



**OREGON
DEPARTMENT OF
AGRICULTURE**

2024 OREGON SPECIALTY CROP BLOCK GRANT PROGRAM GUIDELINES

As prepared by

Market Access Program Area Specialty Crop Block Grant Program

635 Capitol Street NE

Salem, OR 97301

503-986-6473

<https://www.oregon.gov/ODA/programs/MarketAccess/SpecialtyCrop/Pages/SpecialtyCrop.aspx>

*In compliance with the Americans with Disabilities Act,
this publication will be made available in alternate formats upon request.*

2024 SPECIALTY CROP BLOCK GRANT PROGRAM GUIDELINES

Prepared By

The Oregon Department of Agriculture Market Access Program Area Specialty Crop Block Grant Program

Table of Contents

- 1. Introduction 5**
- 2. Eligibility 6**
- 3. Funding..... 9**
- 4. Solicitation Process 14**
- 5. Application Procedures and Requirements 15**
- 6. Sample Application 16**
- 7. Review Criteria and Process 20**
- 8. Policies and Requirements 22**
- 9. Post-Award Management (Subject to Change Within Subaward Agreement Terms)..... 24**
- 10. Reporting Requirements - (Subject to Change Within Subaward Agreement Terms)..... 26**
- 11. Reimbursement Requests 27**
- 12. Assistance and Questions..... 28**
- 13. Appendix A - Allowable Cost, Unallowable Cost and Restrictions..... 29**
- 14. Appendix B - FY2023 Proposal Score Sheets 30**

1. Introduction

The Oregon Department of Agriculture (ODA) is pleased to announce a competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds for proposals that solely enhance the competitiveness of Oregon specialty crops.

2. Eligibility

Specialty Crops

For the purpose of this program, specialty crops are defined as commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture and horticulture). Feed crops, food grains, livestock, dairy products, seafood products and oil seed crops are NOT eligible. For a list of eligible specialty crops visit the USDA Specialty Crop Block Grant website at: <http://www.ams.usda.gov/scbgp>

Eligible Entities

Eligible entities include non-profit organizations, for-profit organizations, local, state and federal government entities, including tribal governments, and public and private colleges and universities for proposals that solely benefit the production of and access to Oregon specialty crops.

Enhance the Competitiveness of U.S. Specialty Crops

To be eligible for a grant, the project(s) must “enhance the competitiveness of U.S. specialty crops” in either domestic or foreign markets.

Benefit More Than One Product or Organization

Applications for grant funds should show how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. ***Grant funds will not be awarded for projects that solely provide a profit to a single organization, institution, or individual.*** Single organizations, institutions, and individuals are encouraged to participate

as project partners. The following are some examples of acceptable and unacceptable projects

Examples of Unacceptable Projects

- o *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.*
- o *A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.*
- o *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*
- o *A sole proprietor requests grant funds to redesign her/his logo to make her/his specialty crop value-added product stand out at the local farmers' market.*
- o *A single specialty crop organization requests grant funds to market its organization so that it can increase membership in the organization.*

Examples of Acceptable Projects

- o *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.*
- o *A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.*
- o *A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in a region that currently does not have one.*
- o *A single non-profit organization requests funds to conduct an advertising campaign that will benefit their specialty crop*

members.

- o *A single farmer erects high tunnels on his/her property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.*

Complete Project Within 2.5 Years

Projects must be completed within 2.5 years after project is given its initiation date. The ODA must be notified at least 60 days prior to the ending date of the project if for any reason the project cannot be completed within the timeframe established in the agreement, extensions are awarded for very limited circumstances.

Multi-State Partnerships

Multi-state partnerships are encouraged and should provide solutions to problems that cross state boundaries such as, but not limited to, addressing good agricultural practices, food safety, research on crop productivity or quality, pest and disease management, or commodity-specific projects addressing common issues in multi-state regions.

A multi-state partnership is a project that implements activities with measurable outcomes that benefit two or more U.S. states and/or territories. A multi-state partnership proposal must explain the impact the project will have on a multi-state or national level within the Potential Impact section of the application.

3. Funding

A range of \$25,000 to \$175,000 per project is suggested. Grant funds will be available for projects lasting 2.5 years and cannot be expended before a project initiation date is given by the Oregon Department of Agriculture.

