



**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 2014*

APPLICATION GUIDELINES  
*PHASE TWO: FULL APPLICATION*



**Application Deadline: May 21, 2014 at 4:00pm**

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Due to the high volume of applications received in past program years, the Connecticut Department of Agriculture's 2014 Specialty Crop Block Grant Program is a two-phase application process.

The first phase is the submission of a concept proposal. The information following in this guidance document will assist in completing the **second phase**, a full application. Only applicants officially asked by the Department of Agriculture should complete the second phase.

## PROGRAM INFORMATION

### GRANT DESCRIPTION

The Connecticut Department of Agricultural (hereinafter, "CT DoAg") is soliciting full applications for selected concept proposals whose projects 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](http://www.ams.usda.gov/scbqp).

The USDA encourages projects focused on the following issues affecting the specialty crop industry:

- enhancing food safety;
- 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 research to focus on conservation and environmental outcomes;
- developing new and improved seed varieties and specialty crops;
- pest and disease control; and development of organic and sustainable production practices;
- increasing child and adult nutrition knowledge and consumption of specialty crops;
- improving efficiency and reducing costs of distribution systems;
- developing local and regional food systems; and
- improving food access in underserved communities.

The USDA is the funding entity and has the final approval of projects. Prior to the USDA's approval, CT DoAg will make the initial review of the concept proposal and a review panel of industry representatives will make the secondary review and award

recommendations to the Commissioner of Agriculture. The USDA will make the final award decisions.

The Specialty Crop Block Grant Program (SCBGP) is authorized under section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) and amended under section 10010 of the Agricultural Act of 2014, Public Law 113-79 (the Farm Bill). SCBGP is currently implemented under 7 CFR part 1291 (published March 27, 2009; 74 FR 13313).

*With the passing for the Ag Act of 2014 a number of changes have happened within the program. These changes are noted as **New Information**. The **New Information** is noted with an asterisk (\*).*

#### 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.

CT DoAg is looking to award multiple grants. Connecticut's total award from the USDA is based upon a formula analyzing specialty crop acreage and sales in the state of Connecticut.

#### PROJECT DURATION

Projects cannot begin until January 1, 2015. Prior to starting a project the USDA has to make their official award announcement (expected in October 2014), a contract must be signed with the State of Connecticut **and** a State of Connecticut Purchase Order (PO) must be issued.

Projects must be completed by September 29, 2017 however, the proposal must justify the 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.

#### SUBMISSION PROCESS:

**Phase One:** Concept Paper Submission – Deadline: April 15, 2014

**Phase Two:** Full Application Submission – **Deadline: May 21, 2014**

*All submissions are required via email to Jaime Smith, [jaime.smith@ct.gov](mailto:jaime.smith@ct.gov) by close of business (4:30pm) on the day specified.*

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 CT DoAg. Once your application is received, a confirmation email will be sent.

## ANTICIPATED TIMELINE OF EVENTS

March 4	Announcement of open RFA/Concept Proposal submission
April 15	Concept Proposals due
April 22	Full application requests announced
<b>May 1, 2:00pm</b>	<b>Mandatory training workshop for applicants</b>
May 21	Full applications are due via email by 4:00pm
June 16	Review Panel Meeting
June 19	Announcement of awards
July 9	CT DoAg submits compiled application to USDA
October 1	Expected date of federal award announcement
January 1, 2015	Release of funds to sub-grantees (aprox)

*Dates are subject to change, please check the agency website for the most current timeline of events.*

## TRAINING SESSIONS

**REMINDER:** A training session on how to submit a complete, thorough, and detail application will be held. Those asked to submit a full application are required to attend the session. **The session will be held on Thursday, May 1<sup>st</sup> from 2:00-3:30pm at CT Farm Bureau Association, 775 Bloomfield Ave, Windsor ([directions](#))**

## PROJECT NARRATIVE REQUIREMENTS

The Application Cover Page, found in Appendix D, must be submitted with the Project Narrative, further described below.

