**Utah Specialty Crop Block Grant Program**

Grant Application

Fiscal Year 2020 Funding Cycle

*(10/1/2020 - 9/30/2023)*

**Grant Proposal Application Due Date: April 23, 2020**

If you have any questions concerning the completion of this application you may email Miriam Anderson at manderson@utah.gov

Submit completed application by Email to: manderson@utah.gov as an MS Word document (or MS Word compatible) by **April 23, 2020.**

# Appendix A Grantee Self-Assessment

Grantee Self-Assessment of Internal Controls and Risks

The Utah Department of Agriculture and Food will use this self-assessment as part of a risk assessment for each grantee. **Your answers will not preclude your organization from getting a grant** but will determine the extent to which special conditions are applied to your award, such as reporting frequency, site visits, source documentation, etc.

|  |  |
| --- | --- |
| Company/Organization Name |  |
| Grant Project Contact |  |
| Project Title |  |
| Date Prepared |  |

Answer “yes” if activity in question applies to your organization. Each “no” answer indicates a potential weakness of internal controls. **All “no” answers require an explanation of mitigating controls or a note of planned changes**.

# Control Environment

**Staff Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **3 or more** | **1-3** | **>1** | **Internal Control** |
|  |  |  | For the grant project contact listed in your proposal, how many years of experience in the position does he/she have? |
|  |  |  | For the grant project contact listed in your proposal, how many federal grants has he/she managed or participated in as key personnel? |
| **Comments:** |  |

## Organizational Structure

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **N/A** | **No** | **Internal Control** |
|  |  |  | Do organizational policies exist delegating grant management responsibility among staff? |
|  |  |  | Is program information issued by the Utah Department of Agriculture and Food’s Specialty Crop Block Grant program distributed to appropriate staff? |
| **Comments:** |  |

## Human Resources

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **N/A** | **No** | **Internal Control** |
|  |  |  | Are personnel policies in writing? |
|  |  |  | Are processes in place to ensure that staff wages charged to the grant are reviewed and based on actual time and effort? |
|  |  |  | Do all supervisors and managers have at least a working knowledge of federal grant management practices? |
|  |  |  | If budgeting for personnel costs, can you provide a copy of your internal time sheets documenting grant time, grant activities performed, and supervisory control? |
| **Comments:** |  |

## Accounting

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **N/A** | **No** | **Internal Control** |
|  |  |  | Are accounting policies in place to ensure that all organization expenses are accompanied by source documentation? |
|  |  |  | Do policies exist to separate accounting duties, such as the preparing and signing of checks? |
|  |  |  | Are all records, checks, and supporting documents retained according to the federal and state record retention policy? |
|  |  |  | Are periodic (monthly, quarterly) reports of actual budgeted spending prepared and reviewed by accounting and grant staff? |
|  |  |  | Does your accounting system track the receipt and disbursal of funds by each grant or funding source? |
| **Comments:** |  |

## Allowable Activities & Costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **N/A** | **No** | **Internal Control** |
|  |  |  | Before expenditures are made, does someone check that funds used for that activity are allowable? |
|  |  |  | Are expenditure/reimbursement reports reviewed to ensure adherence to funding limits? |
|  |  |  | Have personnel responsible for coding expenditures been trained on federal grant management to determine expenditures which are allowable and allocable to the federal programs? |
|  |  |  | Are periodic (monthly, quarterly) reports on the status of actual to planned performance prepared and reviewed by accounting and grant staff? |
|  |  |  | Are the following duties generally performed by different people: preparing, reviewing, and approving requests for reimbursement? |
|  |  |  | Are written procurement policies maintained and used by your organization? |
|  |  |  | Is a written travel policy maintained by your organization? |
|  |  |  | Is a written procurement policy maintained by your organization? |
| **Comments:** |  |

## Matching Funds & Program Income

*Answers to this questions are required only if you indicated program income in your proposal.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **N/A** | **No** | **Internal Control** |
|  |  |  | Are cash receipt policies and procedures clearly documented and communicated to personnel responsible for program income? |
|  |  |  | Are there policies and procedures to provide for the appropriate use of program income? |
| **Comments:** |  |

## **Audit**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **N/A** | **No** | **Internal Control** |
|  |  |  | Does your organization expend $750,000 or more during the non-federal entity's fiscal year in federal awards? |
|  |  |  | Does our organization engage in annual audits compliant with OMB Circular a-133? |
|  |  |  | Was your previous audit free of significant findings? |
|  |  |  | Have audits been conducted by a CPA or licensed public accountant |
|  |  |  | Are past audit reports kept on file? |
| **Comments:** |  |

