Wyoming Specialty Crop Program

Wyoming
DEPARTMENT OF Agriculture

Specialty Crop Block Grant Program

Grant Application Manual
Fiscal Year 2017 Funding Cycle

(10/1/2017 - 9/01/2020)

Grant Proposal Application Due Date: April 10, 2017

Copies of this publication may be obtained at the Wyoming Department of Agriculture's website at: http://wyagric.state.wy.us/

Wyoming DEPARTMENT OF Agriculture

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The Wyoming Department of Agriculture is dedicated to the promotion and enhancement of Wyoming's agriculture, natural resources and quality of life.

January 27, 2017

Dear Applicant:

The Wyoming Department of Agriculture is now accepting applications for the Wyoming Specialty Crop Grant Program. This year, the WDA is estimated to receive up to $300,000 from the USDA Specialty Crop Block Grant Program contingent on funding availability. The allocation is to be used solely to enhance the competitiveness of specialty crops in Wyoming by increasing the production and consumption of fruits, vegetables, tree nuts, horticulture and floriculture. Competitive grant awards will be considered up to a maximum of $24,500 for specialty crop projects.

The attached program manual and the application packet are designed to assist you in preparing your grant application for the review process. Please take the time to familiarize yourself with the application requirements in order to make sure you fulfill all the requirements. The deadline for applications is Friday, April 10, 2017.

Please feel free to contact Ted Craig, SCBGP Manager at 307-777-6651 or by email at ted.craig@wyo.gov.

Sincerely,

Doug Miyamoto
Director
Wyoming Department of Agriculture

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LEGISLATIVE AUTHORITY

The Specialty Crop Block Grant Program (SCBG) 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). SCBG is currently implemented under 7 CFR part 1291 (published March 27, 2009; 74 FR 13313). The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS) administrates the SCBG, sub-awarding portions of the funds to state departments of agriculture in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

PURPOSE

The goal of the WDA Specialty Crop Program is to solely enhance the competitiveness of specialty crops. Specialty crops are defined as "fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops including floriculture." This has been made possible through a grant from the USDA Specialty Crops Block Grant Program to carry out the following projects focusing on education, production, processing consumption, marketing, distribution, and food safety. Through sub-grants SCBGP Program assists entities in solely enhancing the competitiveness of Wyoming specialty crops.

AVAILABLE FUNDS

This year, the WDA is estimated to receive up to $300,000 from the USDA Specialty Crop Block Grant Program contingent on funding availability. WDA will be awarding multiple grants from these funds for this grant cycle. Project evaluation is done through a review committee with the Wyoming Department Agriculture Director making the final decision on projects included in the Wyoming State Plan. USDA will review the State to determine the eligibility of the projects and make its final decision concerning the grant awards.

SCBG CONTACT INFORMATION

WDA Grants Manager
Wyoming Department of Agriculture
Phone: (307)-777-6651
E-mail: ted.craig@wyo.gov

Important Date

Date	Event	Venue
April 10, 2017	Applications Due to WDA at ted.craig@wyo.gov	Electronic Submission

GENERAL COMPLIANCE

Awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award. The Grantee shall comply with the Specialty Crop Competitiveness Act of 2004 of Public Law 108-465 as amended (7 U.S.C. § 1621 note); specialty crop block grant program regulations at 7 CFR Parts 1290 and 1291; federal cost principles at 2 CFR Part 200 and excluded and disqualified participant requirements at 2 CFR Part 180, subpart C. For profit applicants must also comply with Federal Acquisition Regulation (FAR) Subpart 31.2, Contracts with Commercial Organizations, codified at 48 CFR Subpart 31.2.

DISQUALIFICATIONS

The following will result in the disqualification of a project proposal:

- Incomplete proposals: proposals with unanswered questions necessary for administrative or technical review.
- Proposals that include activities outside the grant duration.
- Proposals requesting more than the maximum award amount.
- Proposals with unallowable costs or activities necessary to complete the project objectives.

ELIGIBILITY

ELIGIBLE SPECIALTY CROPS

Commonly recognized specialty crops are fruits, vegetables, honey, dried fruits, horticulture, and nursery crops (including floriculture). Eligible plants must be intensively cultivated and used by people for food, medicinal purposes, and/or aesthetic gratification to be considered specialty crops. Processed products shall constitute greater than 50% of the specialty crop by weight, exclusive of added water. The tables below list plants commonly considered **fruits and tree nuts**, **vegetables**, **culinary herbs and spices**, **medicinal plants**, as well as **nursery, floriculture, and horticulture** crops. There is also a separate list of **ineligible commodities**. These lists are not intended to be all inclusive, but rather to provide examples of the most common specialty crops. This web page https://www.ams.usda.gov/services/grants/scbgp/specialty-crop will be updated as U.S. Department of Agriculture receives new questions about the eligibility of various crops.

Fruits and Tree Nuts

Almond	Grape (including raisin)
Apple	Guava
Apricot	Kiwi
Avocado	Litchi
Banana	Macadamia
Blackberry	Mango
Blueberry	Nectarine
Breadfruit	Olive
Cacao	Papaya

Cashew	Passion fruit
Citrus	Peach
Cherimoya	Pear
Cherry	Pecan
Chestnut (for nuts)	Persimmon
Coconut	Pineapple
Coffee	Pistachio
Cranberry	Plum (including prune)
Currant	Pomegranate
Date	Quince
Feijoa	Raspberry
Fig	Strawberry
Filbert (hazelnut)	Suriname cherry
Gooseberry	Walnut

Vegetables

Artichoke	Mushroom (cultivated)
Asparagus	Mustard and other greens
Bean, Snap or green Lima Dry, edible	Okra
Beet, table	Pea Garden, English or edible pod
Broccoli (including broccoli raab)	Onion
Brussels sprouts	Opuntia
Cabbage (including Chinese)	Parsley
Carrot	Parsnip
Cauliflower	Pepper
Celeriac	Potato
Celery	Pumpkin
Chickpeas	Radish (all types)
Chive	Rhubarb
Collards (including kale)	Rutabaga
Cucumber	Salsify
Edamame	Spinach
Eggplant	Squash (summer and winter)
Endive	Sweet corn
Garlic	Sweet potato
Horseradish	Swiss chard
Kohlrabi	Taro
Leek	Tomato (including tomatillo)
Lentils	Turnip

Lettuce	Watermelon
Melon (all types)	

Culinary Herbs and Spices

Ajwain	Clary	Malabathrum
Allspice	Cloves	Marjoram
Angelica	Comfrey	Mint (all types)
Anise	Common rue	Nutmeg
Annatto	Coriander	Oregano
Artemisia (all types)	Cress	Orris root
Asafetida	Cumin	Paprika
Basil (all types)	Curry	Parsley
Bay (cultivated)	Dill	Pepper
Bladder wrack	Fennel	Rocket (arugula)
Bolivian coriander	Fenugreek	Rosemary
Borage	Filé (gumbo, cultivated)	Rue
Calendula	Fingerroot	Saffron
Chamomile	French sorrel	Sage (all types)
Candle nut	Galangal	Savory (all types)
Caper	Ginger	Tarragon
Caraway	Hops	Thyme
Cardamom	Horehound	Turmeric
Cassia	Hyssop	Vanilla
Catnip	Lavender	Wasabi
Chervil	Lemon balm	Water cress
Chicory	Lemon thyme	
Cicely	Lovage	
Cilantro	Mace	
Cinnamon	Mahlab	

Medicinal Herbs

Artemisia	Marshmallow
Arum	Mullein
Astragalus	Passion flower
Boldo	Patchouli
Cananga	Pennyroyal
Comfrey	Pokeweed
Coneflower	St. John's wort
Fenugreek	Senna
Feverfew	Skullcap
Foxglove	Sonchus

Ginkgo biloba	Sorrel
Ginseng	Stevia
Goat's rue	Tansy
Goldenseal	Urtica
Gypsywort	Witch hazel
Horehound	Wood betony
Horsetail	Wormwood
Lavender	Yarrow
Liquorice	Yerba Buena

Horticulture

Honey	Tea Leaves
Turfgrass	Maple Syrup
Hops	

Annual Bedding Plants

Begonia	Coleus
Dahlia	Geranium
Impatiens	Marigold
Pansy	Petunia
Snapdragon	Vegetable Transplants