A detailed explanation about your project must be submitted in the following Project Narrative format. The Project Narrative must address each of the bullets below. Failure to responds to each section below and attach the required forms will result in an incomplete application. Please see Appendix F 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.** (The page limit is specific to the Project Narrative only and does not include the cover page, budget form, or letters of support.)

## **Project Title**

Include a descriptive title of the project in fifteen words or less.

## **New Information: Abstract**

Include an abstract of 200 words or less suitable for dissemination to the public. \*It should include the need for the project, a brief description of the goals and outcomes, and the plan for evaluating and measuring success of the project.

## **Partner Organization**

Include the applying organization's name, a project contact name, email, and phone that plans to oversee/execute the project.

## **New Information: 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.

\*Clearly describe the methods which will be implemented to verify all grant funds are expended on activities/costs that only benefit *eligible specialty crops*. If a match is included to cover non-specialty crops, clearly explain what those costs are specifically covering, where the match is coming from, and how the match amount was determined.

\*If the project has been previously funded by the SCBGP, describe how the project differs from and is building on the previous project's efforts. Also describe the likelihood of the project becoming self-sustaining. Finally, include (3-5 sentences) of the accomplishments of the project when previously funded by the SCBGP that led to soliciting additional funds.

Indicate if the project will be or has been submitted to or funded by another federal, state, or private industry grant program.

- \*If it has/will be: identify the grant program and describe how the projects differs from and supplements efforts of the SCBGP. (SCBGP will not fund duplicative projects.)
- If it hasn't/will not: the following statement needs to conclude this section: *"This project has not been submitted to or funded by another federal, state or private entity grant program."*

## **New Information: Potential Impact**

Describe how the project benefits the specialty crop industry as a whole. Discuss the number of people or operations affected. Be specific (provide numbers) regarding the intended beneficiaries of each project, how will they benefit, and the potential economic impact of the project on the intended beneficiaries (if such data is available/able to be estimated).

\*If a multistate project: how will the project have a multistate/national impact.

**New Information: Expected Measurable Outcomes**

For each project, describe *at least one* distinct, quantifiable (an actual number, percentage, etc), measurable outcome that directly and meaningfully supports enhancing the competitiveness of specialty crops.

Steps to Developing Expected Measurable Outcomes

\*The outcome(s) must include a goal, performance measure, baseline, target, monitoring plan, and an explanation of how the information will be disseminated to the industry. 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:	
BENCHMARK:	
TARGET:	
MONITORING PLAN TO REACH THE TARGETS	
INFORMATION DESSEMINATION	

The following 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.*
  - a. Goals: What you hope to achieve as a result of conducting the activities and producing outputs of the project. IE: A change in knowledge, oriented behavior, or conditions that make a difference for the beneficiaries of the project. While the work plan activities identify *how* you intend to achieve the goals, outcome-oriented goals should explain *why* you are performing each grant activity.
2. *Figure out how to measure the results and identify a PERFORMANCE MEASURE.*
  - a. For each goal identified, determine the performance measure used to measure the actual project results compared to the 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.
3. *\*Determine/identify the BENCHMARK for each performance measure.*
  - a. For each performance measure determine the benchmark you will measure against. The benchmark is the baseline data you will measure your success against. It's the current level of knowledge, behavior, or conditions. Use the benchmarks to set targets for the quantity of change expected.

4. *Set TARGET goals for performance.*
  - a. Targets are the level of change that you anticipate by the end of the project.
  - b. They can 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.)
5. *\*Identify the MONITORING PLAN TO REACH THE TARGETS.*
  - a. How will progress be monitored?
  - b. What will be done to ensure the targets you're working towards are actually being achieved? How will the data be collected and how often? These steps should be incorporated into the work plan.
6. *\*How will the INFORMATION BE DISSEMINATED to the industry?*
  - a. Describe how the results of the project will be shared with specialty crop grower. Again, these should be incorporated into your work plan.

