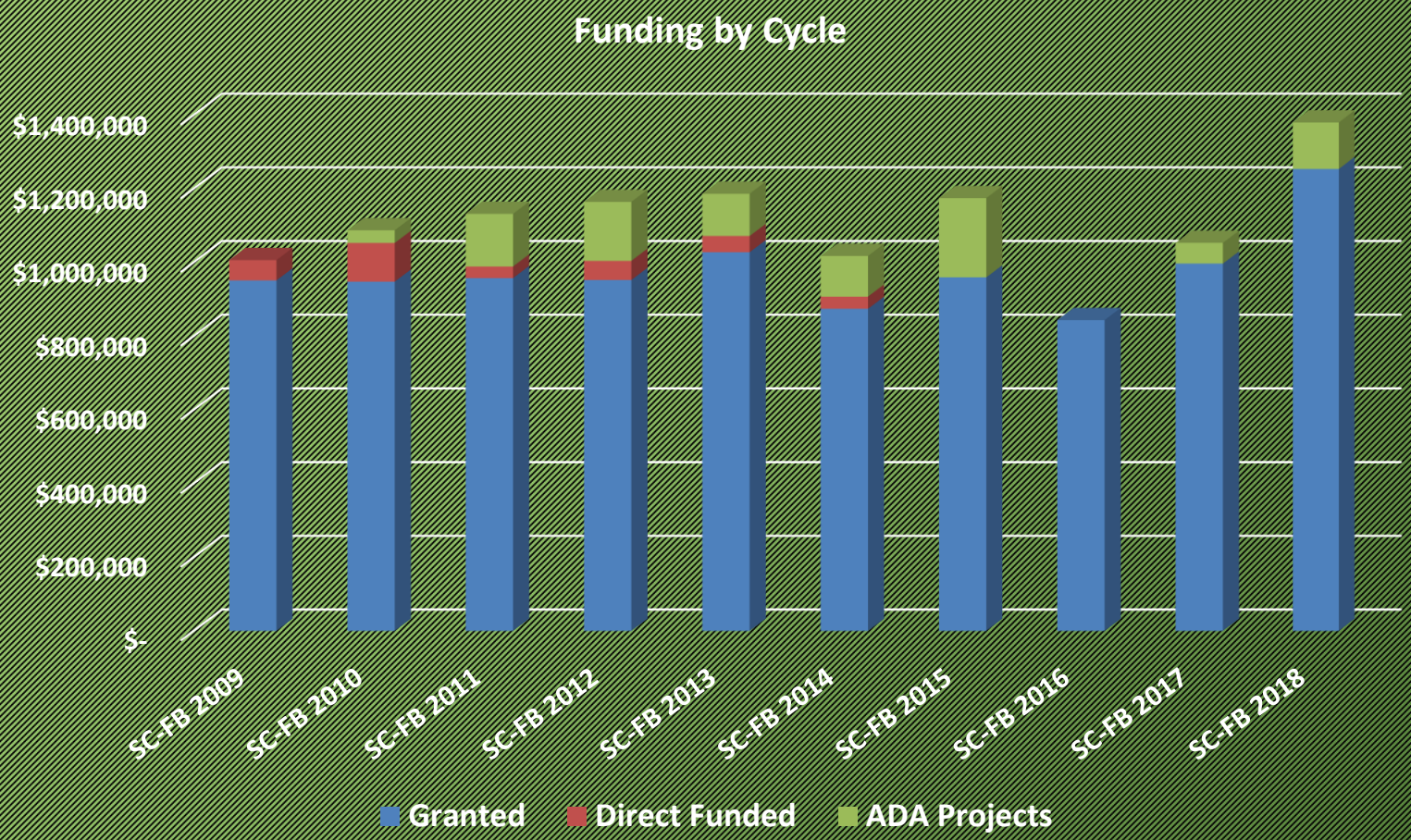
  1) by leveraging efforts to market and promote specialty crops;
  2) by assisting producers with research and development relevant to specialty crops;
  3) by expanding availability and access to specialty crops;
  4) by addressing local, regional, and national challenges confronting specialty crop producers; 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.