Potted Flowering Plants

African Violet	Lily
Azalea	Orchid
Florist Chrysanthemum	Poinsettia
Flowering Bulbs	Rose
Hydrangea	

Potted Herbaceous Perennials

Astilbe	Hosta
Columbine	Ivy
Coreopsis	Ornamental Grasses
Daylily	Peony
Delphinium	Phlox
Dianthus	Rudbeckia
Garden Chrysanthemum	Salvia
Heuchera	Vinca

Cut Flowers

Carnation	Chrysanthemum
Delphinium	Gladiolus

Iris	Lily
Orchid	Snapdragon
Tulip	Rose

Cut Cultivated Greens

Asparagus Fern	Holly
Coniferous Evergreens	Leatherleaf Fern
Eucalyptus	Pittosporum

Foliage Plants

Anthurium	Bromeliad
Cacti	Dieffenbachia
Dracaena	Fern
Ficus	Ivy
Palm	Philodendron
Spathipyllum	

Christmas Trees

Balsam Fir	Living Christmas Tree
Blue Spruce	Noble Fir
Douglas Fir	Scots Pine
Fraser Fir	White Pine

Deciduous Flowering Trees

Crabapple	Dogwood
Crepe Myrtle	Flowering Pear
Flowering Cherry	Flowering Plum
Hawthorn	Magnolia
Redbud	Service Berry

Broadleaf Evergreens

Azalea	Boxwood
Cotoneaster	Euonymus
Holly	Pieris
Rhododendron	Viburnum

Deciduous Shade Trees

Ash	Elm
Honey Locust	Linden
Maple	Oak
Poplar	Sweetgum
Sycamore	

Landscape Conifers

Aborvitae	Juniper
Chamaecyparis	Pine
Fir	Spruce
Hemlock	Yew

Deciduous Shrubs

Barberry	Bubbleia
Hibiscus	Hydrangea
Rose	Spirea
Viburnum	Weigela

INELIGIBLE SPECIALTY CROPS

Alfalfa	Peanuts
Amylomaize	Pod corn
Barley	Primrose
Buckwheat	Quinoa
Camelina	Rapeseed oil
Canola	Range grasses
Canola Oil	Rice
Clover	Rye
Cotton	Safflower meal
Cottonseed oil	Safflower oil
Dairy products	Shellfish (marine or freshwater)
Dent corn	Sorghum
Eggs	Soybean oil
Field corn	Soybeans
Fish (marine or freshwater)	Striped Maize
Flax	Sugar beets
Flaxseed	Sugarcane
Flint corn	Sunflower oil
Flower corn	Tobacco
Hay	Tofu
Hemp	Triticale
Livestock products	Waxy corn
Millet	Wheat
Mustard seed oil	White corn
Oats	Wild Rice
Peanut oil	

ELIGIBILITY REQUIREMENTS

Eligible Applicants

State and/or local organizations, government entities, producer associations, academia, community based nonprofit organizations, producers and processors and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Regional or multi-state projects may be considered by WDA. While single entities are eligible, a requirement of the USDA specialty crop program is that projects must also benefit **more than one organization, or individual**.

Solely Enhance Specialty Crops

Project(s) must **solely** enhance the competitiveness of U.S. or U.S. territory-grown specialty crops in either domestic or foreign markets. Each project must identify at least one expected measurable outcome that specifically demonstrates the project's impact in solely enhancing the competitiveness of eligible specialty crops. Examples of enhancing the competitiveness of specialty crops include, but are not limited to: research, promotion, marketing, nutrition, trade enhancement, food safety, food security, plant health programs, education, ''buy local'' programs, increased consumption, increased innovation, improved efficiency and reduced costs of distribution systems, environmental concerns and conservation, product development, and developing cooperatives.

Multiple Beneficiaries

WDA will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and sub-recipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners.

Eligible Projects

USDA encourages entities to develop projects pertaining to the following issues affecting the specialty crop industry:

- Enhancing food safety;
- Improving the capacity of all entities in the specialty crop distribution chain to comply with the requirements of the Food Safety Modernization Act for example, by 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 adaptation and mitigation strategies for farmers in drought-stricken regions of the country;
- Supporting the growth of organic specialty crops;
- Developing new and improved seed varieties and specialty crops;
- Pest and disease control;
- Increasing child and adult nutrition knowledge and consumption of specialty crops;
- Increasing opportunities for new and beginning farmers;
- Improving efficiency and reducing costs of distribution systems;
- Protecting and improving pollinator health;
- Developing local and regional food systems; and

•Improving food access in underserved communities and among veterans

Length of Project

Proposed projects should start no earlier than October 30, 2017 and end no later than September 1,2020.

Minimum & Maximum Amount

Funding amount requested is limited to a minimum of $5,000 and a maximum of $24,500 per proposal.

DUNS Number

In order to receive an award and enter into a Grant Award Agreement with the WDA, all applicants that are entities (as defined in 2 CFR Part 25, subpart C) must provide a Data Universal Numbering System (DUNS) number to the WDA. A DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity, as it is used in this section, means all of the following, as defined at 2 CFR Part 25, subpartC:

- A governmental organization, which is a state, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign nonprofit organization;
- A domestic or foreign for-profit organization; and
- A federal agency receiving an award under WDA.

To get a DUNS number:

- by telephone 866-705-5711; or
- via the web http://fedgov.dnb.com/webform

Debarment & Suspension

Organizations or individuals that are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction or by any Governmental agency of the State of Wyoming nor from federal financial or nonfinancial assistance by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension) and CFR 44 Part 17, or are on the disbarred vendors list at www.epls.gov are ineligible. Regulations published in 2 CFR part 180, as adopted and supplemented by USDA at 2 CFR part 417; describe the government-wide debarment and suspension requirements.

You are required to disclose if any of the following conditions apply to sub-recipient or principals, including all key grant management personnel:

- Within the 3-year period preceding the application, the applicant or its principals have been convicted of, or had a civil judgment rendered against them, for:
  - Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
  - Violation of a federal or state antitrust statute;
  - Embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
  - False statements or receipt of stolen property.

- The applicant or its principals are presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above.
- Within a 3-year period preceding the application, the applicant or its principals had any public transaction (federal, state, or local) terminated for cause or default.

Delinquency on Federal Debt

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a federal grant. Applicants are required to inform the WDA if they are delinquent on any federal debt. If applicant discloses a delinquency, the WDA may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed. Anyone who has been judged to be in default on a federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a SCBGP grant until the judgment is paid in full or is otherwise satisfied. No funds may be re-budgeted following an award to pay such an individual. WDA will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

Allowable and unallowable Cost and Activities

All SCBGP awards are subject to the terms and conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other considerations described in the most recent SCBGP Terms and Conditions of Award. All costs must be allowable in accordance with the Federal cost principles outlined in 2 CFR part 200 Subpart E. **Appendix C** describes specific funding restrictions under the SCBGP. This section is not intended to be all-inclusive. The applicant should consult the Federal cost principles for the applicable organization for the complete explanation of the allow ability of costs they address. . State, local or Indian tribal governments, non-profit organizations, colleges and universities will be subject to 2 CFR 200. For profit organizations will be subject to 48 CFR Subpart 31.2

Past Performance

An applicant may be removed from competition in the screening stage if they previously received funding from WDA and, in the judgment of WDA staff, failed to adequately deliver on the conditions of that funding. Failure to perform may include, but is not limited to:

- Demonstrated inability to responsibly manage funds
- Demonstrated inability to adhere to reporting requirements
- Failure to provide agreed upon deliverables

ALTERNATIVE GRANT PROGRAMS

The Specialty Crop Multi-State Program (SCMP) is a separate program that competitively award funds to State departments of agriculture to solely enhance the competitiveness of specialty crops by funding collaborative, multi-state projects that address the following regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion. For information on application go to https://www.ams.usda.gov/sites/default/files/media/SCMP%20RFA%20090315.pdf

Projects that support the increase of fruits and vegetables in the Supplemental Nutrition Assistance Program (SNAP) by providing incentives at the point of purchase and/or include technologies for benefit redemption systems should consider submitting those projects to the Food Insecurity Nutrition Incentive Grants Program.