# Appendix B - Application Cover Page and Project Template

|  |  |
| --- | --- |
| **Company/Organization Name** |  |
| **DBA (if applicable)** |  |
| **Business/Organization Type (select one)** |  | **Agricultural producer or processor** |  | **Local government agency** |
|  | **Non-profit** |  | **College or university** |
|  | **State government** |  | **Other** |
| **Tax ID #** |  |
| **DUNS #** |  | **DUNS # applied for?** |  | **Yes** |  | **No** |
| **Grant Project Contact** |  |
| **Mailing Address** |  |
| **Physical Address** |  |
| **Phone** |  | **Cell** |  |
| **Email** |  |
| **Grant Management Contact** |  |
| **Phone** |  | **Email** |  |
| **Project Title** (limited to **fifteen** words) |  |
| **Funding Amount Requested** |   | **Cash or In-kind Match** |  |
| **Project Start and End Date** |  |
| **Specific Specialty Crop Benefiting from Grant**  |  |
| **Area of Focus (select all that apply)** |  | Agricultural education and outreach |  | Food safety enhancement |
|  | Sustainable production practices |  | Good ag/handling/mfg practices |
|  | Crop research/conservation |  | Nutrition education |
|  | Marketing/trade enhancement |  | Plant pest and disease control |
|  | Other (list) |  |
| *Is this a multi-state project?* |  | *Yes* |  | *No* | *List partnering state(s)* |  |

SCBGP Project Profile Template

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

# Project Title

Provide a descriptive project title in 15 words or less in the space below.

# Duration of Project

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

# Project Partner and Summary

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

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project,
2. A concise outline the project’s outcome(s), and
3. A description of the general tasks to be completed during the project period to fulfill this goal.

For example:

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

# Project Purpose

## Provide the Specific Issue, Problem or Need that the Project will Address

## Provide a Listing of the Objectives that this Project Hopes to Achieve

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

**Objective 1**

**Objective 2**

**Objective 3**

**Objective 4**

**Add other objectives as necessary**

## Project Beneficiaries

**Estimate the number of project beneficiaries**: Enter the Number of Beneficiaries

**Does this project directly benefit socially disadvantaged farmers as defined in the RFA? Yes** [ ]  **No** [ ]

**Does this project directly benefit beginning farmers as defined in the RFA? Yes** [ ]  **No** [ ]

## Statement of Enhancing Specialty Crops

|  |  |
| --- | --- |
| By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp). | [ ]  |

## Continuation Project Information

**Does this project continue the efforts of a previously funded SCBGP project? Yes** [ ]  **No** [ ]

If you have selected “yes”, please address the following:

### Describe how this Project will differ from and build on the Previous Efforts

### Provide a Summary (3 to 5 sentences) of the Outcomes of the Previous Efforts

### Provide Lessons Learned on Potential Project Improvements

**What was previously learned from implementing this project, including potential improvements?**

**How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?**

### Describe the Likelihood of The Project becoming Self-Sustaining and not Indefinitely Dependent on Grant Funds

## Other Support from Federal or State Grant Programs

The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently?

**Yes** [ ]  **No** [ ]

### If Your Project is receiving or will Potentially receive Funds from another Federal or State Grant Program

**Identify the Federal or State grant program(s).**

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

# External Project Support

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

# Expected Measurable Outcomes

## Select the Appropriate Outcome(s) and Indicator(s)/Sub-Indicator(s)

You must choose at least one of the eight outcomes listed in the [SCBGP Performance Measures](http://www.ams.usda.gov/sites/default/files/media/SCBGP%20FY15%20PerformanceFINAL_10272015.pdf), which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

### Outcome Measure(s)

Select the outcome measure(s) that are applicable for this project from the listing below.

[ ]  **Outcome 1**: Enhance the competitiveness of specialty crops through increased sales (required for marketing projects)

[ ]  **Outcome 2**: Enhance the competitiveness of specialty crops through increased consumption

[ ]  **Outcome 3**: Enhance the competitiveness of specialty crops through increased access

[ ]  **Outcome 4**: Enhance the competitiveness of specialty crops though greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources

[ ]  **Outcome 5**: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems

[ ]  **Outcome 6**: Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety

[ ]  **Outcome 7**: Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources

[ ]  **Outcome 8**: Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

### Outcome Indicator(s)

Provide at least one indicator listed in the [SCBGP Performance Measures](http://www.ams.usda.gov/sites/default/files/media/SCBGP%20FY15%20PerformanceFINAL_10272015.pdf) and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.