- Benefit more than one commercial product, organization or individual

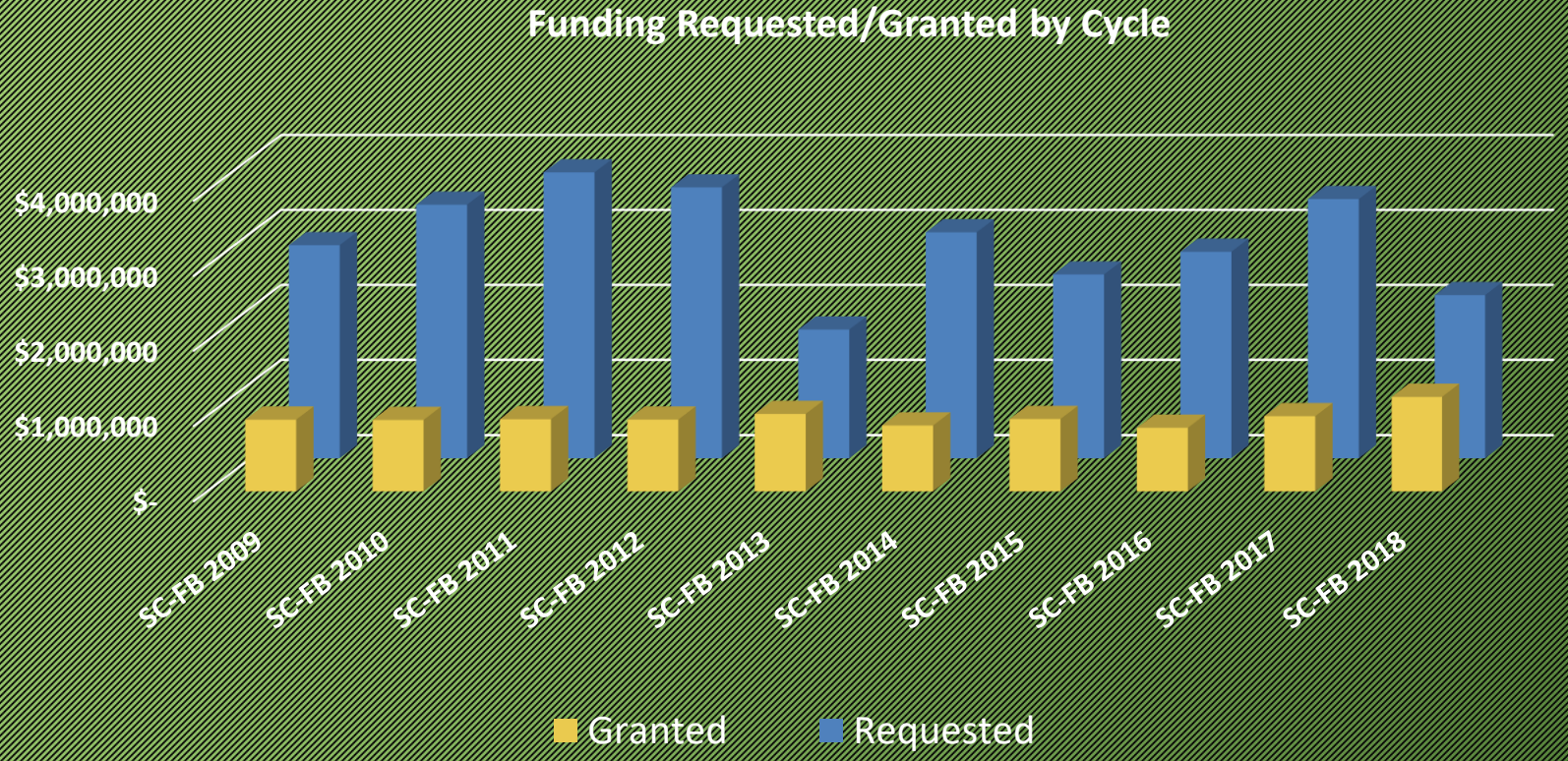
Previous Funding Cycles

CYCLE	GRANT AWARD TO AZDA	EXPIRATION DATE
SCBGP-FB09	$1,113,922	9/30/2012
SCBGP-FB10	$1,175,326	9/30/2013
SCBGP-FB11	$1,172,102	9/29/2014
SCBGP-FB12	$1,265,138	9/29/2015
SCBGP-FB13	$1,318,053	9/29/2016
SCBGP-FB14	$1,105,844	9/29/2017
SCBGP-FB15	$1,215,127	9/29/2018
SCBGP-FB16	$917,696	9/29/2019
SCBGP-FB17	$1,145,988	9/29/2020
SCBGP-FB18	$1,502,187	9/29/2021
Total	**$11,931,383**	

Previous Funding Cycles



Previous Funding Cycles



Current SCBGP-2019 Cycle

- AMS has not announced the amount that Arizona will receive.
- AZDA projects that approximately $1,250,000 will eventually be available for this funding cycle.
- AZDA plans to award multiple grants from these funds.
- Grant requests cannot exceed $100,000.00.
- AZDA may place an additional per application cap on grant awards.
- USDA, as the funding source, has the final approval over all grant projects.

Eligible Applicants

Applicants

Requirements

Eligible Applicants

- State and/or local organizations
- Producer associations/non-profits
- Academia
- Community based organizations/non-profits
- Other specialty crop stakeholders
- For-Profit entities and Individuals are eligible, but they must demonstrate a benefit to others as well.

Eligible Applicants

- As single entities or in combined efforts
- Regional or multi-state projects should apply under the SCMP
- More than one application per applicant may be submitted
- Prioritize submissions

Eligibility Requirements

- Must provide a Data Universal Numbering System (DUNS) number
- Register in SAM.gov if awarded
- Register and participate in the E-verify program if defined as an employer in A.R.S. § 23-211(4)
- Provide evidence of lawful presence in the United States

Eligible Projects

Purpose

Stakeholder priorities

Other industry issues

Examples

Restrictions and limitations

Purpose

- 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.

- Benefit more than one commercial product, organization or individual

Enhancing the Competitiveness of Specialty Crops

- **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

Enhancing the Competitiveness of Specialty Crops

- Increasing child and adult nutrition knowledge and consumption of specialty crops;
- Increasing opportunities for new and beginning farmers;
- 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;