Projects that support domestic farmers' markets, roadside stands, community-supported agriculture programs, agritourism activities, other direct producer-to consumer market opportunities, local and regional food business enterprises that process, distribute, aggregate, or store locally or regionally produced food products should consider submitting those projects to the Farmers' Market and Local Food Promotion Program at http://www.ams.usda.gov/fmpp.

Projects that support bio-based products and bioenergy and energy programs, including biofuels and other alternative uses for agricultural and forestry commodities (development of bio-based products) should see the USDA energy website at http://www.usda.gov/energy/matrix/home for information on how to submit those projects for consideration to the energy programs supported by USDA.

Projects that support research and extension activities to solve critical specialty crop industry issues should also visit the USDA website at:http://www.csrees.usda.gov/fo/specialtycropresearchinitiative.cfm for more information on how to submit those projects for consideration if applicable.

PROJECT PROPOSALS

Definition of a Specialty Crop Project

A project is a set of interrelated tasks with a cohesive distinct, specified, and defined goal. It follows a planned, organized approach over a fixed period of time and within specific limitations (cost, performance/quality, etc.) Additionally, it uses resources that are specifically allocated to the work of the project and usually involves a team of people.

Projects are different from other ongoing operations in an organization because, unlike operations, projects have a definitive beginning and end - they have a limited duration. One way to think about this is that a project has an overarching goal that you want to accomplish through a series of individual activities or tasks.

Examples of projects could include:
- Researching new cultivars
- Marketing apples through a targeted promotional campaign

Activities or tasks that could be a part of such projects might include:
- Hiring personnel
- Purchasing special purpose equipment or supplies
- Holding a workshop
- Planting specialty crops
- Distributing product promotional material

Examples of Acceptable Specialty Crop Projects

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which will be shared with many growers throughout the State during the project.
- A non-profit organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single grower partners with Cooperative Extension and requests funds to demonstrate the viability of on farm nitrogen production using cyanobacteria to fertilize specialty crops and then publicize the results to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in a region that currently does not have one.

Examples of Unacceptable Projects

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop to make a profit, or to expand production of a single business or organization.
- A single specialty crop organization requests grant funds to market its organization so that it can increase its membership in the organization.
- An entity requests grant funds to make grants to individual specialty crop businesses or roadside stands to solely promote their individual business.
- A non-profit organization uses grant funds to purchase produce and then sells that produce to other entities at cost or a higher price than the purchase price while competing with other private companies who sell produce in the area.
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers' market.

Priorities

The following are the priorities of WDA specific to the Specialty Crop Block Grant Program. Those priority areas include: new and innovative product development; practical research; a stronger emphasis on increasing the knowledge of producers, consumers and students on specialty crop production in Wyoming; and marketing. These priorities are used as a guide in making decisions on funding recommendations.

Supporting Specialty Crop Practical Research in the following areas:

- Variety testing and selection
- Disease, pest and soil management
- Organic and non-organic food production
- Commercial seed enhancement
- Innovation of specialty crop production processes/method
- Marketing

Providing Specialty Crop Farmer Education on:

- Sustainable food production (non-organic and organic)
- Food safety methods
- Farm to Plate marketing
- Value-added development and production
- Development and expansion of food hubs and cooperative CSA's

- Season Extension
- Beekeeping and pollinator habitat

Providing Specialty Crop Consumers with:

- Information on Farm to Plate
- Improved specialty crop availability in underserved communities
- Information on Food Safety

Multiple Grant Proposals

An entity may submit more than one grant proposal if the proposals are for distinctly different projects.

Multi-State Partnerships

To provide solutions to problems that cross state boundaries, multi-state projects are encouraged. Examples of multi-state projects may be: addressing good agricultural practices, research on crop productivity or quality, enhancing access to federal nutrition programs, pest and disease management, or commodity-specific projects addressing common issues in multi-state regions.

A project is multi-state when an organization receives SCBGP funding from more than one state to execute the same or multiple components of the same project. The project must be identified as a multi-state project on the grant proposal cover sheet.

Applicants should specifically address how the funds requested benefit Wyoming and are only expended on the portion of the project that benefits Wyoming.

HOW TO APPLY

Applications for this grant should be completed on the forms posted on the Wyoming Department of Agriculture's web page http://agriculture.wy.gov/ . Proposals and required appendixes should be completed using 11 or 12 point Cambria font and submitted electronically in word format to ted.craig@wyo.gov.

Applications will only be accepted electronically in the word forms provided. PDF's of the application will not be accepted.

IMPORTANT DATES

Final Grant Proposal Due Date

Completed grant proposal packets must be submitted to ted.craig@wyo.gov no later than 12 p.m. Friday April 10, 2017. Late applications will not be accepted.

Project Operating Dates

Proposed projects should start no earlier than October 30, 2017 and end no later than September 1, 2020.

SUBMISSION

Requirements for submitting the grant are as follows:

Grant Proposal Packet Requirements

Applicants **must** adhere to the instructions in this grant manual to be considered eligible for grants. Grant proposal packets must be submitted in their entirety. Applications should not contain any materials not requested in this packet. Any additional materials submitted, including letters of support, will not be provided to reviewers. Support for your application from others should be referenced in "External Project Support" section.

Method

Applications must be uploaded and submitted via email to ted.craig@wyo.gov If technical difficulties make submitting via email impossible, the applicant should contact the SCBGP program Manager prior to the application due date.

Grantee Self-Assessment (Appendix A)

Grantees will be required to complete the grantee self-assessment form provided in Appendix A. The intent of this self-assessment is to inform the grant management team of the capacity of the applying organization to effectively manage federal funds. The information contained in this form will not be scored by the review team.

INSTRUCTIONS FOR THE PROPOSAL TEMPLATE

COVER PAGE AND PROPOSAL TEMPLATE

Cover Page and grant application template (Appendix B) are available as a word document needed for submission on the Wyoming Department of Ag website at http://agriculture.wy.gov/ under forms.

The following instructions should be read prior to drafting your application.

COVER PAGE INSTRUCTIONS

Company/Organization Name

Provide the officially registered name of the applicant company/organization, matching the name registered for the provided DUNS number.

DBA

If applicable, fill in the officially registered "doing business as" name.

Business/Organization Type

Select only one of the provided options.

Tax ID

Provide your organization's federally-assigned tax ID.

DUNS

The USDA-AMS 2 CFR part 25, System for Award Management and Universal Identifier Requirements requires WDA to only award funds to entities with a DUNS number. If you do not

have a DUNS number, indicate the date on which you applied to receive one.

Grant Project Contact

The grant project contact is the individual responsible for the implementation and day to day management of the grant. If the grant project contact is not an employee of the applicant, a formal written agreement with the grant project contact, specifying an official relationship between the parties, must be established.

Grant Management Contact

The grant management contact is representative of the sub-recipient with authority to act on the organization's behalf in matters related to the award and administration of grants. This individual agrees that the organization will assume the obligations imposed by applicable federal and state statutes and regulations and other terms and conditions of the award, including any assurances. These responsibilities include accountability both for the appropriate use of awarded funds and the performance of the grant-supported project or activities as specified in the approved application.

Project Title

Provide a title that accurately and succinctly describes the project, **limited to fifteen words**.

Project Start Date

The project start date should be no earlier than October 30, 2017. It is ok to have a later start date (eg work beginning spring of 2018). Approved projects will execute a grant agreement and provide additional organizational compliance documentation prior to the start of the project. Projects do not have to be initiated on the grant effective date, but should be initiated as soon thereafter as practical so that project goals may be achieved within the funded project period. Most projects are completed in 30 months.

Project End Date

Project end date should be no later than September 1, 2020.

Specific Specialty Crop Deriving Benefit from Grant

Indicate the specific specialty crop (e.g. "iceberg lettuce" instead of "vegetables" or "lettuce"). A list of eligible crops is also available at https://www.ams.usda.gov/services/grants/scbgp/specialty-crop .

Area of Focus

Indicate the proposed project's area of focus by checking all boxes that apply.

THE PROPOSAL TEMPLATE INSTRUCTIONS

PROJECT TITLE

Provide a title that accurately and succinctly describes the project, **limited to fifteen words**

ABSTRACT

The abstract is a brief, one page overview of what the grant reviewers will find in the full grant application and gives you an opportunity to highlight key elements of your proposal and why it should be funded. It's recommended that you write the abstract after you've written the entire grant. The abstract should include the reasons for the project, who you are trying to help, key activities and your experience and commitment to the project.