\*If the outcome measures are long-term and occur after the project's completion, identify an intermediate outcome that occurs before the end of the grant period and that is expected to lead to fulfillment of long term outcomes of the projects. This can be included in your monitoring plan section.

**New Information: Work Plan:**

Explain briefly the activities that will be performed to accomplish the goals of the project.

For each activity (steps) listed to accomplish the project:

- Indicate what the activity is (including any travel)
- Who will do the work of each activity (including sub-recipients/contractors)
- When it will be done, including month and year, within the allowable grant period.
- Indicate the budget required for each activity

The Work Plan must be submitted in the following format:

Project Activity	Who	Timeline	Budget

\*Be sure to include the activities related to your monitoring plan and information dissemination.

**Project Commitment**

Describe how the specialty crop stakeholders, other than the applicant, individuals, and organizations involved in the project, support the project and why.

REMINDER: 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.

**New Information: 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 be expense covered by the SCBGP which solely enhance the competitiveness of specialty crops.

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 sections 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.

Please provide the subtotal for each section below for which grant funds are requested.

*Personnel.* If personnel expenses are request, for each person indicate their title, the percent of full time equivalents (FTE), and the funds requested.

*Fringe Benefits.* Indicate the fringe benefit rate and the funds requested for each person listed above.

*\*Travel.* Travel costs are limited to those allowed by formal organizational policy; for airfare, the lowest reasonable commercial airfare must be used. If no travel policy exists, costs cannot exceed that which is established by the Federal Travel Regulation. This info can be found at [www.gsa.gov](http://www.gsa.gov)

If travel is requested it must be justified and this chart must be included:

Trip Destination	Purpose of Trip	Type of Expense (airfare, car, rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, mile)	Number of Units	Cost/Unit	Number of Travelers Claiming Expense	Total Funds Requested for Destination

*Equipment.* Indicate anticipated purchases or rental costs of equipment and its intended use. *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. It is used only for research, medical, scientific or other technical activities.* If under \$5,000, please include under supplies. Please see Appendix A for further guidance on equipment.

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

Rental of *general purpose* equipment is allowed and must be described. Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

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 CT DoAG/USDA. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry. (Note: Prior approval from CT DoAG/USDA means that the special purpose equipment must be included in the project Plan, and the project Plan must receive approval from CT DoAG/USDA. If special purpose equipment was not originally included in the approved project plan, then the grantee must request approval from CT DoAG/AMS to purchase the equipment before utilizing grant funds.)

**\*Supplies.** Provide an itemize list of projected supply expenditures and the dollar amount for each item.

<b>Item Destination</b>	<b>Justification for Supplies</b>	<b>Cost/ Unit</b>	<b>Number of Units Purchased</b>	<b>Total Funds Requested for Supplies</b>

**\*Consultant/Contractual.** These are 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.

Contractors must be selected based on the procurement policies based on the type of applicant better described in Appendix D. *If the contract has not been selected, provide acknowledgement that the procurement processes based on the type of applicant will be followed.*

Each contractor (if more than one) must be described separately. Provide a short description of contractual contract services along with an itemized budget (personnel, fringe, travel, equipment, supplies, other.)

Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Consultants may not exceed \$157,100 annually or \$75.28 per hour. This does not include fringe, travel, indirect, or other costs.

**\*Other.** Provide detailed descriptions of other costs not included in the other categories such as conferences or meetings, communications, speaker/trainer fees, publication costs, and data collection. Be sure to give the cost per unit. If meal costs are included provide justification to support that they are non-entertainment costs.

**\*Indirect costs.** Indirect costs are not allowed.

*\*Program Income.* This is gross income earned by a recipient or sub recipient under a grant which is directly generated by the grant-supported activity earned only because of the grant agreement during the period of performance. This includes (but not limited to) income from fees for services performed, sale of commodities or items fabricated under an award (even if the item is sold at costs,) registration fees, etc.