Matching Funds and In-Kind Contributions

Though matching funds are not a requirement of the SCBGP – Match is **strongly** encouraged to show the importance and value of the project and to show sustainability beyond SCBGP funds. Applicants are encouraged to develop partnerships and provide the estimated amount and letters of support as a part of the proposal.

Definitions:

Cash match is defined as: real cash contributed to project

Examples may include but are not limited to:

- o Cash contributed by your organization
- o Equipment to be purchased by your organization for project activities
- o Personnel to be hired by the organization to help with the project, who will not be hired if the grant is not funded
- o Paying for a project brochure and/or its dissemination

In-kind match is defined as: paid or given in goods, commodities, or services instead of money

Examples may include but are not limited to:

- o Personnel time given to the project
- o Person on loan from another organization/corporation

- o Use of existing equipment or facilities

Indirect Costs

Indirect costs are **unallowable** under Oregon’s grant program. Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

Indirect costs (also known as “facilities and administrative costs”) are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. The table below includes typical indirect costs for specific types of organizations.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate where all of the following conditions are met:

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate where all of the following conditions are met:

- (1) administrative or clerical services are integral to a project or activity;
 - (2) individuals involved can be specifically identified with the project or activity;
 - (3) such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency;
- and
- (4) the costs are not also recovered as indirect costs.

4. Priorities for the Oregon Specialty Crop Grant Program (in no order of preference)

Based on a survey from 2012* of specialty crop producers, associations, commissions, and other stakeholders Oregon Department of Agriculture (ODA) has identified the following areas as the Specialty Crop Block Grant Program funding priorities. Additionally, for the funding year of 2019, two new priorities have been identified by the ODA and are listed below. Projects that do not address one of the identified priorities are still eligible for funding, if they meet all other program requirements. ODA encourages the development of partnerships, including multi-state projects. (*all priorities are updated each Fall to meet current USDA Farm Bill requirements)

- I. Market development and access,
 - a. **International** –
 - i. Understanding and addressing trade barriers or regulatory constraints in foreign markets (e.g. tariffs, TRQs, FTAs, quotas, bilateral agreements).
 - ii. Obtaining market information and providing product exposure through trade shows, conferences, seminars, market research, consumer testing, in-bound and outbound trade missions, etc.
 - iii. Applying new technologies to help identify new customers and facilitate shipments (e.g. packaging configurations, customer data, logistics, transportation enhancements, etc.).
 - b. **Local/farm-direct, regional and domestic markets** –
 - i. Obtaining market information and providing product exposure through trade shows, conferences, seminars, market research, consumer testing, in-bound and outbound trade missions, etc.

- ii. Connect farmers to consumers by enhancing direct marketing opportunities that highlight production practices, farmers, and growing locations.
 - iii. Support the development and advancement of co-operatives to leverage grower and producer efforts.
 - iv. Develop and enhance economic opportunities in local communities that increase the awareness and consumption of specialty crops.
 - v. Increasing child and adult nutrition knowledge and consumption of specialty crops by expanding access at schools, at work and in local neighborhoods.
2. **On-farm labor needs**, connecting growers with hiring resources, providing technical information about laws and compliance, or developing mechanization or methodologies for routine or repetitive labor demands. Create and implement **workforce training programs or tools** to maintain the technical skills required to keep the Oregon specialty crops sector competitive.
3. Promoting **cross commodity collaboration** on specialty crop projects that address industry wide issues faced by growers/producers. Assisting all entities in the specialty crop distribution chain through transferable results that may enhancing market access and increase sales by addressing food safety, sustainability, or other outcomes.
4. Investing in specialty crop research toward **food safety compliance and traceability** through implementation of practices, trainings, or systems development and preparation for and/or assistance in compliance with the Food Safety Modernization Act (FSMA).

5. Investing in projects that **address regulatory burden** on specialty crop growers. Connecting growers with resources, providing technical information about laws and compliance, or developing mechanization or methodologies for routine or repetitive laws and compliance.
6. Investing in projects that address **productivity enhancements, innovation, value added products** and other production efficiencies for specialty crops.
7. **Agriculture and food-related priorities identified by Oregon Solutions Network Regional Solutions Centers** to address rural economic development in Oregon. Projects must also comply with one or more of the required previously listed program priorities.