For example:

**Outcome 2, Indicator 1.a.**

Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

## Miscellaneous Outcome Measure

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

## Data Collection to Report on Outcomes and Indicators

Explain how you will collect the required data to report on the outcome and indicator in the space below.

# Budget Narrative

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.7 Funding Restrictions prior to developing their budget narrative.

| **Budget Summary** |
| --- |
| **Expense Category** | **Funds Requested** |
| **Personnel** |  |
| **Fringe Benefits** |  |
| **Travel** |  |
| **Equipment** |  |
| **Supplies** |  |
| **Contractual** |  |
| **Other** |  |
| **Direct Costs Subtotal** |  |
| **Indirect Costs** |  |

|  |  |
| --- | --- |
| **Total Budget** |  |

## Personnel

List the organization’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance.

| **#** | **Name/Title** | **Level of Effort (# of hours OR % FTE)** | **Funds Requested** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

|  |  |
| --- | --- |
| **Personnel Subtotal** |  |

### Personnel Justification

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren’t necessary.

**Personnel 1:**

**Personnel 2:**

**Personnel 3:**

**Add other Personnel as necessary**

## Fringe Benefits

Provide the fringe benefit rates for each of the project’s salaried employees described in the Personnel section that will be paid with SCBGP funds.

| **#** | **Name/Title** | **Fringe Benefit Rate** | **Funds Requested** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

|  |  |
| --- | --- |
| **Fringe Subtotal** |  |

## Travel

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

| **#** | **Trip Destination** | **Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)** | **Unit of Measure (days, nights, miles)** | **# of Units** | **Cost per Unit** | **# of Travelers Claiming the Expense** | **Funds Requested** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Travel Subtotal** |  |

### Travel Justification

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren’t necessary.

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

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

**Trip 3(Approximate Date of Travel MM/YYYY):**

**Add other Trips as necessary**

### Conforming with Your Travel Policy

|  |  |
| --- | --- |
| By checking the box to the right, I confirm that my organization’s established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1474) or [48 CFR subpart 31.2](http://www.ecfr.gov/cgi-bin/text-idx?SID=3f25ca1f21583e03b13f595d0d9c518d&node=pt48.1.31&rgn=div5#sp48.1.31.31_12) as applicable. | [ ]  |

## Equipment

Describe any special purpose equipment to be purchased or rented under the grant. ‘‘Special purpose equipment’’ is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds $5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment’’ must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

| **#** | **Item Description** | **Rental or Purchase** | **Acquire When?** | **Funds Requested** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

|  |  |
| --- | --- |
| **Equipment Subtotal** |  |

### Equipment Justification

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn’t necessary.

**Equipment 1:**

**Equipment 2:**

**Equipment 3:**

**Add other Equipment as necessary**

## Supplies

List the materials, supplies, and fabricated parts costing less than $5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

| **Item Description** | **Per-Unit Cost** | **# of Units/Pieces Purchased** | **Acquire When?** | **Funds Requested** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Supplies Subtotal** |  |

### Supplies Justification

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project’s objective(s) and outcome(s).

## Contractual/Consultant

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

### Itemized Contractor(s)/Consultant(s)

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

| **#** | **Name/Organization** | **Hourly Rate/Flat Rate** | **Funds Requested** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

|  |  |
| --- | --- |
| **Contractual/Consultant Subtotal** |  |

### Contractual Justification

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

**Contractor/Consultant 1:**

**Contractor/Consultant 2:**

**Contractor/Consultant 3:**

**Add other Contractors/Consultants as necessary**

### Conforming with your Procurement Standards

|  |  |
| --- | --- |
| By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through.326](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML#sg2.1.200_1316.sg3), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements. | [ ]  |

## Other

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Meals for further guidance.

| **Item Description** | **Per-Unit Cost** | **Number of Units** | **Acquire When?** | **Funds Requested** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Other Subtotal** |  |

### Other Justification

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project’s objective(s) and outcome(s).

## Indirect Costs

The indirect cost rate must not exceed 8 percent of any project’s budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.7.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

| **Indirect Cost Rate** | **Funds Requested** |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| **Indirect Subtotal** |  |

## Program Income

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

| **Source/Nature of Program Income** | **Description of how you will reinvest the program income into the project to enhance the competitiveness of specialty crops** | **Estimated Income** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Program Income Total** |  |