PROJECT DURATION

Project Start Date

The project start date should be no earlier than October 30, 2017. Approved projects will execute a grant agreement and provide additional organizational compliance documentation prior to the start of the project. Projects do not have to be initiated on the grant effective date, but should be initiated as soon thereafter as practical so that project goals may be achieved within the funded project period. Most projects are completed in 30 months.

Project End Date

Project end date should be no later than September 1, 2020.

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 help reduce foodborne illness by holding workshops for specialty crop processors that provide information on scientifically-based practical processing controls to reduce pathogens in acidified foods.

PROJECT PURPOSE

1. **What is the specific issue, problem or need to be addressed by the project?** What is it that you are trying to solve or fix? Why is the project important and timely? Who are the beneficiaries and how are you going to help them. Demonstrate that this is an issue of importance to specialty crop stakeholders and/or that they have sought or encouraged your involvement in finding a solution. WDA prioritizes applications that address problems brought forth by specialty crop stakeholders.
   Example: "The Wyoming Farmers Marketing association indicated that their members had expressed a desire for education on food safety.
2. **What are the objectives of the project?** Provide general objectives, what you want to accomplish with this project,
   Example: "Provide Acidified food safety training to increase the knowledge of Wyoming specialty crop processors who are interested in being able to sell to the wholesale market."

Note: the objectives must tie back to one of the 8 outcome areas. (With the 2017 Specialty Crop Block Grant Program, all applications must provide one quantifiable outcome in one of eight areas. Each project submitted in the state plan must include at least one of the eight outcomes and at least one of the indicators listed underneath the selected outcome(s). The progress of each indicator must be reported in the Annual Performance Report and the result in the Final Performance Report. Refer to Appendix E ("AMS 2017 Evaluation Plan) in the application documents for the outcomes and indicators and provide in the application section with numbers related to your proposal.

PROVIDE A WORKPLAN TO ACHIEVE THE OBJECTIVES

In bullet form outline activities to be accomplished and timeframes.

Example

(01/2018- 03/2018) Create and market applications for workshops
(03/2018-04/2018) Select workshop sites
(04/2018): Workshop Lusk Wyoming
(06/2018): Workshop Casper Wyoming
(08/2018): Workshop Lander Wyoming
(04/2019): Workshop Riverton Wyoming
(06/2019): Workshop Sheridan Wyoming
(06/2020): Workshop Evanston Wyoming
(04/2018-06/2020) Follow up surveys of workshop attendees' increase in knowledge and high tunnel usage.

PROJECT BENEFICIERIES

How many beneficiaries will be impacted? The answer to this **must** be a number only.

Does the project directly benefit disadvantaged farmers as defined in the RFA.

Must be yes or no answer

- **Socially disadvantaged farmers or ranchers -** a farmer or rancher who is a member of a socially disadvantaged group. A "Socially Disadvantaged Group" is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program, areas defined as poverty according to US Census data;

Does the project directly benefit beginning farmers as defined in the RFA.

Must be yes or no answer.

- ***Beginning farmers or ranchers*** - individuals or entities who have not operated a farm or ranch for more than 10 years and substantially participates in the operation.

STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS

1. By marking the box provided, you confirm that this project solely enhances the competitiveness of specialty crops in accordance with and defined by 7 U.S.C. 1621. Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp.

CONTINUATION PROJECT INFORMATION

***Does the project build on a previously funded SCBG project**? If YES:*

- Describe how the project differs from and builds on the previous project.
- Provide a summary (3 to 5 sentences) of the outcomes of the previous efforts.
- 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.
  If no enter N/A

OTHER SUPPORT FROM FEDERAL OR STATE AGENCIES

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?
If YES,

- Identify which federal and/or state grant program
- Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.
- If no then no further discussion is needed.

EXTERNAL PROJECT SUPPORT

Describe the specialty crop stakeholders who support this project and why. These are other stakeholders not the applicant and organizations involved in the project.

EXPECTED MEASEARABLE OUTCOME(S)

You must choose at least one of the eight outcomes listed in the SCBGP Performance Measures, 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

INDICATOR(S)/SUBINDICATOR(S)

Provide at least one indicator listed in the SCBGP Performance Measures and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.

Approved Outcome Measure(s) and Indicator(s)/Sub-indicator(s)

AMS is required to report on the outcomes of the SCBGP at a national scale to demonstrate the performance of this program. By collecting, aggregating, and reporting performance data across all states and territories, AMS can share the impact of the SCGBP with all stakeholders, including the Office of Management and Budget (OMB), Congress, the agricultural community, and the general public.

- Each project submitted in the State Plan must include at least one of the eight outcomes listed below, and at least one of the indicators listed underneath the selected outcome(s). If there are multiple sub-indicators under the selected indicator, select at least one. Projects usually have only one outcome measure. Two at the most.
- If the indicator(s) below the selected outcome(s) are not relevant to a project, a project-specific indicator(s) may be developed which will be subject to approval by AMS. It is best to stick to the provided indicators.
- The progress of each indicator must be reported in the Annual Performance Report and the result in the Final Performance Report.
- AMS will aggregate the data collected to assess the overall impact of the program and report to OMB and Congress on these national outcome measures.
- AMS will review the quality of the information we receive in subsequent performance reports and modify the outcomes and indictors as needed over time to lead to better results in showing the impact of the SCBGP.

Outcome 1: To enhance the competitiveness of specialty crops through increased sales

"THIS OUTCOME IS MANDATORY FOR ALL MARKETING AND PROMOTION PROJECTS."

Outcome Definition

Marketing and Promotion

Marketing and promotion projects focus efforts to sell, advertise, promote, market, and generate publicity, attract new customers, or raise customer awareness for specialty crops or a specialty crop venue. These include, but are not limited to:

- Uses of social media to market and promote;
- Specialty crop local, regional and national campaigns;
- Specialty crop only tradeshows;
- Website promotion and development;
- Use/development of billboards, radio, television, magazine and email ads, marketing materials such as direct mail, brochures;
- Agritourism;
- Export market development;
- Retail promotions including point-of-purchase items, labels, packaging etc.;

- Farmers market promotions; and
- Marketing and promotion campaigns with an education component directed to consumers.

The specific measure must be expressed as a dollar value and percentage increase in sales of one or more specialty crops in one or more States or foreign markets as a result of marketing and/or promotion activities. For example, an expected outcome of growth in sales from 5% to 10% is not acceptable by itself, but in combination with an increase in sales of $1 million to $2 million it is acceptable. This requirement means that an established baseline of sales in dollars must already exist at the time of application. For projects that do not already have a baseline of sales in dollars, one of the objectives of the project must be to determine such a baseline in order to meet the requirement to document the value of sales increases by the end of the project.

Indicator: Sales increased from $_____to $_____and by_____percent, as result of marketing and/or promotion activities

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

Outcome 2: Enhance the competitiveness of specialty crops through increased consumption
Indicators:

1. Of the_____total number of children and youth reached,
   a. The number that gained knowledge about eating more specialty crops
   b. The number that reported an intention to eat more specialty crops
   c. The number that reported eating more specialty crops
2. Of the_____total number of adults reached,
   a. The number that gained knowledge about eating more specialty crops
   b. The number that reported an intention to eat more specialty crops
   c. The number that reported eating more specialty crops
3. Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents) _____
4. Number of new specialty crops and/or specialty crop products introduced to consumers_____

Outcome 3: Enhance the competitiveness of specialty crops through increased access and awareness
Indicators:

1. Of the_____total number of consumers or wholesale buyers reached,
   a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
   b. The number that reported an intention to access/produce/prepare/preserve specialty crops
   c. The number that reported supplementing their diets with specialty crops that they produced/preserved/obtained/prepared
2. Of the_____total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached,
   a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
   b. The number that reported an intention to access/produce/prepare/preserve specialty

crops

c. The number that reported supplementing their diets with specialty crops that they produced/prepared/preserved/obtained.

3. Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops
   a. _____farmers markets
   b. _____produce at corner stores
   c. _____school food programs and other food options (vending machines, school events, etc.)
   d. _____grocery stores
   e. _____wholesale markets
   f. _____food hubs that process, aggregate, distribute, or store specialty crops
   g. _____home improvement centers with lawn and garden centers
   h. _____lawn and garden centers
   i. _____other systems/access points, not noted
   j. _____total (if not reported above)
4. Number of new delivery systems/access points offering specialty crops
   a. _____farmers markets
   b. _____produce at corner stores
   c. _____school food programs and other food options (vending machines, school events, etc.)
   d. _____grocery stores
   e. _____wholesale markets
   f. _____ food hubs that process, aggregate, distribute, or store specialty crops
   g. _____home improvement centers with lawn and garden centers
   h. _____lawn and garden centers
   i. _____other systems/access points, not noted
   j. _____total (if not reported above)

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.

Indicators:

1. Numbers of plant/seed releases (i.e., cultivars, drought-tolerant plants, organic, enhanced nutritional composition, etc.) _____
2. Adoption of best practices and technologies resulting in increased yields, reduced inputs, increased efficiency, increased economic return, and conservation of resources (select at least one below).
   a. Number of growers/producers indicating adoption of recommended practices ___
   b. Number of growers/producers reporting reduction in pesticides, fertilizer, water used/acre _____
   c. Number of producers reporting increased dollar returns per acre or reduced costs per acre _____
   d. Number of acres in conservation tillage or acres in other best management practices __
3. Number of habitat acres established and maintained for the mutual benefit of pollinators and specialty crops_____

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

Indicators:

1. Number of new or improved innovation models (biological, economic, business, management, etc.), technologies, networks, products, processes, etc. developed for specialty crop entities including producers, processors, distributors, etc. _____
2. Number of innovations adopted _____
3. Number of specialty crop growers/producers (and other members of the specialty crop supply chain) that have increased revenue expressed in dollars _____
4. Number of new diagnostic systems analyzing specialty crop pests and diseases. _____ [Diagnostic systems refer to, among other things: labs, networks, procedures, access points.]
5. Number of new diagnostic technologies available for detecting plant pests and diseases. _____ [The intent here is not to count individual pieces of equipment or devices, but to enumerate technologies that add to the diagnostic capacity.]
6. Number of first responders trained in early detection and rapid response to combat plant pests and diseases_____
7. Number of viable technologies/processes developed or modified that will increase specialty crop distribution and/or production_____
8. Number of growers/producers that gained knowledge about science-based tools through outreach and education programs _____

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

Indicators:

1. Number of viable technologies developed or modified for the detection and characterization of specialty crop supply contamination from foodborne threats _____
2. Number of viable prevention, control and intervention strategies for all specialty crop production scales for foodborne threats along the production continuum _____
3. Number of individuals who learn about prevention, detection, control, and intervention food safety practices and number of those individuals who increase their food safety skills and knowledge_____
4. Number of improved prevention, detection, control, and intervention technologies_____
5. Number of reported changes in prevention, detection, control, and intervention strategies_____

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

Indicators:

Number of projects focused on:

1. Increased understanding of fecal indicators and pathogens ____
2. Increased safety of all inputs into the specialty crop chain _____
3. Increased understanding of the roles of humans, plants and animals as vectors _____
4. Increased understanding of pre-harvest and postharvest process impacts on microbial and chemical threats _
5. Number of growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices) _____

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

Indicators:

1. Number of new rural careers created _____

2. Number of new urban careers created _____
3. Number of jobs maintained/created_____
4. Number of small businesses maintained/created _____
5. Increased revenue/increased savings/one-time capital purchases (in dollars) _____
6. Number of new beginning farmers who went into specialty crop production _____
7. Number of socially disadvantaged famers who went into specialty crop production _____

Additional information:

- Difference between "jobs" and "careers": jobs are net gain of paid employment; new businesses created or adopted can indicate new careers.
- Beginning Farmer is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.
- Socially Disadvantaged Farmer is a farmer who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Acidified example: Objective: Provide acidified food training for the Wyoming processors who are interested in being able to sell to the wholesale market."

Outcome 6, indicator 3.

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

Indicator 3: Number of individuals who learn about prevention, detection, control, and intervention food safety practices and number of those individuals who increase their food safety skills and knowledge.

Acidified example: A total of 25 people will be provided food processing training in order to be certified to produce or supervise the production of shelf stable acidified food for sale to wholesale and retail buyers.

MISCELLANIOUS OUTCOME MEASURES

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.

Acidified example: The Acidified Foods workshop participants will be required to take section tests to determine their knowledge gained on the GMPs and SOPs for safe processing of specialty crop acidified foods. A survey of their pre and post knowledge will be taken. Processing letters will be issued to participants who submit an acceptable product specific processing plan for review and approval.

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 4.6 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	

Total Budget	

If applicants have questions concerning the allow-ability of costs after reviewing the associated federal cost principles, contact SCBG Program Manager. A thorough and detailed budget must be submitted with the grant proposal packet. WDA reserves the right to reject Proposals in which the budget calculations or figures cannot easily be discerned. Please round totals to the next whole dollar. Funding amount requested must be a minimum of $5,000 to a maximum of $24,500.

GRANT MATCH

A 25% matching contribution of the total project budget is required and can be cash and/or in-kind (i.e. staff, volunteer hours). You must provide match documentation (i.e. volunteer hours worked with a description of how the activities contributed to the project). This information is to be described on the cover page and is not required to be repeated here.

PERSONNEL

Persons employed by the grantee organization with SCBG funds should be listed here. Those employed elsewhere would be listed as subcontractors or consultants in the "Contractual" category. In order for secretarial and clerical salaries to be allowable, they must be listed as direct expenses in the budget narrative. Costs for general administrative or accounting or indirect costs are not allowable. The duties must be directly related to the project.

For each employee who will be working on the SCBG project, complete the following:

- **Name/Title**: Provide the name and title of employee who will charge time to the award.
- **Level of Effort**: Provide the amount of FTE or percent of time the employee will dedicate to this project.
- **Funds Requested**: Provide the amount of federal funds you are requesting to support this budget line.

Personnel Justification

For each individual listed on the grant, describe the activities to be completed by name/title

including approximately when activities will occur. Costs associated with students staffers in a university setting on the project should be listed in the "other" section.

FRINGE BENEFITS

Fringe benefits are compensation in addition to direct wages or salaries, such medical insurance. Fringe benefits are allowable provided they are for personnel listed in the personnel section. Fringe benefit expenses are not required even if personnel expenses will be charged to the grant. Provide the following:

- **Name/ Title**: Provide the name and title of employee with a direct charge to the award.
- **Fringe Benefit Calculation**: Show how the funds requested are calculated based on the fringe benefit rate.
- **Funds Requested**: Provide the amount of federal funds you are requesting to support this budget line.

TRAVEL

Travel expenses charged to the grant must be directly related to the project.
Complete the following:

- Trip Destination
- **Type of Expense:** airfare, car rental, hotel, meals, mileage, etc.
- **Number of Units:** e.g. 3 days, 700 miles, 2 nights.
- Cost per Unit
- **# of Travelers Claiming Expense**
- **Funds Requested**: Provide the amount of federal funds you are requesting to support this budget line.

Travel Guidance

Travel 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 the applicants written travel reimbursement policies.

Costs incurred for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the applicant's written travel policy. In addition, the applicant must justify that:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with established travel policy.

In the absence of an acceptable, written policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under federal awards (48 CFR 31.205-46(a)).
Commercial air travel. (1) Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are

unallowable except when such accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset the transportation savings; or
5. Offer accommodations not reasonably adequate for the traveler's medical needs. The non-federal entity must justify and document these conditions on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases.

Air travel by other than commercial carrier. Costs of travel by non-federal entity-owned, -leased, or -chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs that exceeds the cost of airfare (as provided for in paragraph (d) of this section), is unallowable.

Travel Justification

For each trip listed, 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.

EQUIPMENT

This category includes tangible, nonexpendable, property having a useful life of more than one year and an acquisition cost that equals or exceeds $5,000 per unit. All tangible property that does not qualify as "Equipment" must be included under Supplies.

- Item Description
- **Purchase or Rental**
- **Acquire When?**
- **Funds Requested**: Provide the amount of federal funds you are requesting to support this budget line.

Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges to the grant. (See Appendix C)

Capital Expenditures (unallowable) means expenditures for the acquisition cost of the 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 that 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 tax, 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 (unallowable) 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 (unallowable) 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 $5,000.

However, 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 WDA.

Special Purpose Equipment (allowable) means equipment which is used only for research, scientific, or other technical activities. Examples of special purpose equipment include microscopes, spectrometers, and equipment which are used for a single purpose to solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry and not a particular commercial product or provide a profit to a single organization, institution, or individual.

Equipment Justification

For each equipment item listed above, describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment as needed.

SUPPLIES

This category should include all tangible property that does not qualify as equipment. This may include office supplies, educational materials or lab supplies. Items such as long distance charges, postage, fax and express mail should be listed under the Other category.

Complete the following:

- **Item Description**: What it is you will purchase with grant funds?
- **Per Unit Cost**
- **Number of Units/Pieces Purchased**
- **Acquire When?**
- **Funds Requested**: Provide the amount of federal funds you are requesting to support this budget line.
- **Match Funds Provided**: Provide the amount of match (cash or in-kind) you are contributing to support this budget line.

Supplies Justification

Describe the purpose of each supply listed 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 in the form of a procurement relationship. If there is more than one contractor or consultant, each must be listed separately.

If the contractor's hourly rates of pay exceed the salary of a GS-14 step 10 federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, or other expenses. Federal employee wage table can be viewed at http://www.opm.gov/policy-data- oversight/pay-leave/salaries-wages/.

Complete the following:

- **Contractor Name:** Indicate the name of the selected contractor, or if the contractor is not selected yet, indicate "not yet selected."
- Hourly Rate/Flat Rate
- **Funds Requested**: Provide the amount of federal funds you are requesting to support this budget line.

- **Match Funds Provided**: Provide the amount of match (cash or in-kind) you are contributing to support this budget line.

Contractual Justification

Describe the project activities each contractor or consultant will accomplish to meet the objectives and outcomes of the project. 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 (for more information please go to http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/general-schedule), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

OTHER

List all other direct costs not covered in any of the previous budget categories. Examples include:

- **Conference/Meeting** – Costs of holding a conference or meeting are included in this category. Details of costs for each conference or meeting should be broken out and provided in the budget.
- **Communications** – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.
- **Speaker/Trainer Fees** – Provide the amount of the speaker's fees and a description of the services they are providing.
- **Publication Costs** – Provide the estimated cost of printing the brochures and other program materials for scientific or technical journals as well as an estimate of the number of pieces to be printed/published.
- **Data Collection** – Provide the estimated cost of collecting performance data to measure the project outcome measures.
- Costs associated with employing **student workers** in a university setting.

To complete this section:

- **Item Description:** Describe what is being purchased.
- **Per Unit Cost**
- **Number of Units Provided**
- **Acquire When?**
- **Funds Requested**: Provide the amount of federal funds you are requesting to support this budget line.
- **Match Funds Provided**: Provide the amount of match (cash or in-kind) you are contributing to support this budget line.

Other Justification

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

INDIRECT COSTS

Indirect costs are not an allowable grant expense.

PROGRAM INCOME

Program income is gross income, earned by a recipient 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; registration fees for conferences, etc.

To complete this section:

- **Source of Income:** Describe how program income will be generated by this project.
- **Estimated Income:** How much income do you anticipate earning from the revenue source?

Program income may only be expended on allowable costs that solely enhance the competitiveness of specialty crops.

NEXT STEPS

After you submit the grant proposal packet, the SCBG program manager or staff will notify you of receipt. WDA encourages all applicants to officially submit proposals at least one week prior to the due date in order to ensure on-time receipt. If you do not receive a notification of receipt within 24 hours of intended delivery, contact the grants manager at 307-777-6651. If submission time allows (receipt at least one week prior to the deadline), you may be provided with a cursory review with suggestions to strengthen your application prior to competitive review; modification of your application is at your discretion and not required. After the submission deadline, WDA and/or USDA may ask an applicant for more information on any of the grant proposal packet throughout the review process.

CONFIDENTIAL INFORMATION

After grant awards have been made, all grant proposal packets are available to the public. PRIOR TO SUBMITTING to the Department any confidential information (including trade secrets per Chapter 47. Regulation of Trade. Article 22. Uniform Trade Secrets Act of the WV Code), you must send a written description of the information you believe is subject to confidentiality. Department legal staff will review the description to determine if the information is such that there is an individual privacy interest worthy of constitutional protection. If the privacy interest clearly exceeds the merits of public disclosure, the department will furnish the applicant with a confidentially agreement to be signed and submitted with the constitutionally protected information. Information received pursuant to an approved confidentiality agreement will be available for review only by the SCGBP Manager, the selection committee members, and department legal counsel. Applicants shall pay all legal costs associated with defending a claim for confidentiality should another person or entity submit a "right to know" (open records) request.

DEFINITION OF A COMPLETE APPLICATION PACKET

A complete SCBGP application consists of the following completed items submitted by the deadline:

- ✓ Appendix A-Grantee Self-Assessment
- ✓ Appendix B-Application

SCREENING AND REVIEW

The first step in the funding process is screening.

SCREENING TEAM

WDA's internal screening team reviews proposals according to the items in the screening criteria section below.

SCREENING CRITERIA

Criteria

- Are all required materials included in the application?
- Are all sections of the proposal complete?
- Is the applicant's organization eligible to apply?
- Is the applicant suspended or debarred from receiving funds?
- Is the application in compliance with applicable federal and state regulations and in alignment with this notice?
- If a current SCBG grantee, are all invoicing and reporting current?
- If a previous grantee, has the organization successfully completed past projects?
- Does the proposed project enhance the competitiveness of the specialty crops?
- Does the proposal clearly define a challenge that is facing today's specialty crop industry and indicate a project which will assist in finding a solution?
- Does the applicant have the background and ability to successfully manage and complete the proposed project?

If the screening team answers no to any of the above questions, the application will be removed from competition.

SCREENING RESULTS

Grant proposals passing screening will proceed to the next step, evaluation. Grant proposals that do not pass the screening process will not receive further consideration for an award. WDA is not required to recommend funding a project that does not sufficiently satisfy the above criteria, even if there are enough remaining grant funds to do so. SCBGP program manager will notify all applicants of the results of the screening process. Applicants may resubmit proposals that have not been funded in 2017 for consideration in 2018. The second step in the funding decision process is evaluation.

EVALUATION/REVIEW TEAM

WDA will send applications that pass screening to the evaluation/review workgroup. WDA selects the evaluation/review workgroup based on their qualifications. In order to ensure high quality and fair reviews, the evaluation/review workgroup will consist of technical experts from various fields.

CONFLICT OF INTEREST

Individuals selected for the evaluation workgroup are responsible for notifying WDA staff of any potential conflict of interest, real or apparent, with any applicant for funding. WDA legal and executive staff will review all disclosed conflicts of interest to determine whether a conflict of interest exists under state law. If a conflict exists, the workgroup member will be recused from participating in the decision process on the conflicting application. All workgroup members will certify that they are free from any conflict of interest on the

applications they are allowed to consider.

DIRECTORS RECOMMENDATION

The Director of WDA will use the evaluation and selection team's rankings of applications, as well as the priorities identified in this packet to determine which projects will be included in the State Plan submitted to USDA-AMS for funding. WDA reserves the right to fund projects in part, request applicant to add or delete tasks, and ask for clarification on the timeline, and budget. No agreement will be entered until WDA is satisfied with all the specifications of the project. The decision of the Director does not guarantee funding. Funding is dependent on the availability of federal funds and the final approval from the USDA. Program manager will notify all applicants of the results of the evaluation and selection processes and inclusion in the Directors state recommendation.

USDA-AMS APPROVAL

Upon receipt, USDA-AMS will review the state recommendation in order to ensure that it meets the statutory purpose of the program, all application criteria are fulfilled in accordance with regulations, and that costs are allowable. USDA-AMS may require additional information from applicants at this time; failure to provide requested information in a timely manner may result in loss of funding. Once all administrative and programmatic issues have been resolved, USDA-AMS will formally notify WDA, and the SCBG program manager will soon after notify applicants of the results. WDA anticipates that grant awards and notifications will be made in late 2017. The last step in the funding process is a formal grant contract agreement.