Enhancing the Competitiveness of Specialty Crops

- Investing in specialty crop research, including 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 Supporting the growth of organic specialty crops.

Examples of Unacceptable Projects

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- 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 company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

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 can be shared with many growers throughout the State.
- 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 the region, which currently does not have one.
- A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

Other Projects

- Projects that support biobased and bioenergy programs should visit the USDA energy website at: https://www.usda.gov/our-agency/initiatives/energy
- Projects that support farmers' markets that do not solely enhance the competitiveness of eligible specialty crops should visit the Farmers' Market Promotion Program website at: https://www.ams.usda.gov/services/grants/fmpp/

Other Projects

- 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: http://nifa.usda.gov/program/food-insecurity-nutrition-incentive-fini-grant-program

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

Restrictions and Limitations

- Political and lobbying activities
- Supplement State funds, not replace
- Capital expenditures for general purpose equipment, buildings, and land unallowable as direct and indirect charges
- Capital expenditures for special purpose equipment over $5,000 need prior approval
- Rental costs of buildings and equipment allowable

Project Duration

- Approximate time period

  October 1, 2019* – September 30, 2021

  *Start date can be adjusted to accommodate pre-award costs.

- Limited no-cost extensions

- Must allow time to complete projects, collect and analyze data to report on measurable outcomes and submit reports

Application Process

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

Instructions

- It is highly recommended that you visit the webpage and review the instructions in Appendix G of the Grant Manual as soon as possible to become familiar with the following application steps.
- They are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading files to your computer.
- If you have technical difficulties during the process, please contact us during regular business hours.

