



State of Connecticut, Department of Agriculture
Bureau of Agricultural Development and Resource Preservation
Governor Dannel P. Malloy
Commissioner Steven K. Reviczky

USDA SPECIALTY CROP BLOCK GRANT – FARM BILL PROGRAM *Fiscal Year 2012*

APPLICATION GUIDELINES



Application Deadline: May 17, 2012 at 4:30pm

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PROGRAM DESCRIPTION

The Connecticut Department of Agricultural (hereinafter, “CTDOAG”) is soliciting applications for projects that specifically address the goals the United States Department of Agriculture (hereinafter, “USDA”) has for the Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB).

The goals of a submitted project must solely enhance the competitiveness of United States specialty crops in domestic and foreign markets. *Specialty crops are defined by the USDA as fruits and vegetables, dried fruit, tree nuts, horticulture (including maple syrup and honey), and nursery crops (including floriculture).* A complete list of eligible and ineligible specialty crops can be found on the USDA Specialty Crop Block Grant website: www.ams.usda.gov/scbqp.

The USDA is the funding entity and has the final approval of projects submitted to the USDA for the SCBGP-FB. Prior to the USDA’s approval, CTDOAG and a review panel of industry representatives will make the initial review and award recommendations to the USDA. The USDA will make the final award decisions. The funds available through the SCBGP-FB are authorized under the Specialty Crop Competitiveness Act, amended by the Food Conservation and Energy Act of 2008.

DEADLINES

Announcement of open RFA:	March 1, 2012
Application Deadline:	May 17, 2012, 4:30pm
Review Panel Meets:	June 14, 2012
CTDOAG notifies applicants of Connecticut award:	June 15, 2012
CTDOAG submits compiled application to USDA:	July 11, 2012
Expected Date of Federal Award:	October 1, 2012
Release of funds to sub-grantees	(aprox) January 1, 2013

WHO CAN APPLY

Commodity groups, agricultural organizations, colleges and universities, producers, municipalities, state agencies, and agricultural nonprofits are all eligible for this grant program, provided their proposals meet all the specifications in this Request for Applications and the USDA’s Notice of Federal Assistance, CFDA 10.170.

NUMBER OF GRANTEES AND MAXIMUM AWARD

This is a competitive grant process. The maximum award to any applicant is \$75,000.00, however, the Department will entertain applications that request lesser amounts.

CTDOAG is looking to award multiple grants totaling over \$300,000.00. Connecticut’s total award from the USDA is based upon a formula analyzing specialty crop sales in the state of Connecticut.

PROJECT DURATION

Projects cannot begin until the USDA has made their official award announcement, expected in October 2012, a contract has been signed with the State of Connecticut and (**NEW INFORMATION**) a State of Connecticut Purchase Order (PO) has been issued.

A project can last for up to three years, but the proposal must justify its timeline. Projects with shorter timeframes are welcomed. No extensions of any kind are allowed. Please see Appendix D for USDA's regulations regarding Administration of Grants, which is dependent upon the type of applicant.

STATE AND FEDERAL PRIORITY ISSUES

Projects must *solely* enhance the competitiveness of US specialty crops in domestic and foreign markets; specifically in regards to the following issues specified by USDA:

- a. Increasing child and adult nutrition knowledge and consumption of specialty crops
- b. Improving efficiency and reducing costs of distribution systems
- c. 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
- d. Investing in specialty crop research, including organic research to focus in conservation and environmental outcomes
- e. Enhancing food safety
- f. Developing new and improved seed varieties for specialty crops
- g. Pest and disease control
- h. Development of organic and sustainable production practices
- i. Improving food access, developing local and regional food systems for specialty crop farmers including Native American and disadvantaged farmers

****NEW INFORMATION**** The State of Connecticut, Department of Agriculture has identified the following priority issues for Connecticut:

- a) Increasing access to healthy, local food
- b) Increase consumption of CT agricultural products
- c) Increase consumer awareness/education of local agricultural products
- d) Promotion of the CT Grown brand for specialty crops
- e) Establishing baseline data regarding purchases of CT agricultural products.
- f) Increasing on-farm sales through agritourism education for producers

EXAMPLES OF UNACCEPTABLE AND ACCEPTABLE PROJECTS:

Applicants must describe how the project impacts and produces measurable outcomes for the specialty crop *industry and/or the public* rather than a single organization, institution or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners. Grant funds will not be awarded for projects that benefit a particular commercial product or provide a profit to a single organization, institution, or individual.