5. Solicitation Process

TIMELINE (Dates subject to change)

Event	Timeline
Request for Full Proposals (RFP) Opens	December 1, 2023
Pre-recorded Webinar	December Early 2023
RFP Closes	January 31, 2024 at noon
Projects Reviewed by SCBGP Advisory Committee	February 2024 – March
2024 Projects reviewed by the ODA Director	Late March 2024
Subgrantees selected to participate in the FY24 SCBGP	Early April 2024
Projects sent for review by the USDA	May 2024
USDA approval of SCBGP projects	September
2024 FY24 Subgrantees may begin work on FY24 projects	October 2024

6. Application Procedures and Requirements

Briefly describe the project in a 15-page application proposal (template provided by ODA is mandatory).

Available at: <https://oda.direct/SCBGP> Proposals must provide a general overview for the following areas of the project:

- Cover page provided within template (not included in 15-page limit)
- Project title
- Project duration
- Project purpose and industry impact
- Continuation of project information
- Support from federal or state grant programs
- External project support
- Expected measurable outcomes
- Data collection to report on outcomes and indicators
- Budget narrative
- Matching funds narrative – Attachment A (not included in 15-page limit)
- Work plan – Attachment B (not included in 15-page limit)

Submission Details

A link to an FTP is up on the website for you to upload your submission.

<http://files.oda.state.or.us/?login=SCBGP-appl>

When submitting your proposal for review, an applicant can upload up to 7 files within a single upload session:

- Proposal (15-page limit, PDF template, Times font, size 12)
 - Cover letters, attachments and support letters are not included in the 15-page limit.
- Support letters and documentation such as matching funds support etc.
 - Support letters and documentation are limited to 5
- Please include your applicant's name in the file name structure such as:
 - Applicantname_proposal2024
 - Applicantname_supportletter_fromname2024

Applicants may submit multiple proposals; however, each proposal must be submitted separately. **Proposals over the page limit or are not responsive to the requirements listed above are subject to rejection.**

7. Sample Application



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**FY2024 Oregon
Specialty Crop Block Grant Program
Sample Application**

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FY24 - Specialty Crop Block Grant Program

Proposal Application

Prepared By

The Oregon Department of Agriculture Specialty Crop Block Grant Program

1. Oregon Specialty Crop Block Grant Program

The Oregon Department of Agriculture (ODA) receives grant funding from the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. Specialty crops are defined as “fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture).”

ODA Specialty Crop Block Grant Program (SCBGP) conducts an annual competitive application process to award grant funds. For acceptance ODA request participants follow the attached instructions for completing the SCBGP proposal application.

This document is composed of a sample project application, a required cover page, the project application, and a list of required outcomes and indicators to choose from. In creating your application, please read through the sample version and start your application on page 18.

If you have questions, please read through the sample project application, program guidelines that can be found here, and the SCBGP website here. If the information you are looking for is not in one of those locations please contact the Oregon Specialty Crop Block Grant Program Coordinator, Gabrielle Ugalde 503-986-6473 • gabrielle.ugalde@oda.oregon.gov

TABLE OF CONTENTS

- 1. Oregon Specialty Crop Block Grant Program 3
- 2. Sample Application 4

SPECIALTY CROP BLOCK GRANT PERFORMANCE EVALUATION – APPENDIX A

2. Sample Application

SCBGP PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

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

ORGANIZATION DETAIL

Organization Name: Irrigation Innovations

Project Contact Name: John Doe

Mailing Address: 123 Four Five Way
Town, US 55123

Phone: (555) 111-2222

Email: youremail@send.com

PROJECT TITLE

Measuring Irrigation Water Quality on Fruit and Vegetable Farms

DURATION OF PROJECT

Start Date: 9/1/2022

End Date: 9/29/2025

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. The project's purpose, deliverables, and expected outcomes and
3. A description of the general tasks/activities to be completed during the project period to fulfill this goal.