System Requirements

- To complete the application steps, your computer system must have the following:
  - Internet access
  - Microsoft Word
  - Adobe Acrobat Reader
- Access the SCBGP solicitation web page at: https://tinyurl.com/SCBGP2019

Application Packet

- Application packet requirements
- Application cover sheet
- Project profile template

Application Packet

- Each application packet is made up of 2 major elements:
  - Application Cover Sheet
  - Project Profile Template

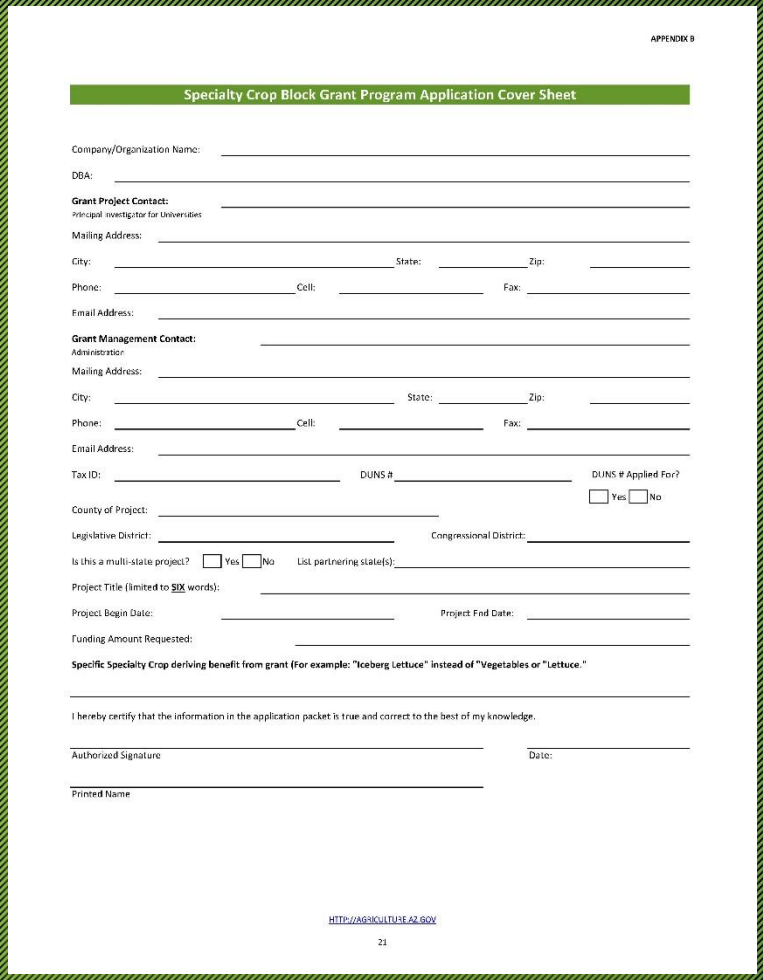
Application Packet

- Each application packet must include required sections in the proper format
- Each application cover sheet must be signed by an authorized signer (defined on page 3 of the Grant Manual)
- The project proposal must be 11 or 12 pitch Times New Roman font, 8.5 X 11, 1 inch margins (already defined in template)
- No more than 20 pages (1 page for Application Cover Sheet, 19 pages for Project Profile Template)
- Must use form and template available on-line

Application Cover Sheet – Appendix B

- Must use fillable PDF form available on-line
- Company/Organization Name – *The name of the company/organization that the grant award agreement will be with*
- Grant Project Contact– *person directly responsible for executing the objectives in the project proposal*
- Grant Management Contact – *person directly responsible for the administration of the grant (i.e. budget reports, amendments, etc.)*
- Provide DUNS # - *or indicate whether one has been applied for*
- Project Title must be no more than 10 words
- Must be signed by an authorized signer
- Upon completion, the form must be printed, signed and scanned as a new PDF document.