Unacceptable projects; based upon information provided by the USDA:

1. A company applied for 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.
2. A proposal for funds from a specialty crop organization to promote their members' businesses.
3. A sole proprietor request grant funds to redesign his/her logo in order to make her/his specialty crop value-added product stand out at the local farmers market.

Acceptable projects; based upon information provided by the USDA:

1. 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.
2. 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.
3. A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
4. A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.

TRAINING WORKSHOPS

Multiple training workshops on how to develop an eligible SCBGP-FB project will be held throughout Connecticut. Below is the current schedule. Please check the Connecticut Department of Agriculture website (www.ctgrown.gov), SCBGP-FB page, under Programs and Services for the most current listing of workshops and any updates.

- Wednesday, March 7, 10am-12pm
New London County Extension Center, Norwich
- Tuesday, March 13, 9am-11am
Valley Lab, CT Agricultural Experiment Station, Windsor
- Thursday, March 15, 1pm-3pm
Windham County Extension Center, Brooklyn
- Friday, March 23, 1pm-3pm
CT Agricultural Experiment Station, New Haven

- Monday, March 26 10am-12pm
Litchfield County Extension Center, Torrington

SUBMISSION DIRECTIONS

All applications must be submitted via email to Jaime Smith, jaime.smith@ct.gov by close of business (4:30pm) on May 17, 2012.

Late applications will not be considered. Please keep in mind there is an occasional delay with email, therefore it is recommended you allow ample time for the email to be successfully received by CTDOAG. Once your application is received, a confirmation email will be sent.

PROJECT NARRATIVE REQUIREMENTS

Information about your project must be submitted in the following Project Narrative format. The Project Narrative must address each of the bullets below. Failure to respond to each section below and attach the required forms will result in an incomplete application. Please see Appendix G for a final application checklist to ensure a complete application.

The Project Narrative must be submitted in the following format:

- Microsoft Word
- 12pt font
- Arial font
- 1 inch margins
- **Does not exceed five (5) pages.**
- **Project Title:** Include a descriptive title of the project.
- **Abstract:** Include an abstract of 200 words or less.
- **Organization:** Include the applying organization's name that plans to oversee/execute the project.
- **Project Purpose:** Clearly state the purpose of the project. The purpose should include the specific issue, problem, interest, or need to be addressed and why the project is important and timely.
 - If the project is a statewide marketing program or farmers' market project, describe how you will ensure that funding is being used to *solely* enhance the competitiveness of *eligible specialty crops*.
 - For each project, indicate if the project will be or has been submitted to or funded by another federal or state grant program. If it will be or has been submitted for additional funding, how do the SCBG-FB funds supplement the project? If it will not and has not been submitted to or funded by another federal or state grant program the following statement needs to

conclude this section: "This project has not been submitted to or funded by another federal or state grant program."

- **Potential Impact:** Discuss the number of people or operations affected. Specifically:
 - The intended beneficiaries of each project.
 - The potential economic impact of the project on the intended beneficiaries if such data is available and relevant to the project.
- **Expected Measurable Outcomes:** For each project, describe *at least one* distinct, quantifiable (an actual number, percentage, etc), measurable outcome that directly and meaningfully supports the projects purpose.

Steps to Developing Expected Measurable Outcomes

The outcome(s) must include a goal, performance measure, baseline, and a target. The outcome(s) must define an event or condition that is external to the project and that is of direct importance to the intended beneficiaries and/or the public.

Expected Measurable Outcomes must be submitted in the following format:

GOAL:	
PERFORMANCE MEASURE:	
BASELINE:	
TARGET:	

The following three steps should provide guidance on how to develop Expected Measureable Outcomes.