You must provide a description of how you will reinvest the program income into the project to solely enhance the competitiveness of specialty crops. If the exact income is not known, please estimate.

*\*Cash Match:* If a cash match is included to cover the potential for non-specialty crops to benefit, clearly state the percentage of non-specialty crops which will benefit and what budget items your match is covering. Also note, that adequate records must be kept to identify and document the specific costs proposed are utilized for non-specialty crops.

*\*Others Things to Know:* Advertising and public relations costs used to solely promote the image of an organization, general logo, or general brand, rather than specialty crops, is unallowable.

- A promotional campaign to increase sales of “XYZ Grown” watermelon is acceptable while increasing brand awareness of “XYZ Grown” generically is not.
- Promoting tomatoes while including an organization’s logo in the promotion is acceptable, while generally promoting an organization’s logo is not.
- Promotional items could say “Buy XYZ Grown Apples” but not “XYZ Grown”, which promotes XYZ generically.
- A promotional campaign to increase producer sales of “XYZ Grown fruits and vegetables” is acceptable while increasing membership in “XYZ Grown” generally is not.

Grant funds cannot be used for coupon/incentive redemptions or price discounts.

- Costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (i.e., a print advertisement that contains a clip-out coupon) are allowable only if they solely promote the specialty crop rather than promote or benefit a program or single organization.

*\*Grant funds cannot be used for tuition/tuition reimbursement.*

Costs associated with the use of trade shows, meeting rooms, displays, demonstrations, exhibits, and the rental of space for activities that do not solely promote specialty crops are unallowable.

- Supporting the participation of raspberry and blueberry producers at a non-specialty crop specific international trade show to promote berries to an international audience is allowable, while renting a booth space for berry producers as well as wheat producers at an international trade show is not allowable.
- Supporting the participation of farmers’ market managers at a national conference that is not specific to specialty crops is not allowable.

- Supporting a portion of a national conference that is not specific to specialty crops is not allowable, while supporting a session on specialty crops at a national conference that is not specific to specialty crops is allowable.
- Funding an “XYZ State Grown” booth at a specialty crop-specific venue where all exhibitors in the booth are specialty crop producers is allowable, but funding an “XYZ Grown” booth at a non-specialty crop specific venue is not allowable.

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

*CT DoAG, 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. CT DoAG 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 CT DoAG 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.*

## EVALUATION PROCESS

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 solely enhance the competitiveness of specialty crops? How?
3. Is the project needed by the industry?
4. Is the project work plan reasonable and achievable? Is the strategy for implementation appropriate?
5. 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?
6. Is there a well constructed budget? A well constructed budget will show in the highest detail possible how funds are to be expended.
7. Is there a positive past history of grant awards and project progress and outcomes (if applicable).

The tentative review panel meeting date is schedule for June 16, 2014.

## POST AWARD INFORMATION

### AWARD DOCUMENTS:

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

- a) Contract or Memorandum of Understanding (MOU)

- b) Form W-9
- c) Vendor Form
- d) Provide quarterly invoice

#### FUND DISPERSEMENT

After CT DoAG's application is approved by USDA and funds have been dispersed to CT DoAG, 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. Additional details will be included in the contract or MOU.

#### REPORTING REQUIREMENTS:

Potential applicants are hereby notified that all successful grantees will be required to submit two 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. Two status reports will also be required by CT DoAG.

#### Status Reports

Once awarded, status reports are required to CT DoAG. 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:

- o Name of Organization
- o Name of Point of Contact
- o Type of Report (Annual or Final Performance Report)
- o Date Report is Submitted
- o Project Title
- o Activities Performed
- o Problems and Delays
- o Future Project Plans
- o 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
- Lessoned Learned
- Contact Person
- Additional Information

Additional details on the above reports, including submission deadlines will be included in the final contract or MOU.