FOR EXAMPLE:

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

The ABC University will partner with the states of A, B, C, D, E, and F to objectively measure the quality of irrigation water used on fruit and vegetable farms in several states to help shape future irrigation water standards, improve on-farm risk assessment, provide strategies for implementing a water testing program, aid in interpreting water testing results, and provide assistance for understanding when mitigation strategies should be adopted.

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

Fruit and vegetable crops tend to be irrigated with surface water sources, such as ponds and streams. While there is concern with all sources of water for pre-harvest use, surface water has a higher probability of being exposed to more fecal contamination than ground water. This is expected to pose greater human health risk than irrigation water from deep aquifers with properly constructed and protected wells. In most cases, the sanitary quality of surface water used for irrigation is not known because it is not regularly tested.

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Include as many objectives as needed.

Objective 1: Collect scientific data on irrigation water quality in the seven states to contribute to the National Irrigation Database organized by the National GAPs Program at Cornell University for fresh fruit and vegetable production in the National Food Safety Program

Objective 2: Provide educational workshops on irrigation water quality management to extension professionals and producers.

Objective 3: Improve on-farm risk assessment, provide strategies for implementing a water testing program, aid in interpreting water testing results and provide assistance for understanding when mitigation strategies should be adopted

Objective 4: Participate in the development of a National Irrigation Database that will provide new scientific data to support comprehensive efforts by the produce industry and public health regulators to create meaningful and realistic water quality standards that minimizes microbial food safety hazards to fresh and fresh-cut vegetables

Objective 5:

Objective 6:

Objective 7:

Objective 8:

Objective 9:

Objective 10:

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: 500

Does this project directly benefit underserved farmers as defined in the RFA? Yes No

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

STATEMENT OF ENHANCING SPECIALTY CROPS

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

CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGP project? Yes No
If you have selected "yes", please address the following:

DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

N/A

PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

N/A

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

N/A

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?

N/A

DESCRIBE THE LIKELIHOOD OF THE PROJECT BECOMING SELF-SUSTAINING AND NOT INDEFINITELY DEPENDENT ON GRANT FUNDS

N/A

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).

N/A

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

N/A

EXTERNAL PROJECT SUPPORT

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

Grower's associations representing carrots, potatoes, tomatoes, and berries support this project since it will improve on-farm risk assessment, provide strategies for implementing a water testing program, and ultimately lower grower expenses.

EXPECTED MEASURABLE OUTCOMES

SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

You must choose at least one of the seven 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:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- Outcome 3:** Increase Food Safety Knowledge and Processes
- Outcome 4:** Improve Pest and Disease Control Processes
- Outcome 5:** Develop New Seed Varieties and Specialty Crops
- Outcome 6:** Expand Specialty Crop Research and Development
- Outcome 7:** Improve Environmental Sustainability of Specialty Crops

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	Indicator	Indicator Description	Value
1	1.1a	Total number of consumers who gained knowledge about specialty crops, Adults	132

Outcome	Indicator	Indicator Description	Value
3	3	Number of specialty crop stakeholders who implemented new technologies to mitigate food safety risks	6.00

Outcome	Indicator	Indicator Description	Value

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.

All who access the National Irrigation Database will be required to complete a short survey indicating who they are, what they intend to use the data for, and whether they will implement projects focused on increasing the understanding of the fecal indicators and pathogens.

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 4.0 Funding Considerations prior to developing their budget narrative.

BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	\$ 9,480.00
Fringe Benefits	\$ 3,792.00
Travel	\$ 9,000.00
Equipment	
Supplies	\$ 1,750.00
Contractual	\$ 22,960.00
Other	\$ 3,050.00
Direct Costs Sub-Total	\$ 50,032.00
Indirect Costs	\$ 4,544.00
Total Budget	\$ 54,576.00

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance. Fill personnel information in space below as needed.

#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Student Assistant	360 hours	\$ 9,480.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Personnel Subtotal: \$ 9,480.00

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.

Example: Personnel 1: Description and justification
Personnel 2: Description and justification

Personnel 1: The student will assist with this project through data entry and training preparation and will also attend and present at grower workshops.

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.