1. *Determine what the project will accomplish, i.e., the intended results of the project, generally expressed as a GOAL or OBJECTIVE.*
 - a. Goals or objectives should be: a) based on a needs analysis; b) specific; and c) outcome-oriented. Outcome-oriented objectives identify the ultimate result. While the work plan activities identify *how* you intend to achieve the objectives, outcome-oriented objectives should explain *why* are you performing each grant activity and specify not only what will be achieved, but also when those results will be achieved.
2. *Figure out how to measure the results and identify a PERFORMANCE MEASURE.*
 - a. For each objective identified in step 1, determine the performance measure. Performance measures are measures/indicators used to observe progress and measure actual results compared to expected results. They are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices); although in certain circumstances qualitative measures

- are appropriate.
- b. Define who/what your data sources are and how the data will be collected. If the project involves a survey, provide some information about the nature of the questions that will be asked, the methodology to be used and the population to be surveyed. Outline how data gathered will be used to correct deficiencies and improve performance, both as it gathered and analyzed and in subsequent project periods. This data collection plan should be integrated into your work plan and budget.
3. *Determine/identify the BASELINE for each measure and set TARGET goals for future performance.*
- a. For each performance measure identified in step 2, determine the baseline(s) which you will measure against. Baselines are usually determined by researching past circumstances in the area you are trying to measure. As an alternative, you may use benchmarks established by third parties accepted as the standard-setters in your industry. If data does not exist, describe the lack of data. It may be appropriate in the first year to set vaguer targets, such as “improvement” where any increase represents outcome achievement, and set more concrete targets in subsequent years when baseline data is available. Use the Baseline Data to set Targets for the quantity of change expected. Targets may be framed in terms of: i.) Absolute level of achievement (ex: feed 150 homeless people); ii.) Change in level of achievement (ex: feed 150 homeless people, 35 more than last year); or iii.) Change in relation to the scale of the problem (ex: feed 150 homeless people, approximately 10% of the city’s homeless population.)

If you are starting up a new project or trying new approaches remember that little or no measurable progress will be evident in the project start-up phase. This delay in seeing measurable results should be reflected in target-setting. When setting targets, you should take into account external factors that influence your success. You may have a grand ultimate goal, but you should view annual targets as small steps toward that ultimate goal.

You may also want to set stretch goals by using benchmarks as your targets. Benchmarks tell you how the rest of the industry is doing; when you gather data for benchmarks, you look at the results of other organizations serving your type(s) of customers, doing your type of work. In your State plan, you may want to stick to a modest level of planned achievement and reserve your stretch goals for internal use. Another alternative is to include minimum and maximum targets in your application. For example, “We plan, at a minimum, for a 5% increase. However, we will strive for a 10% increase, which our data shows is possible if all external factors work in our favor and our new methodology yields the same results in the demonstration phase.”

- **Work Plan:** Explain briefly the activities that will be performed to accomplish the objectives of the project. For each activity listed to accomplish the project:
 - Indicate who will do the work of each activity.
 - When it will be done
 - Indicate the budget required for each activity.

The Work Plan must be submitted in the following format:

Project Activity	Who	Timeline	Budget

- **Budget Narrative:** Provide descriptive text explaining how and why the budget is needed and justified to accomplish the Expected Measureable Outcomes outlined in the previous section. All requested budget items/activities should correlate to the purpose/goals of the project and demonstrate that they are reasonable and adequate for the proposed work.

****NEW INFORMATION**** While no cash match is required for this program, applicants contributing a cash match to the project shall be given additional consideration. This is applicable to *cash* matches only. Please clearly outline the applicant's cash contribution and what it is responsible for in the overall project.

The following bullets should be given attention in the budget narrative and the required Budget Form must be attached for a complete application. The Form can be found in Appendix F.

- *Personnel.* For each project participant, indicate their title, the percent of full time equivalents (FTE), and the corresponding salary for the FTE.
- *Fringe Benefits.* Indicate the rate and total cost of fringe benefits for each salary.
- *Travel.* Indicate the destination, purpose of trip, number of people traveling, number of days traveling, total airfare costs if applicable, total ground transportation costs if applicable, total lodging and meals costs if applicable, and total mileage costs for the travel if applicable.
- *Equipment.* Indicate anticipated purchases or rental costs of equipment and its intended use. List separately each item of equipment, its intended use, and its cost. *Equipment is an article of nonexpendable, tangible personal property having a useful life of more than one year an acquisition cost which equals or exceeds \$5,000.* If under \$5,000, please include under supplies. Please see Appendix B for further guidance on equipment. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000

or more have the prior approval of CTDOAG/USDA. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry. (Note: Prior approval from CTDOAG/USDA means that the special purpose equipment must be included in the project Plan, and the project Plan must receive approval from CTDOAG/USDA. If special purpose equipment was not originally included in the approved project plan, then the grantee must request approval from CTDOAG/AMS to purchase the equipment before utilizing grant funds.) Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