Application Cover Sheet – Appendix B



APPENDIX B

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: _____
Administrator

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Tax ID: _____ DUNS # _____ DUNS # Applied For?
☐ Yes ☐ No

County of Project: _____

Legislative District: _____ Congressional District: _____

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

Project Title (limited to **SIX** words): _____

Project Begin Date: _____ Project End Date: _____

Funding Amount Requested: _____

Specific Specialty Crop 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

HTTP://AGRICULTURE.AZ.GOV

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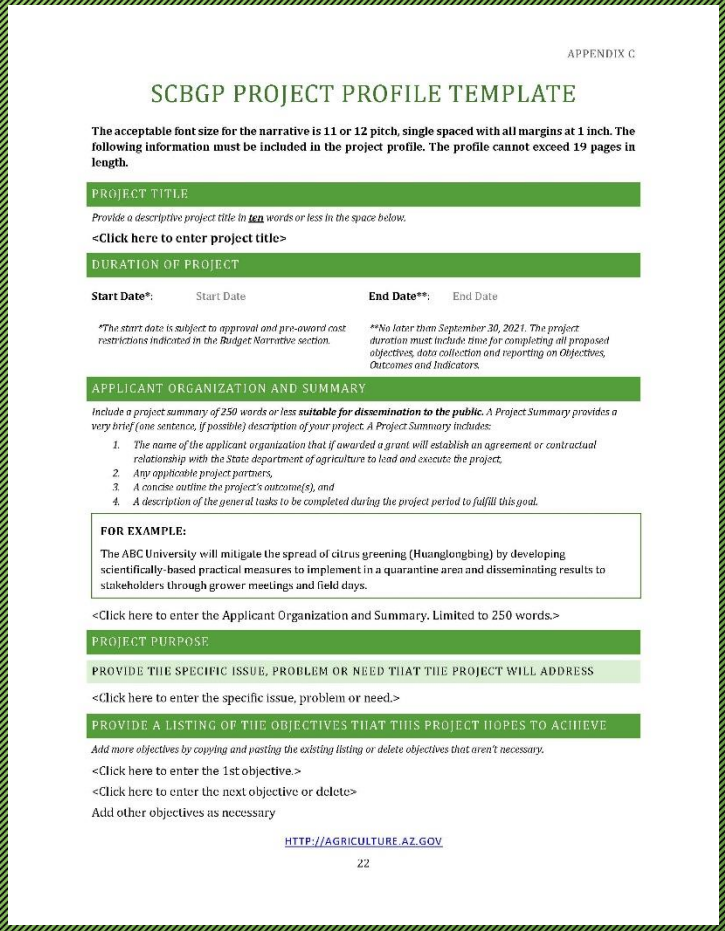
Project Profile – Appendix C

- Must use Microsoft Word template available on-line and contain the following:
  - Project Title (no more than 10 words)
  - Project Duration
  - Application Organization and Summary (250 words or less)
  - Project Purpose
  - Project Impact
  - External Project Support
  - Expected Measurable Outcomes
  - Project Funding
  - Budget Narrative
- Must not exceed 19 pages

Project Profile Template - Appendix C



APPENDIX C

SCBGP PROJECT PROFILE TEMPLATE

The acceptable font size for the narrative is 11 or 12 pitch, single spaced with all margins at 1 inch. The following information must be included in the project profile. The profile cannot exceed 19 pages in length.

PROJECT TITLE

*Provide a descriptive project title in **ten** words or less in the space below.*

<Click here to enter project title>

DURATION OF PROJECT

Start Date*: Start Date **End Date****: End Date

**The start date is subject to approval and pre-award cost restrictions indicated in the Budget Narrative section.*

***No later than September 30, 2021. The project duration must include time for completing all proposed objectives, data collection and reporting on Objectives, Outcomes and Indicators.*

APPLICANT ORGANIZATION 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. *Any applicable project partners,*
3. *A concise outline the project's outcome(s), and*
4. *A description of the general tasks to be completed during the project period to fulfill this goal.*

FOR EXAMPLE:

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

<Click here to enter the Applicant Organization and Summary. Limited to 250 words.>

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

<Click here to enter the specific issue, problem or need.>

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

Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary.