## APPENDICES THAT FOLLOW

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

## **APPENDIX A**

### RESTRICTIONS AND LIMITATIONS ON GRANT FUNDS

All costs must be associated with project activities that enhance the competitiveness of specialty crops. Failure to mention a particular item of cost in this section is not intended to imply that it is allowable. Please see 2 CFR Part 225 for further guidance on cost principles for State governments.

**ADVERTISING AND PUBLIC RELATIONS:** Costs of advertising and public relations designed solely to promote the *governmental* unit.

**ALCOHOLIC BEVERAGES:** Except when the costs are associated with enhancing the competitiveness of wine grapes and prior approval is given from the awarding agency.

**BAD DEBTS:** Including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs.

**CAPITAL EXPENDITURES FOR GENERAL PURPOSE EQUIPMENT, BUILDINGS, AND LAND:** Capital expenditures for general purpose equipment, buildings, and land are considered unallowable. Capital expenditures are 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. "General purpose equipment" is equipment, which is not limited to research, medical, scientific or other 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.

**CONTINGENCY PROVISIONS:** Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening.

**CONTRACTUAL COSTS:** Contractual hourly rates that exceed the salary of a GS-14 step 10 Federal employee in your area (for more information please go to [www.opm.gov](http://www.opm.gov) and click on Salaries and Wages), unless one of the following justifications is provided.

1. A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis from at least three contractors who can perform the service. The purpose of the cost analysis is to review and evaluate each element of cost to determine reasonableness. (Please provide company name and contract amount for each analysis.)

OR

2. Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Therefore, the selected contractor's specialized qualifications necessitate hiring at a rate beyond a GS-14 step 10. (Please outline the unique qualifications of the contractor.)

**DONATED SERVICES:** Donated or volunteer services may be furnished to a governmental unit by professional and technical personnel, consultants, and other

skilled and unskilled labor. The value of these services is not reimbursable either as a direct or indirect cost.

**DONATIONS AND CONTRIBUTIONS:** Contributions or donations, including cash, property, and services, made by the governmental unit, regardless of the recipient.

**ENTERTAINMENT:** Amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).

**EXCESSIVE AIRFARE COSTS:** Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), Federal Government contract airfare, or the lowest commercial discount airfare.

**FINES AND PENALTIES:** Fines, penalties, damages, and other settlements resulting from violations (or alleged violations) of, or failure of the governmental unit to comply with, Federal, State, local, or Indian tribal laws and regulations.

**FUNDRAISING:** Organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used.

**GENERAL COSTS OF GOVERNMENT:**

These include: (1) Salaries and expenses of the Office of the Governor of a State or the chief executive of a political subdivision or the chief executive of federally-recognized Indian tribal government; (2) Salaries and other expenses of a State legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction; (3) Costs of the judiciary branch of a government; (4) Costs of prosecutorial activities; and (5) Costs of other general types of government services normally provided to the general public, such as fire and police.

**GOODS OR SERVICES FOR PERSONAL USE:** Costs of goods or services for personal use of the governmental unit's employees regardless of whether the cost is reported as taxable income to the employees.

**INVESTMENT MANAGEMENT COST:** Costs of investment counsel and staff and similar expenses incurred to enhance income from investments.

**LOBBYING:** Development or participation in lobbying activities including costs of membership in organizations substantially engaged in lobbying.

**MEALS:** Business meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, lunch or dinner meals may be charged to the project if 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. Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this

meal on their own before the conference begins in the morning.

Note: Meals consumed while in official travel status do not fall in this category. They are considered per diem expenses and should be reimbursed in accordance with the organization's established written travel policies.

**POLITICAL ACTIVITIES:** Development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

**SUPPLANTING STATE FUNDS:** Grant funds shall supplement the expenditure of State funds in support of specialty crops grown in that State, rather than replace State funds.

## **APPENDIX B**

### 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](#).

All costs must be associated with project activities that enhance the competitiveness of specialty crops. Failure to mention a particular item of cost in these sections is not intended to imply that it is unallowable.

