

Specialty Crops Block Grant Program Utah Department of Agriculture and Food

Program Overview

Updated - April 2014

Program Authority and Description:

The United States Department of Agriculture (USDA) is expected to announce the availability of grant funds to state departments of agriculture to enhance the competitiveness of specialty crops. (The Specialty Crop Block Grant Program)

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

Utah is designated to receive over \$312,000 in block grant funds in this round of funding. The Utah Department of Agriculture and Food (UDAF) is the authorized agency to administer the grant.

Eligible Grant Applicants:

Individual producers, producer groups, organizations, and associations, as well as state and local organizations, academia and other specialty crops stakeholders are eligible to apply either as a single entity or in combined efforts. **Each project must demonstrate measurable benefits for the specialty crop industry and must assist more than just a single producer or company.**

Eligible Grant Projects:

To be eligible for a grant, the project(s) must solely enhance the competitiveness of U.S. grown specialty crops in either domestic or foreign markets by (but not limited to):
Increasing child and adult nutrition knowledge and consumption of specialty crops; improving efficiency and reducing costs of distribution systems; assisting all entities in the specialty crop distribution chain in developing “Good Agricultural Practices”, “Good Handling Practices”, “Good Manufacturing Practices”, and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors; investing 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 development of organic and sustainable production practices.

UDAF is also encouraging applications from specialty crop farmers, including Native American and disadvantaged farmers. Increasing specialty crop competitiveness may include developing local and rural food systems, and improving food access in underserved communities.

Restriction and Limitations on Grant Funds:

- Any information obtained, data derived and reports resulting from and Federal grant; including this one, must be available to the public.
- Under the Federal Regulation (7 CFR 3015,3016, 3019) requirements of reporting, approvals, disbursements, and access to records apply.
- All travel expenses approved under projects shall follow State travel requirements.
- 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)
- Grant funds are to supplement the expenditures of State funds in support of specialty crops grown in the State, rather than replace State funds.
- Grantees will be required to provide periodic reports.
- All grantees will be required to provide an annual &/or final report and submit to an audit of project activities. (10% of the approved grant amount will be withheld until a Final Report is completed)
- Projects must be completed within three calendar years after the grant agreement is signed.

Application Procedures and Requirements:

All applications must be submitted using the attached State of Utah (UDAF) application form for Specialty Crop Grant – Utah, along with additional information as outlined below under “Application Format” in order to be accepted as a complete application.

Note:

- Applications are due no later than June 6, 2014.
- An electronic copy (required) to be sent to craigbuttars@utah.gov
- Electronic copy of application in **Microsoft Word** with narratives in **12 pitch font** and **1 inch margins**.
- Recommended page limit for each project proposal is 6 pages.

Application Format:

The purpose of the following **REQUIRED** information is for applicants to describe how grant funds will be utilized to **solely enhance the competitiveness of specialty crops**. Please keep narratives short and concise.

Important: Applications that do not address (in order) each one of the areas identified below are not complete and will be declared ineligible. Format as follows:

1. **Project Title** – Title should adequately describe the project.
2. **Partner Organization** – Organizations name and person to oversee the project
3. **Abstract** – Summary of 200 words or less describing the proposed project. Should contain a statement of objectives and methods to be employed.
4. **Project Purpose** – Clearly state the purpose of the project. Describe the specific issues, problems, interests, or needs to be addressed. Explain why the project is important and timely and identify the objectives of the project. Indicate if the project will be or has been submitted to or funded by

another Federal or State grant program and if the project duplicates efforts of the SCBGP and the other Federal or State grant program. If it does not, how does it supplement?

5. **Potential Impact** – Show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual. Discuss the number of people or operations affected, the intended beneficiaries of the project, and/or potential economic impact if such data is available and relevant to the project.
6. **Expected Measurable Outcomes** - Describe at least one distinct, quantifiable and measurable outcome-oriented objective that directly and meaningfully supports the project’s purpose and is of direct importance to the intended beneficiaries. The measurable out-come should include a goal, performance measure, bench mark and a target. Describe how performance toward meeting outcomes will be monitored. Include a performance-monitoring plan to describe the process of collecting and analyzing data to meet the outcome-oriented objective.
7. **Work Plan** - Explain briefly the activities that will be performed to accomplish the objectives of the project. Be clear about who will do the work. Include appropriate time lines, on when the work will be accomplished and when the project is scheduled to begin and end. Include the performance monitoring/data collection plan & how outcomes will be measured or completed.
8. **Budget Narratives** – Provide sufficient detail information about the budget categories to demonstrate that grant funds are being expended on eligible grant activities that meet the purpose of the program. The budget should address the following categories: 1) **Personnel**- each project participant, their title, % of full time equivalents (FTE), and corresponding salary for the FTE. 2) **Fringe Benefits** – the rate of fringe benefits for each salary. 3) **Travel** – Indicate the destination, purpose of trip, number of people traveling, number of days traveling, total airfare costs if applicable, total ground transportation costs, total lodging and meals costs, and total mileage costs for the travel if applicable. 4) **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 equal or exceeds \$5,000. If under \$5,000, please include under supplies. Rental costs of buildings and equipment are allowable as direct costs. 5) **Supplies** – Provide an itemize list of projected supply expenditures and the dollar amount for each item. 6) **Contractual** – Provide a short description of the services each contract covers. 7) **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 the project.