<Click here to enter the 1st objective.>

<Click here to enter the next objective or delete>

Add other objectives as necessary

Project Title

- No more than 10 words

Duration of Project

- The start date is subject to approval and pre-award cost restrictions indicated in the Budget Narrative section.
- The end date can be no later than September 30, 2021. The project duration must include time for completing all proposed objectives, data collection and reporting on Objectives, Outcomes and Indicators.

Applicant Org and Summary

- Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief description of your project. A Project Summary includes:

  - 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,
  - Any applicable project partners,
  - A concise outline of the project's outcome(s), and
  - A description of the general tasks to be completed during the project period to fulfill this goal.

Summary 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 and Objectives

- What is the specific issue, problem, interest or need to be addressed?
- Provide a listing of the objectives that the project hopes to achieve.

Project Impact

- Number of beneficiaries.
- Socially disadvantaged farmer or rancher?
- Beginning farmer or rancher?
- Enhancing Specialty Crops Statement.
- Project continuation?
- Support from other programs?

External Project Support

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

Expected Measurable Outcomes

- You must choose at least one of the outcomes/indicators listed in the Project Profile Template - Appendix C, which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

  FOR EXAMPLE: Outcome 2, Indicator 1.a.
  Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

- Marketing and promotion projects MUST use Outcome 1 and the ONLY corresponding indicator.

- You are only required to select ONE outcome/indicator. However, if you have multiple outcomes/indicators, repeat for each outcome/indicator.

- Please remember that the progress of each outcome/indicator must be reported in the Quarterly Performance Reports and the result in the Final Performance Report.

Expected Measurable Outcomes

- Miscellaneous outcome measures – not recommended
- Data collection to report on outcomes and indicators
- Sharing results

Project Funding

- Project possible without grant funds?
- Meet outcome(s) with reduced budget?
- A positive response will not automatically lead to denial or adjustment.

Budget Narrative

- Please do not use arbitrary estimates when developing a project's budget. If awarded, the project budget may require further detail and the estimates provided will need to have some research behind them to justify each budget line item.

- Clearly show the federal funds that support the project – in whole dollars only.

- Use tables provided in Project Profile Template.

Budget Narrative

- No administrative/indirect costs may be allotted to the budgeted project.
- Consult Appendix D for more details on allowable/unallowable costs and activities.
- Matching funds are no longer an application rating criteria – can be described in External Project Support section

Pre-award Costs

- Pre-award costs are allowable, if such costs are necessary to conduct the project or program, and would be allowable under the grant, if awarded. A grantee may incur pre-award costs as early as July 1, 2019 without prior approval from the AZDA, at its own risk. The incurrence of pre-award costs in anticipation of an award imposes no obligation on the AZDA or AMS SCBGP to award funds for such costs.

- Pre-award costs are defined as those costs incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the 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 and only with the written approval of the Federal awarding agency and the AZDA. 2 C.F.R. § 200.458

Budget Narrative (cont.)

- Personnel
  - Name/position title, percent of FTE, corresponding salary for FTE, total
- Fringe Benefits
  - Name/position title, rate and total
- Travel
  - Details per table in template
  - Justification for each trip
  - Conforming with travel policy*

Budget Narrative (cont.)

- Special Purpose Equipment – 1 year useful life and cost of $5,000 or more
  - Details per table in template
  - Justification for each
- Supplies – cost under $5,000
  - Details per table in template
  - Justification for each (categorize like items)

Budget Narrative (cont.)

- **Contractual**
  - Details per table in template
  - Justification and details for each contract
  - Contractor/Consultant hourly rates may not exceed the salary of a GS-15 step 10 Federal employee in your area, excluding travel and subsistence costs. See www.OPM.gov
  - Conforming with procurement standards

Budget Narrative (cont.)

- Other – provide details per table
  - Conferences/Meetings – no meals
  - Communications
  - Speaker/Trainer Fees
  - Publication costs
  - Data collection
  - Etc.

Budget Narrative (cont.)