**ADVERTISING AND PUBLIC RELATIONS:** Advertising and public relations costs that solely enhance the competitiveness of eligible specialty crops.

**ADVISORY COUNCILS:** Costs incurred by advisory councils or committees.

**AUDIT COSTS:** The cost of audits made in accordance with the provisions of 7 CFR Part 3052, "Audit of States, Local Governments, and Non-profit Organizations".

#### **CAPITAL EXPENDITURES FOR SPECIAL PURPOSE EQUIPMENT**

With acceptance from AMS, costs associated with capital expenditures for special purpose equipment with a unit cost of \$5,000 or more. Note: Acceptance from AMS means that the special purpose equipment must be included in the State Plan, and the State Plan must receive approval from AMS. "Special purpose equipment" is equipment that is used only for research, medical, scientific, or other technical activities.

Examples of special purpose equipment include microscopes, spectrometers, and equipment used for a single purpose to solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry. This equipment cannot only benefit a particular commercial product or provide a profit to a single organization, institution, or individual.

Maintenance costs for special purpose equipment, which include the cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, necessary maintenance, normal repairs and alterations, and the like are allowable to the extent that they keep property (including Federal property, unless otherwise provided for) in an efficient operating condition, do not add to the permanent value of property or

appreciably prolong its intended life, and are not otherwise included in rental or other charges for space. Costs which add to the permanent value of property or appreciably prolong its intended life shall be treated as capital expenditures.

**COMPENSATION FOR PERSONNEL SERVICES:** Compensation for personnel services during the period of performance under the Federal award, including salaries, wages, and fringe benefits to the extent that they are reasonable for the services rendered and they are supported with adequate documentation in accordance with 2 CFR 225 App. B 8h.

**COMMUNICATION COSTS:** Costs incurred for telephone services, local and long distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services and the like.

**FOREIGN TRAVEL:** With prior approval from AMS, direct charges for foreign travel. Each separate foreign trip must receive such approval. For purposes of this provision, "foreign travel" includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions. However, the term "foreign travel" for a governmental unit located in a foreign country means travel outside that country. An applicant with a proposal that involves foreign market development must determine if the project is more appropriate for grant programs administered by the Foreign Agricultural Service or funded through the State-Regional Trade Groups. Any proposal involving foreign travel must be well justified.

**INDIRECT COSTS:** The limit on indirect costs will be published in a Federal Register notice each fiscal year.

**MATERIALS AND SUPPLIES:** Costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award. Purchased materials and supplies shall be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs. Only materials and supplies actually used for the performance of a Federal award may be charged as direct costs. Where federally-donated or furnished materials are used in performing the Federal award, such materials will be used without charge.

**MEETINGS AND CONFERENCES:** Costs of meetings and conferences with the primary purpose of dissemination of technical information. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences with the exception of entertainment costs as described under unallowable costs.

**PROFESSIONAL SERVICE COSTS:** Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the governmental unit when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government.

**PROPOSAL COSTS:** Costs of preparing proposals for potential Federal awards. Proposal costs should be treated as indirect costs and should be allocated to all activities of the governmental unit utilizing the cost allocation plan and indirect cost rate proposal.

**PUBLICATION AND PRINTING COSTS:** Publication costs include the costs of printing (including the processes of composition, plate-making, press work, binding, and the end products produced by such processes), distribution, promotion, mailing, and general handling. Publication costs also include page charges in professional publications. If these costs are not identifiable with a particular cost objective, they should be allocated as indirect costs to all benefiting activities of the governmental unit. Page charges for professional journal publications are allowable as a necessary part of research costs where: (1) The research papers report work supported by the Federal Government; and (2) The charges are levied impartially on all research papers published by the journal, whether or not by federally-sponsored authors.

**RENTAL COSTS OF BUILDINGS. VEHICLES AND EQUIPMENT:** To the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property, vehicle, or equipment leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.