Note: Administrative Costs are *not* to be included in grant request. It is recommended that your administrative costs be part of your contribution to the project.
9. **Project Oversight** –Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration. Also,
 - Who will oversee the project activities?
 - How will oversight be performed? Include timelines.
10. **Project Commitment** – Describe how all grant partners commit and work toward the goals and outcome measures of the proposed project.
 - Who supports the project?
 - How will all grant partners work toward the goals & outcomes of the project?

11. **Application** (APPLICATION FOR SPECIALTY CROP GRANT - UTAH) - Attached and can be reproduced. To be signed by authorized representative of the project. Also, please fill out contact person information with **email address** and **phone number** included.

Selection Criteria:

A selection committee established by UDAF will have the responsibility of evaluating all complete and eligible applications. Members of the Selection Committee include the Commissioner of Agriculture or his designee, the Deputy Commissioner or his designee, and up to three other individuals as assigned by the Commissioner.

It is anticipated that UDAF will receive requests in an amount greater than allocated funds. A protocol is established to evaluate all applications and make awards to the projects that are determined to have the greatest overall benefit for specialty crops and all stakeholders. The evaluation protocol includes:

- Appropriate to the program purposes – does the project accomplish the purpose of **solely enhancing the competitiveness of specialty crops in Utah?**
- Importance or need – does the project address a significant problem or important need to an industry or the state?
- Potential impact – how many people or operations are affected and what is the overall statewide economic impact of the project?
- Measurable outcomes – do the measurable outcomes appropriately track success in supporting the project’s purpose?
- Financial feasibility – is the budget realistic, and will the project yield a positive return on investment?
- Matching funds – matching funds are not required but are encouraged.
- Grant application – is application neat and follows guidelines in a clear and concise manner?
- Credibility – is it reasonable to expect the project to be successful?
- Timeliness – can the project be completed within a reasonable time frame?

Utah Department of Agriculture and USDA timeline:

- Application & grant proposal due to UDAF by June 6, 2014
- UDAF selection committee submit winning proposals to USDA by July 11, 2014
- USDA announce their awards in late September, 2014
- UDAF issue grant agreements/contracts to recipients by late Oct. 2014

Application information and forms are available on line at <http://ag.utah.gov>

Or call Craig Buttars at (801) 538-4931 (office) or (435) 760-8147 (cell). For more information on the program, lists of eligible products and the federal requirements, go to USDA’s Agricultural Marketing Service (AMS) at www.ams.usda.gov/scbgrp



APPLICATION FOR SPECIALTY CROP GRANT- UTAH

DATE SUBMITTED

DATE RECEIVED BY STATE

STATE IDENTIFIER

APPLICANT INFORMATION

<p>Name of Entity or Individual Making Application:</p> <p>Address (give city, county, state, and zip code:)</p>	<p>Name and telephone number of person to be contacted on matters involving this application (give area code):</p> <p>EMPLOYER IDENTIFICATION NUMBER (EIN) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/></p>																		
<p>TYPE OF APPLICANT: (enter appropriate letter in box) <input style="width: 40px; height: 20px;" type="text"/></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">G. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>H. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>I. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>J. Individual</td> </tr> <tr> <td>E. Special District</td> <td>K. Profit Organization</td> </tr> <tr> <td>F. Independent School District</td> <td>L. Other (specify) _____</td> </tr> </table>	A. State	G. State Controlled Institution of Higher Learning	B. County	H. Private University	C. Municipal	I. Indian Tribe	D. Township	J. Individual	E. Special District	K. Profit Organization	F. Independent School District	L. Other (specify) _____	<p>DESCRIPTIVE TITLE OF PROJECT:</p> <p>AREAS AFFECTED BY PROJECT (Cities, Counties, etc.)</p> <p>CONGRESSIONAL DISTRICTS OF: Applicant: _____ Project: _____</p>						
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<p>Proposed Project:</p> <p>Start Date _____ Ending Date _____</p>	<p>IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</p> <p><input type="checkbox"/> Yes (If "Yes", attach an explanation.) <input type="checkbox"/> No</p>																		
<p>ESTIMATED FUNDING:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Grant</td> <td style="width: 80%;"></td> </tr> <tr> <td>Applicant</td> <td></td> </tr> <tr> <td>State</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Program Income</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> </tr> </table>	Grant		Applicant		State		Other		Program Income		TOTAL		<p>TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE GRANT RULES IF THE ASSISTANCE IS AWARDED.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">Type name of Authorized Representative</td> <td style="width: 30%;">Title</td> <td style="width: 35%;">Telephone Number</td> </tr> <tr> <td colspan="2">Signature of Authorized Representative</td> <td>Date Signed</td> </tr> </table>	Type name of Authorized Representative	Title	Telephone Number	Signature of Authorized Representative		Date Signed
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Fax application to (801) 538-7126 - or mail to UDAF, David Bailey, P.O. Box 146500, Salt Lake City, UT 84114-6500

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Application- Specialty Crop Grant