- Program Income
  - Indicate the nature or source of program income, how you will reinvest the income to be used to further enhance the competitiveness of specialty crops and the estimated amount

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: http://www.gao.az.gov/publications/SAAM/default.asp.
- Funding cannot be utilized for meals, with the exception of per diem meals 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).
- For more exclusions see Appendix D – Allowable/Unallowable Costs and Activities.

Application Checklist – Appendix A

Provided to help facilitate the completeness of your application

Application Checklist – Appendix A

- Application packets must be submitted electronically on-line at: https://tinyurl.com/SCBGP2019
- Signed Application Cover Sheet – PDF Form
  - No more than 1 page
- Project Profile Template – Microsoft Word
  - No more than 19 pages

Application Checklist– Appendix A

APPENDIX A

SCBGP CHECKLIST

- ❑ **Application packets must be submitted electronically on-line at:** http://tinyurl.com/SCBGP2019

  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. Project Title not more than TEN words. Grant request not more than $100,000.00.

  - ❑ Project Profile

    Must be completed in **Microsoft Word SCBGP Project Profile Template**. Not more than NINETEEN pages total.

COMPLETED APPLICATION PACKETS MUST BE SUBMITTED NO LATER THAN 11:59:59 p.m. (MST), MARCH 27, 2019

Application Deadlines

Early Review Deadline

Final Deadline

Application Packet Deadlines

- Applications can be submitted for early review for **screening criteria and completeness only** by AZDA Staff. The early review deadline is:

  Friday, March 22, 2019 @ 11:59:59 pm (MST)

- **Please follow instructions in Appendix G to submit application packets for early review.**

- Final Application deadline is:

  Wednesday, March 27, 2019 @ 11:59:59 pm (MST)

Evaluation Process

Pre-screening process

Evaluation criteria

Timelines

Pre-Screening

- At least three AZDA staff will screen the application packets according to the Application Packet Screening Criteria in the grant manual (Page 15). Only application packets that adequately address the criteria listed will receive further consideration for an award.

Evaluation Criteria

- **The Evaluation Team will first assess to what extent the proposed project does the following:**

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.

Evaluation Criteria

- For those application packets not eliminated by the screening process in III.A (page 15). and not recommended for funding by evaluation process in III.B. (page 16), the Evaluation Team will use the following criteria (page 16) to rate the application packets and make recommendations for funding to the AZDA Director.

Evaluation Criteria

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
30%	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
15%	How will the results of the project or the project itself be shared with the appropriate target audience(s)?	0 to 5 with 0 being the lowest and 5 being the highest
15%	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

Reporting Requirements

- Quarterly reports are required
- Expenses are only reimbursed quarterly
- Source documentation, receipts, invoices, etc. are required

Reporting Periods	Report Due on or before
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

Timelines

SCBGP-FB19 Timeline	
March 22, 2019 – 11:59:59 pm (MST)	Early review deadline
March 27, 2019 – 11:59:59 pm (MST)	**Final application deadline**
March 28, 2019– 8:00 am	Reading of applications into public record
March 28 – March 29, 2019	Pre-screening and distribution to evaluators for review and scoring
Week of April 15, 2019	Evaluator meeting and recommendations to the Director

Timelines

SCBGP-FB19 Timeline (Cont'd)	
Late April, 2019	Notification of AZDA award and inclusion in the State Plan (contingent upon approval from AMS)
April thru **September**, 2019	AZDA sub-grantees work with Grant Coordinator on necessary revisions for State Plan
May 22, 2019 - Tentative	State Plan deadline to AMS
August or September, 2019	Notification of State Plan approval
September or October, 2019	Grant Award Agreements in place – effective no sooner than October 1st

SCBGP Contacts

For questions, please call:

Lisa James
SCBGP Grant Program Manager
Phone: (602) 542-3262
E-mail: ljames@azda.gov

Ashley Estes
SCBGP Grant Program Coordinator
Phone: (602) 542-0972
E-mail: aestes@azda.gov

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

Fax: (602) 364-0830

- Application packets must be submitted electronically on-line at: https://tinyurl.com/SCBGP2019

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

QUESTIONS?