- *Supplies.* Provide an itemize list of projected supply expenditures and the dollar amount for each item.
- *Contractual.* Provide a short description of contractual contract services and the flat rate fee or the total hourly rate. Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Consultant may not exceed \$130,000 or \$500 per eight-hour day, excluding travel and subsistence costs.
- *Other.* Provide detailed descriptions of other costs such as conferences or meetings, communications, speaker/trainer fees, publication costs, and data collection, and other budgeted costs associated with each project.
- *Indirect costs.* Indicate the percentage of indirect costs. Indirect costs should not exceed 3 percent (3%) of any proposed budget. A cost may not be allocated as an indirect cost if it is incurred for the same purpose under SCBGP-FB as a direct cost and vice versa.
- *Program Income.* If program income will be earned on any project, indicate the nature and source of program income, the estimated amount and *how the income will be used to further enhance the competitiveness of specialty crops.* For example, if registration fees are being collected at a conference as part of the project, indicate the estimated amount of registration fees that will be collected.

***Please see Appendix B & C for more budget-related information. Please see Appendix F for the Budget Application Form.*

- **Project Oversight:** Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.
- **Project Commitment:** Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project.
 - Who supports the project
 - How will they partners work toward the goals and outcomes of the project.

****NEW REQUIREMENT**:** Each project partner involved must submit a letter of support outlining what their responsibilities are and how they will work with the

applicant to accomplish the goals.

CTDOAG, upon its decision, may ask a potential grantee for more information on any of the above Project Narrative Requirements before awarding the grant or entering into an agreement with the grantee. CTDOAG 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 CTDOAG is satisfied with all the specifications of the project. Any grant award is dependent upon the availability of federal funds and the final approval from the USDA.

APPLICATION EVALUATION:

Applications will be evaluated by an industry review panel and awards will be determined based on how well the application meets the following:

1. Does the application meet all the submission requirements?
2. Does the project increase the competitiveness of specialty crops? How?
3. Is the project needed by the industry?
4. Is it a project noted as an area of importance by the USDA?
5. Is it a project noted as an area of importance in Connecticut?
6. Is the project work plan reasonable and achievable? Is the strategy for implementation appropriate?
7. Does the project affect specialty crops as a whole and not an individual in anyway? Does the application elaborate on how that will be accomplished?
8. Is there a well constructed budget? A well constructed budget will show in the highest detail possible how funds are to be expended.

AWARD DOCUMENTS:

Upon being awarded, the successful applicants will be required to complete the following documents, among others:

- j. Contract or Memorandum of Understanding
- k. Form W-9
- l. Vendor Form
- m. Provide quarterly invoices

FUND DISPERSMENT

After CTDOAG's application is approved by USDA and funds have been dispersed to CTDOAG, awardees will receive a portion of their total award up front and additional funds throughout the duration of the project on a quarterly basis. The amount of each quarterly payment will be based upon the funds identified as necessary to complete each step of the Work Plan for the given time period. A small portion of the total award will be withheld until each annual report and the Final Report is received.

CHANGING A SUBMITTED PROJECT: Written, prior approval is requirement for the following changes:

- Change Key Personnel - When it is necessary to change the program contact for a period of more than three (3) months, submit a written request (email is acceptable) to CTDOAG. Request should contain the new individuals name and contact information.
- Scope or Objectives - When it is necessary to modify the scope or objectives of the award, submit a written justification for the change along with the revised scope or objectives of the award to the CTDOAG and signature of the Project Coordinator. If requesting to discontinue all or a portion of a project and add a new project, submit a written justification for the change along with a project proposal to include the project title, purpose, potential impact, expected measurable outcomes, work plan, budget narrative, project oversight, and project commitment and signature of the Project Coordinator.
- Budget Changes - When a modification is required, the modification must be approved in writing by the CTDOAG if the cumulative amount of such modifications exceeds 20 percent (20%) of the project's total budget as last approved by the USDA. A request for a budget change shall include: (a) a description of the change and (b) a justification for the change, (c) the Project Coordinator signature. Note that if the cumulative amount of allowable budget changes is less than 20 percent, prior approval is not required.