#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
1	Student Assistant	40%	\$ 3,792.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fringe Subtotal: \$ 3,792.00

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 4.3 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	Year 1 Sampling Trips	Mileage	Miles	7000	\$ 0.40	1	\$ 2,800.00
2	Year 1 Sampling Trips	Lodging	Nights	8	\$ 70.00	1	\$ 560.00
3	Year 1 Sampling Trips	Meals	Days	10	\$ 39.00	1	\$ 390.00
4	Year 2 Sampling Trips	Mileage	Miles	7000	\$ 0.40	1	\$ 2,800.00
5	Year 2 Sampling Trips	Lodging	Nights	8	\$ 70.00	1	\$ 560.00
6	Year 2 Sampling Trips	Meals	Days	10	\$ 39.00	1	\$ 390.00
7	Year 2 Grower Workshops	Airfare	Flight	2	\$ 602.00	1	\$ 1,204.00
8	Year 2 Grower Workshops	Hotel	Nights	2	\$ 70.00	1	\$ 140.00
9	Year 2 Grower Workshops	Meals	Days	4	\$ 39.00	1	\$ 156.00
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Travel Subtotal: \$ 9,000.00

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.

Example: Trip 1: (Approximate Date of Travel MM/YYYY), Justification

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

Trip 1

(Approximate Date of Travel MM/YYYY): April – September 2023

Year 1 Sampling Trips - Collect irrigation water samples from 10 farms in each of 3 geographic regions, four times over the production season (10 farms x 3 regions x 4 sampling times= 120 samples)

Trip 2

(Approximate Date of Travel MM/YYYY): April – September 2024

Year 2 Sampling Trips - Collect irrigation water samples from 10 farms in each of 3 geographic regions, four times over the production season (10 farms x 3 regions x 4 sampling times= 120 samples)

Trip 3

(Approximate Date of Travel MM/YYYY): April – July 2025

Provide workshops on irrigation water quality and management for Extension professionals and growers in different regions

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 4.3 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 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