GRANT AGREEMENT

At this time, sub-recipient must decide whether or not to accept the award, including modifications to the proposal's activities, outcomes, budget, etc.:

1. **If sub-recipient cannot accept the award**, including the legal obligation to perform in accordance with award terms and conditions, the recipient should notify the SCBGP program manager immediately upon receipt of the grant agreement.
2. **If sub-recipient chooses to accept the award**, signing the grant agreement constitutes acceptance of an award, including any modifications to the proposal's activities, outcomes, budget, etc., and the agreement's associated terms and conditions, as listed in the grant agreement and grant management manual.

APPENDIX A GRANTEE SELF-ASSESSMENT

Grantee Self-Assessment of Internal Controls and Risks

The Wyoming Department of Agriculture 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 Wyoming Department of Agriculture'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

Organization Information						
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 Information				
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)				

PROJECT PROFILE TEMPLATE

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.

ABSTRACT

No more than one page that will summarize for the reviewers your project and why it should be funded.

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:

4. *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,*
5. *A concise outline the project's outcome(s), and*
6. *A description of the general tasks to be completed during the project period to fulfill this goal*

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

PROVIDE A WORKPLAN TO ACHIEVE THE OBJECTIVES

In bullet form outline activities to be accomplished and timeframes.

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 SOLELY ENHANCING SPECIALTY CROPS

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by 7 U.S.C. 1621. Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp. ☐

CONTINUATION PROJECT INFORMATION

If your project is continuing the efforts of a previously funded SCBGP project, 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, 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 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 4.6 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	

Total Budget	

GRANT MATCH

A 25% cash or in-kind match of the total project cost is required by the State of Wyoming. Provide a complete description of the match only in this section and nowhere else in the template.

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.6.1 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 4.6.2 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 or 48 CFR subpart 31.2 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 4.6.2 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 4.6.2 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 solely enhance the competitiveness of specialty crops. See Request for Applications section 4.6.2 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 (for more information please go to http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2017/general-schedule/), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.6.2 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, 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 4.6.2 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).

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 solely enhance the competitiveness of specialty crops**	**Estimated Income**

Program Income Total	

Appendix C ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

All SCBGP awards are subject to the terms and conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other considerations described in the most recent SCBGP Terms and Conditions of Award. All costs must be allowable in accordance with the Federal cost principles outlined in 2 CFR part 200 Subpart E. The following list describes specific funding restrictions under the SCBGP. This section is not intended to be all-inclusive. The applicant should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability of costs they address.

Item	Description
Alcoholic Beverages	*Unallowable* for alcoholic beverages except when the costs are associated with enhancing the competitiveness of a processed product as defined above.
Aquaponics	*Allowable* as long as the crops that are being grown are eligible specialty crops and the focus of the project is on the specialty crops and not the fish. • A project to determine whether carp, catfish, or tilapia are best for growing lettuce is acceptable. • A project to study whether lettuce or tomato produced the highest yield of tilapia is not acceptable. • A project to farm fish using an aquaponics system and then sell the fish is not acceptable. • A project to grow specialty crops where both the specialty crops and the fish are sold is not acceptable. For more information on constructing or purchasing an aquaponics system, see Equipment- General Purpose and Equipment – Special Purpose.
Conferences	*Allowable* for costs of conferences. A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal recipient or subrecipient and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal recipient or subrecipient as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals (see Meals for restrictions), and refreshments, local transportation, and other items incidental to such conferences with the exception of entertainment costs that are unallowable. If registration fees are collected, the recipient or subrecipient must report fees as program income. The SCBGP encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room.
Construction and Renovation and Land or Building Acquisition	*Unallowable* for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations of an existing building or facility (including site grading and improvement, and architecture fees). Building means any permanent structure that is designed or intended for support, enclosure, shelter or protection of person, animals or property having a permanent roof that is supported by columns or walls.
Contractual/Consultant Costs (Professional Services)	*Allowable subject to limitations below*. 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.
Item	**Description**
	Allowable for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/). This does not include fringe benefits, travel, indirect costs, or other expenses. Please note that any statutory limitations on indirect costs also apply to contractors and consultants. If rates exceed this amount, one of the following justifications must be provided: • A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis. The purpose of the analysis is to review and evaluate each element of cost to determine reasonableness, allocability, and allowability. **OR** • 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-15 step 10. (Please outline the unique qualifications of the contractor.)
Contributions and Donations	*Unallowable* for contributions or donations, including cash, property, and services, from the recipient or subrecipient to other entities. • A non-profit entity using grant funds to purchase produce to donate to other entities and individuals is unallowable.
Entertainment	*Unallowable*. Entertainment costs include amusement, diversion, and social activities and any costs directly associated with such costs (such as bands, orchestras, and dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities).
Equipment, Buildings, and Land	*Unallowable* for acquisition costs of general purpose equipment, buildings and land. *Allowable* for rental costs of general purpose equipment, buildings, and with prior approval for land. Vehicles may be leased, but not purchased. For vehicle and equipment leases or rentals with an acquisition cost that equals or exceeds $5,000, rates should be in light of such factors as: rental costs of comparable vehicles and equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the vehicle or equipment leased. *Allowable* for acquisition costs and rental costs of special purpose equipment provided the following criterion is met: 1) Necessary for the research, scientific, or other technical activities of the grant award; 2) Not otherwise reasonably available and accessible; 3) The type of equipment is normally charged as a direct cost by the organization; 4) Acquired in accordance with organizational practices; 5) Must only be used to solely enhance the competitiveness of specialty crops; 6) More than one single commercial organization, commercial product, or individual must benefit from the use of the equipment; 7) Must not use special purpose equipment acquired with grant funds to

	provide services for a fee to compete unfairly with private companies that provide equivalent services; and 8) Equipment is subject to the full range of acquisition, use, management, and disposition requirements under 2 CFR part 200.313 as applicable.
	Equipment Definitions Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. Recipients and subrecipients purchasing equipment are encouraged to use funds to purchase only American-made equipment or products. Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. 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. General Purpose Equipment means equipment that is not limited to 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. Special Purpose Equipment is equipment used only for research or technical activities. Examples include grape harvesters, vegetable washing machines, fruit or vegetable processing equipment, etc.
Fines, Penalties, Damages and Other Settlements	*Unallowable* for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations.
Fixed Amount Subawards	*Allowable* with prior written approval from AMS, a pass-through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in 2 CFR 200.201.
Foreign Travel	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. SCBGP recommends that applicants search the Foreign Agricultural Service database of GAIN reports (http://gain.fas.usda.gov/Pages/Default.aspx) to ensure that proposals will not duplicate information that already exists. Any proposal involving foreign travel must be well justified. See Travel in this table for more information on travel costs.
Fundraising	*Unallowable* for organized fundraising, 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. This includes salaries of personnel involved in activities to raise capital.
General Costs of Government	*Unallowable* for:

	1) Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe; 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 judicial branch of a government; 4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability
	of other legal activities of the Attorney General as described in §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements); and 5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.
Goods or Services for Personal Use	*Unallowable* for costs of goods or services for personal use of the recipient's or subrecipient's employees regardless of whether the cost is reported as taxable income to the employees.
Health and Nutrition Messaging	*Allowable* when health and nutrition information complies with regulations and policies of the: *Federal Trade Commission* http://www.ftc.gov/about-ftc/bureaus-offices/bureau-consumer- protection AND *U.S. Food and Drug Administration* http://www.fda.gov/Food/IngredientsPackagingLabeling/LabelingNutrition/default.htm. Nutrition and health claims must be truthful, not misleading or deceptive, and include adequate disclaimers if appropriate.
Information Technology Systems	*Unallowable* for information technology systems having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established in accordance by generally accepted accounting principles (GAAP) by the non- Federal recipient or subrecipient for financial statement purposes or $5,000. Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition costs for software includes those development costs capitalized in accordance with GAAP. Information technology systems include computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. Examples of unallowable information technology systems include service contracts, operating systems, printers, and computers that have an acquisition cost of $5,000 or more. *Allowable* for website development, mobile apps, etc.