REPORTING REQUIREMENTS:

Potential applicants are hereby notified that all successful grantees will be required to submit annual reports and final reports. Grantees are subject to site visits, phone calls and emails to check on the status of project(s) at any time for the duration of the award.

****NEW REQUIREMENT**:** Status Reports

Once awarded, status reports are required to CTDOAG. The reports shall include an itemized expense list, work completed to date, status of goals and targets, and Compensation Activity Reports (see below) if applicable.

Compensation Activity Reports ("CAR")

Employees who work on multiple activities or cost objectives must support their salaries actual distribution of activities, account for the total activity for which the employee is compensated, and include the employee's signature. CARs must be prepared at least monthly and coincide with one or more pay periods. All CARs shall be submitted to CTDOAG with the appropriate status and annual reports. Employees who work solely on a single federal award or cost objective must support their salaries and wages with a signed "certification" at least semiannually.

Annual Performance Reports: The Annual Report is required to CTDOAG 30 days after the end of the first year of the date of the signed grant agreement and each subsequent year until the expiration date of the grant period. The annual performance report should include a cover page and sections for *each* project that detail the progress to date.

Provide the following information in the order requested:

- Name of Organization
- Name of Point of Contact
- Type of Report (Annual or Final Performance Report)
- Date Report is Submitted
- Project Title
- Activities Performed
- Problems and Delays
- Future Project Plans
- Funding Expended To Date

Final Performance Report: A final performance report will be required within 30 days following the end date of the grant agreement. The final report will be posted on the SCBGP-FB website. The final performance report should include a cover page and sections for *each* project that detail the progress to date in the order requested:

- Name of Organization
- Name of Point of Contact
- Type of Report (Annual or Final Performance Report)
- Date Report is Submitted
- Project Title
- Project Summary
- Project Approach
- Goals and Outcomes Achieved
- Beneficiaries
- Lessons Learned
- Contact Person
- Additional Information

APPENDICES THAT FOLLOW:

- A: Project Narrative Examples
- B: Restrictions and Limitations on Funds
- C: Allowable Costs
- D: Administration of Grants
- E: Application Cover Page (also available on our website, www.ctgrown.gov/grants)
- F: Budget Application Form (also available on our website, www.ctgrown.gov/grants)
- G: Application Checklist (also available on our website, www.ctgrown.gov/grants)

APPENDIX A

PROJECT NARRATIVE EXAMPLES

Project Purpose

Many school children do not have access to healthy fruits and vegetables (ISSUE). The School Nutrition Association will subsidize installation of salad bars in forty schools to increase access to nutritious fruits, vegetables and nuts in school breakfasts and lunches (OBJECTIVE). Not only will this result in increased purchases from specialty crop growers, but the evaluation component also will provide a model for other schools in their efforts to market healthy meals to children (IMPORTANCE). This project has not been submitted or funded by another Federal or State grant program.

Potential Impact

In 2008, according to USDA, National Agricultural Statistics Service (NASS), the State's specialty crop industry occupied 3100 acres and had a value for utilized production of \$20 million. This is evidence of the success and potential for this program. New specialty crop varieties being developed through this program will enable the State's 150 farmers (# OF BENEFICIARIES) to be competitive in growing and marketing these specialty crops (HOW BENEFICIARIES WILL BE IMPACTED). These new crops could provide \$10 - \$15 million in additional farm income (POTENTIAL ECONOMIC IMPACT).

Expected Measurable Outcomes

Examples of Expected Measureable Outcomes

GOAL:	Increase attendance to the CT Wine Festival in 2011 and 2012.
PERFORMANCE MEASURE:	Counting the number of tickets sold in Years 1 and 2.
BENCHMARK:	In 2009, 3,328 attendees were recorded.
TARGET:	Attendance increase of 10% each year of the project.