**TRAINING COSTS:** The cost of training provided for employee development.

**TRAVEL COSTS:** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the governmental unit. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the governmental unit's nonfederally-sponsored activities.

## Appendix C

### 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.

#### DIRECT STATUTES AND REGULATIONS FOR THE SCBGP-FB

Type of Grantee or Subgrantee	State and Local Government and Indian Tribes	Colleges and Universities	Non-Profit	For Profit
Administrative Regulations	7 CFR Part 3015 and 7 CFR Part 3016	7 CFR Part 3015 and 7 CFR Part 3019	7 CFR Part 3015 and 7 CFR Part 3019	7 CFR Part 3015 and 7 CFR Part 3019
Cost Principles	2 CFR Part 225	2 CFR Part 220	2 CFR Part 230	48 CFR Subpart 31.2
Audit	7 CFR Part 3052 (A-133) If expend \$500k or more in one year in Federal awards or Program-specific audit	7 CFR Part 3052 (A-133) If expend \$500k or more in one year in Federal awards or Program-specific audit	7 CFR Part 3052 (A-133) If expend \$500k or more in one year in Federal awards or Program-specific audit	DCAA
Suspension and Debarment	2 CFR 180 Go to <a href="http://www.epls.gov">www.epls.gov</a> to ensure subgrantees are not on the suspended or debarred list before award. Form AD-1048 "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions" may be provided for signature to each subgrantee for the State department of agriculture's files.			
Statutory Requirements	Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) of Public Law 108-465; amended under Section 10109 of the Food, Conservation, and Energy Act of 2008, Public Law 110-246 (the 2008 Farm Bill)			
Program Regulations	7 CFR Part 1291			
National Policy Requirements	See National Policies in Grant Agreement Award Terms and Conditions			

**Appendix D**

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

2014 Application Cover Page

<b>Organization Information</b>			
<b>Organization Name:</b>			
<b>Applicant/PI Contact:</b>			
<b>Full Mailing Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Email:</b>		<b>Website:</b>	
<b>Organizational DUNS Number</b>			
<b>Project Information:</b>			
<b>Project Title:</b>			
<b>Total Project Value:</b>			
<b>SCBG Amount Requested:</b>			
<b>Project Duration:</b>			
<b>Targeted Specialty Crop:</b>			

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**Signature of Organization Representative**                      **Title**                      **Date**  
*By signing you are verifying the attached information is approved by the applying organization.*

**Appendix E**

**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.

<b>Category</b>	<b>Amount</b>			<b>Total Requested</b>	<b>Cash Match <i>If applicable</i></b>
	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>		
<b>Personnel</b>					
<b>Fringe Benefits</b>					
<b>Travel</b>					
<b>Equipment</b>					
<b>Supplies</b>					
<b>Contractual Costs</b>					
<b>Other Costs</b>					
<b>Indirect Costs</b>					
<b><i>Project Total</i></b>					
<b>Estimated Program Income</b>					

## **Appendix F**

### 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
  - Abstract
  - Partner Organization
  - Project Purpose
  - Potential Impact
  - Expected Measurable Outcomes
  - Work Plan
  - Project Commitment
  - Budget Narrative
- 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:

<b>GOAL:</b>	
<b>PERFORMANCE MEASURE:</b>	
<b>BENCHMARK:</b>	
<b>TARGET:</b>	
<b>MONITORING PLAN TO REACH THE TARGETS</b>	
<b>INFORMATION DESSEMINATION</b>	

- The Work Plan is in the following format:

<b>Project Activity</b>	<b>Who</b>	<b>Timeline</b>	<b>Budget</b>

- The Budget Narrative has each of the follow sections acknowledged within the narrative:
  - *Personnel*
  - *Fringe Benefits.*
  - *Travel.*
  - *Equipment.*
  - *Supplies.*
  - *Contractual.*
  - *Other.*
  - *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](mailto:jaime.smith@ct.gov) by 4:00pm on May 21, 2014!**