Insurance and Indemnification	*Allowable* as indirect costs for insurance and indemnification.
Item	**Description**
Lobbying	The recipient should obtain an advance understanding with the SCBGP if it intends to engage in certain activities intended to influence Federal, State or local government entities. *Unallowable* for: (1) Attempts to influence the outcomes of any Federal, state, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity; (2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections in the United States; (3) Any attempt to influence: (a)The introduction of Federal or state legislation; (b)The enactment or modification of any pending Federal or state legislation through communication with any member or employee of the Congress or state legislature (including efforts to influence state or local officials to engage in similar lobbying activity); (c)The enactment or modification of any pending Federal or state legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign; or (d)Any government official or employee in connection with a decision to sign or veto enrolled legislation; (5) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying. *Allowable* activities directly related to the performance of a grant include: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a state legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the non-Federal entity's member of congress, legislative body or a subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings; (2) Any lobbying made unallowable by paragraph (c)(1)(iii) of this section to

	influence state legislation in order to directly reduce the cost, or to avoid material impairment of the non-Federal entity's authority to perform the grant, contract, or other agreement; or (3) Any activity specifically authorized by statute to be undertaken with funds from the Federal award. Any activity excepted from the definitions of "lobbying" or "influencing legislation" by the Internal Revenue Code provisions that require nonprofit organizations to limit their participation in direct and "grass roots" lobbying activities in order to retain their
	(4) charitable deduction status and avoid punitive excise taxes, I.R.C. §§501(c)(3), 501(h), 4911(a), including: a) Nonpartisan analysis, study, or research reports; b) Examinations and discussions of broad social, economic, and similar problems; and c) Information provided upon request by a legislator for technical advice and assistance, as defined by I.R.C. §4911(d)(2) and 26 CFR 56.4911-2(c)(1)-(c)(3).
Meals	*Unallowable* for business meals when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered an entertainment cost. *Unallowable* for breakfasts for conference attendees because it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.
	Unallowable for meal costs that are duplicated in meeting participant's per diem or subsistence allowances. *Allowable* for lunch or dinner meals if the costs are reasonable and 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. *Allowable* for meals consumed while in official travel status. They are considered per diem expenses and should be reimbursed in accordance with the organization's established written travel policies.
Memberships, Subscriptions, and Professional Activity Costs	*Unallowable* for costs of membership in any civic or community organization. *Allowable* for costs of membership in business, technical, and professional organizations.
Organization Costs	*Allowable* with prior approval for organization costs per 2 CFR 200.455. *Unallowable* for costs of investment counsel and staff and similar expenses incurred to enhance income from investments.
Participant Support Costs	*Allowable* for such items as stipends or subsistence allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, and focus groups. See also Selling and Marketing - Coupons, Incentives or Other Price Discounts.

Political Activities	*Unallowable* for development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).
Item	**Description**
Pre-Award (Pre-Agreement Costs)	*Allowable*, if such costs are necessary to conduct the project or program, and would be allowable under the grant, if awarded. A recipient may incur pre-award costs 90 calendar days before SCBGP makes the award without prior approval from SCBGP. Expenses more than 90 calendar days pre-award require SCBGP prior approval. All costs incurred before SCBGP makes the award are at the recipient's risk. The incurrence of pre-award costs in anticipation of an award imposes no obligation on SCBGP to award funds for such costs.
Rearrangement and Reconversion Costs	*Allowable* as indirect costs incurred for ordinary and normal rearrangement and alteration of facilities. *Allowable* as direct costs with prior approval for special arrangements and alterations costs incurred specifically for the award.
Salaries and Wages	*Allowable* as part of employee compensation for personnel services in proportion to the amount of time or effort an employee devotes to the grant-supported project or program during the period of performance under the Federal award, including salaries, wages, and fringe benefits. Such costs must be incurred under formally established policies of the organization, be consistently applied, be reasonable for the services rendered, and be supported with adequate documentation. Salary and wage amounts charged to grant-supported projects or programs for personal services must be based on an adequate payroll distribution system that documents such distribution in accordance with generally accepted practices of like organizations. Standards for payroll distribution systems are contained in the applicable cost principles (other than those for for-profit organizations).
	Unallowable for salaries, wages and fringe benefits for project staff that devote time and effort to non-specialty crop specific venues, tradeshows, events, meetings, programs, conventions, symposia, seminars, etc. where costs cannot be specifically identified and easily and accurately traced to activities that solely enhance the competitiveness of specialty crops. • Example: Salaries and wages for a farmers' market manager to manage and advertise a farmers market that includes non-specialty crop items is unallowable, while salaries and wages for personnel to conduct a cooking demonstration on how to prepare fruits and vegetables is allowable.
Selling and Marketing Costs	*Allowable* if the primary purpose is to promote the sale of an eligible specialty crop by either stimulating interest in a particular specialty crop or disseminating technical information or messages for the purpose of increasing market share for the specialty crops.
Selling and Marketing Costs – Promotion of an Organization's Image, Logo, or Brand Name	*Unallowable* for selling and marketing costs designed solely to promote the image of an organization, general logo, or general brand rather than eligible specialty crops. • 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.
Item	**Description**
Selling and Marketing Costs – Promotion of Non-Specialty Crop Activities	*Unallowable* for selling and marketing costs for promotion at non-specialty crop specific venues, tradeshows, events, meetings, programs, conventions, symposia, seminars, etc. • Advertisements could say "Buy Sweet Corn! It is the Best!" but not "Buy Local!" • Advertising educational sessions at a conference that solely benefits specialty crop growers are acceptable, while advertising a non-specialty crop specific local food conference is not.
Selling and Marketing Costs – Promotional Items, Gifts, Prizes, etc.	*Unallowable* for promotional items, swag, gifts, prizes, memorabilia, and souvenirs.
Selling and Marketing Costs – Sponsorships	*Unallowable* for costs associated with sponsorships. A sponsorship is a form of advertising in which an organization uses grant funds to have its name and/or logo associated with certain events and where the organization does not necessarily know how the funds associated with sponsorship costs will be used. These costs are considered a contribution or donation and only benefit the organization offering funding. This limits the beneficiaries to the sponsor organization, which conflicts with the restriction that projects affect and produce measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual.
Selling and Marketing Costs – Coupons, Incentives or Other Price Discounts	*Unallowable* for costs of 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. See also Participant Support Costs.
Selling and Marketing Costs – Use of Meeting Rooms, Space, Exhibits for Non-Specialty Crop Activities	*Unallowable* for 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. • 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.

Selling and Marketing Costs – Cookbooks, Cooking Demonstrations, Recipe Cards, Food Pairings	*Allowable* for costs promoting the specialty crops in processed products (products prepared or created for the purposes of promoting a specialty crop but that require other ingredients are considered a processed product). A processed product is defined as a product that constitutes greater than 50% of the specialty crop by weight, exclusive of added water. *Unallowable* for costs of separate complementary non-specialty crop products. A separate complementary non-specialty crop product means a product closely associated with a specialty crop product, the purchase of one encouraging consumers to buy the other (i.e., cheese and wine).
Item	**Description**
Supplies and Materials, Including Costs of Computing Devices	*Allowable* for costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award. Purchased materials and supplies must 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. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or $5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award. Where federally-donated or furnished materials are used in performing the Federal award, such materials will be used without charge.
Training	*Allowable* when the training is required to meet the objectives of the project or program.

Travel	*Allowable* when travel costs are limited to those allowed by formal organizational policy; in the case of air travel, the lowest reasonable commercial airfares must be used. *Allowable* with prior approval for government officials per 2 CFR part 200.444. Recipients and subrecipients that do not have formal travel policies and for-profit subrecipients' 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. If a recipient or subrecipient organization has no formal travel policy, those regulations will be used to determine the amount that may be charged for travel costs. Recipients and subrecipients are strongly encouraged to take advantage of discount fares for airline travel through advance purchase of tickets if travel schedules can be planned in advance. Consideration should be given to the use of alternative technologies such as teleconferencing or videoconferencing if they are available, appropriate for the project, and less costly. *Unallowable* for travel costs for conferences, venues, tradeshows, events, meetings, programs, conventions, symposia, workshops seminars, etc. that include non-specialty crop activities such as farmers' market annual conferences and general marketing tradeshows where these costs cannot be specifically identified and easily and accurately traced to activities that solely enhance the competitiveness of specialty crops. Example: Travel costs for personnel to travel to a farmers' market conference is unallowable, while travel to a vegetable food safety educational session is allowable.