GOAL:	We will determine if there are compaction differences between DZT farms and those using conventional tillage in 2012.
PERFORMANCE MEASURE:	Compaction will be measured with a penetrometer. Data will be analyzed using T-tests, ANOVA, and mean separation tests.
BENCHMARK:	In 2008, 89% of conventional-tilled farms in Connecticut had plow pans 11 inches deep.
TARGET:	We expect less than half of the DZT farms to have plow pans compared with conventionally-tilled farms in 2011. We hope to not find any plow pans on established DZT farms.

GOAL:	Increased sap flow per tap through the use of tubing vacuum systems and a newly introduced check-valve spout in 2011 and 2012.
PERFORMANCE MEASURE:	Sap production from new tubing installation versus existing bucket system on comparable land/conditions will be measured.
BENCHMARK:	Sap production from one tap is currently at 10 gallons per season.
TARGET:	Sap production per tap will be increased to 40+ gallons per season.

Work Plan

Project Activity	Who	Timeline	Budget
Assemble the specialty crop steering committee to provide direction throughout project	Agricultural Marketing Council, specialty crop industry representatives from the mushroom, apple, and peach councils	January 2008	\$500.00
Develop statement of work for literature review	Ag Marketing Council	January	\$0.00
Procure literature reviewer	Ag Marketing Council	January - February	\$1000.00
Conduct literature review on the post-harvest nutritional content of specialty crops and report gaps to steering committee	ABC Consultant	February - March	\$5000.00
Prioritize research gaps; develop/issue Request for Proposals (RFP) for original research	ABC Consultant	March - April	\$500.00
Receive proposals; distribute to steering committee	ABC Consultant	April - May	\$100.00
Review and select proposals	Specialty crop steering committee	April - May	\$0.00
As appropriate, refer proposals to individual commodity research and promotion programs	Specialty crop steering committee and individual research and promotion programs	April - May	\$0.00

Develop and execute research grant agreements for selected projects	Ag Marketing Council	May - June	\$250.00
Obtain progress reports from researchers; synthesize for steering committee	Ag Marketing Council	September, December, March 2009, June 2009	\$0.00
Disseminate research results to steering committee and SCBGP-FB showing progress toward project outcomes	Ag Marketing Council	June 2009	\$500.00

Project Oversight

The Director of Marketing and Development, John Doe, will work directly with the individuals identified as representing each partnering entity. Mr. Doe will coordinate the execution of cooperative agreements with each participating entity and monitor progress throughout the year long grant period. He will contact the principles of each project by phone at least once during each quarter to determine if the projects are on-track.

Project Commitment:

The Farm Extension and Research Center is a successful collaboration between County Cooperative Extension and Economic Development, with support from State University's College of Agriculture and Life Science as well as the Center for Environmental Farming Systems. The Farm Planning Committee includes representation from the partner institutions and agencies and has a monthly meeting schedule to plan and implement programs at the Farm. Programs during the past 2 years demonstrate a strong commitment to developing the capacity at the Farm and promoting educational activities that support farm viability.

APPENDIX B

RESTRICTIONS AND LIMITATIONS ON GRANT FUNDS

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 7321-7326).

Development or participation in lobbying activities pursuant to 31 U.S.C. 1352 including costs of membership in organizations substantially engaged in lobbying are unallowable.

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

Capital expenditures means expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit's regular accounting practices.

General purpose equipment means equipment, which is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5000.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of AMS. (Note: Prior approval from AMS means that the special purpose equipment must be included in the State Plan, and the State Plan must receive approval from AMS. If special purpose equipment was not originally included in the approved State plan, then the grantee must request approval from AMS to purchase the equipment before utilizing grant funds.)

Special purpose equipment means equipment which is used only for research, scientific, or other technical activities. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry.

Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

APPENDIX C

ALLOWABLE COSTS

All subawards are subject to those cost principles applicable to the particular organization concerned. For example, if a State government subawards to a university, the cost principles applicable to a university will apply. All costs must be associated with project activities that enhance the competitiveness of specialty crops.

State and Local Governments and Indian Tribal Governments - [2 CFR 225 \(OMB Circular A-87\)](#).

Colleges and Universities - [2 CFR 220 \(OMB Circular A-21\)](#).

Non-Profits - [2 CFR 230 \(OMB Circular A-122\)](#).

For Profits - [48 CFR Part 31.2](#).

Appendix D

ADMINISTRATION OF GRANTS

AMS applies the following federal grant uniform administrative requirements to the management of each grant award, and the State department of agriculture shall in turn apply these requirements to their subgrantees based on the type of organization through their contractual or cooperative linkages. For example, if the State government subawards to a non-profit, the administrative requirements applicable to a non-profit will apply.

State and Local Governments and Indian Tribal Governments - [7 CFR 3015](#) and [7 CFR 3016](#)

Colleges and Universities - [7 CFR 3015](#) and [7 CFR 3019](#)

Non-Profits - [7 CFR 3015](#) and [7 CFR 3019](#)

For Profits - [7 CFR 3015](#) and [7 CFR 3019](#)

Appendix E

CT Department of Agriculture Specialty Crop Block Grant Program-FB

Application Cover Page

Organization Information			
Organization Name:			
Applicant Contact:			
Full Mailing Address:			
Phone:		Fax:	
Email:		Website:	
Applicant Type (agribusiness, nonprofit, etc.):			
Organizational DUNS Number <i>This is required! To look up or obtain a DUNS number go to www.smallbusiness.dnb.com</i>			
Project Information:			
Project Title:			
Project Abstract: Max 100 words			
Total Project Value:			
Total Amount Requested:			
Project Duration:			
Targeted Specialty Crop:			
Do you work with socially disadvantaged farmers?			
Other Information			
1. Has the applicant received SCBGP-FB funds before? YES NO			
1A. If Yes, please list the year it was received and the amount awarded:		1.	
		2.	
		3.	
		4.	
2. Has the applicant received grants or other awards from the State of Connecticut? If so, please elaborate who the grantor was and the name of the grant awarded.			
Did you attend a training workshop? If so which one?			

Signature of Organization Representative

Title

Date

By signing you are verifying the attached information is approved by the applying organization.

Appendix F

**CT Department of Agriculture
Specialty Crop Block Grant Program-FB**

BUDGET APPLICATION FORM

For each budget category below, list the amount requested for each year and the total request for each category.

If there are no expenses for a particular category please note with a N/A.

This form must be included with your Application Cover Page and Application Narrative.

Category	Amount			Total Requested
	Year 1	Year 2	Year 3	
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual Costs				
Other Costs				
Indirect Costs (3%)				
Project Total				
Estimated Program Income				

Is there a cash match? (This is not required.) If so, please identify the match in the appropriate categories above after the amount requested and identify it accordingly. Ex: '(match)'.

Appendix G

Application Check List

- Application Form
- A DUNS number has been provided and the application form has been signed by an organization representative.
- Is your Project Narrative:
- In Microsoft Word
 - 12pt font
 - Arial font
 - 1 inch margins
 - Does not exceed five pages
- The Project Narrative has each of the follow sections included:
- Project Title and Abstract
 - Organization
 - Project Purpose
 - Potential Impact
 - Expected Measurable Outcomes
 - Work Plan
 - Budget Narrative
 - Project Oversight
 - Project Commitment
- Letters of support from all mentioned project partners. There is no limit on the number of support letters.
- The Expected Measureable Outcomes is in the following format:
- | | |
|-----------------------------|--|
| GOAL: | |
| PERFORMANCE MEASURE: | |
| BASELINE: | |
| TARGET: | |
- The Work Plan is in the following format:
- | Project Activity | Who | Timeline | Budget |
|-------------------------|------------|-----------------|---------------|
| | | | |
- The Budget Narrative has each of the follow sections acknowledged within the narrative:
- *Personnel*
 - *Fringe Benefits.*
 - *Travel.*
 - *Equipment.*
 - *Supplies.*
 - *Contractual.*
 - *Other.*
 - *Indirect costs.*
 - *Program Income*
- The Budget Form has been completed in full and is attached.

Congratulations! You have a complete application ready to be submitted via email to Jaime Smith, jaime.smith@ct.gov by 4:30pm on May 17, 2012!