#	Equipment Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

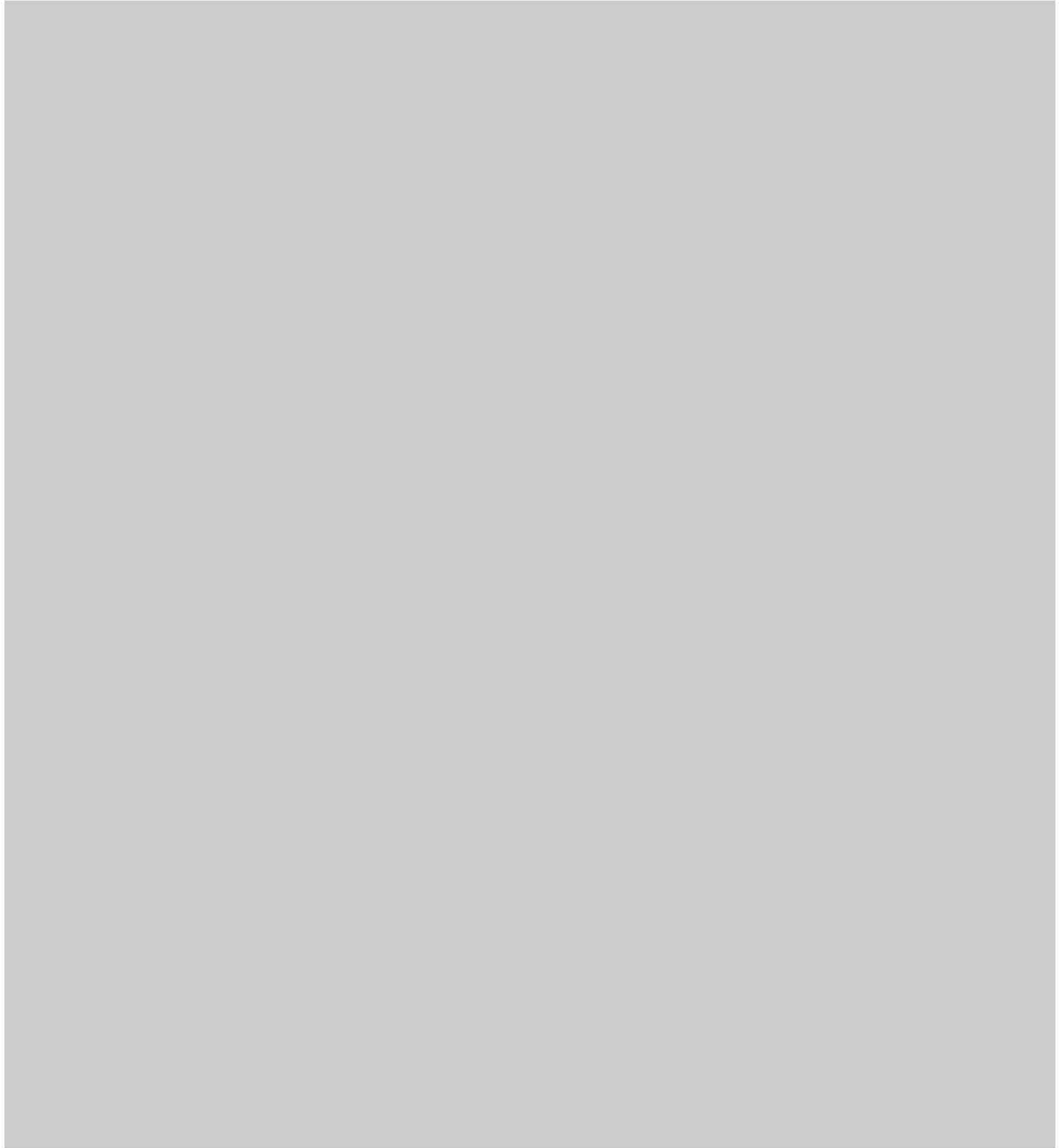
Equipment Subtotal: \$ 0.00

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.

Example: Equipment 1: Description and justification

Equipment 2: Description and justification



SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date?	Funds Requested
1	Sample Tubes	750	1	9/2023	\$ 750.00
2	Boxes	250	1	9/2023	\$ 250.00
3	Trays	250	1	9/2023	\$ 250.00
4	Water Samplers	250	2	9/2023	\$ 500.00
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Supplies Subtotal: \$ 1,750.00

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).

Example: Supply 1: Description and justification

Supply 2: Description and justification

In order to collect water samples and perform research, Dr. Joe Smith and his research assistant will need research supplies such as sample tubes, boxes and trays for transportation, and water samplers.

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.

#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	XYZ Laboratories	Flat Rate	\$ 22,960.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractual/Consultant Subtotal: \$ 22,960.00

CONTRACTUAL JUSTIFICATION

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Example: Contractual 1: Description and justification
Contractual 2: Description and justification

Contractor/Consultant 1:

We will contract with XYZ Laboratories in order to perform the water analysis of all the samples gathered by the project investigators. This quality analysis will be performed for a flat rate of \$10,980 per year of the project for a total of \$21,960.00 (\$10,980 x 2).

Each lab that enters data will need a secure password and some training for data input. This will have an initial cost (approximately \$1,000.00). Currently quality control procedures are performed for all data entered into the database with the lab data form. This too requires time but is not necessary once the lab understands the data entry portal and how it works.

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 4.3 Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Other Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1	Shipping Costs	1	550	9/2023	\$ 550.00
2	Publication Costs	1	1	4/2025	\$ 1,000.00
3	Workshop Materials and Media	1	1	1/2025	\$ 1,500.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Other Subtotal: \$ 3,050.00

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).

Example: Other 1: Description and justification

Other 2: Description and justification

There are certain areas in the State that are considered to be inadequate for transferring water samples by vehicle. The cost associated with shipping these samples is \$550.00.

In year 2, workshops will be offered for Extension professionals through train-the-trainer sessions and growers in each of the 3 regions of the state, covering proper irrigation water sampling, choosing the proper sanitary water tests, interpreting the test results, and selecting mitigation strategies (\$1,500.00).

Training materials will be developed both for hard-copy and web dissemination. Presentations will also be developed for the workshops and available to the Extension professionals for use in their home counties (\$1,000.00).

INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of any project's budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested
0	\$ 0.00

Indirect Subtotal: \$ 0.00

PROGRAM INCOME

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

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

Program Income Total: \$ 0.00

Clear Form

Use of Program Income Alternatives

Alternative	Use of program income
Addition	Added to funds committed to the project and used to further enhance the competitiveness of specialty crops
Deduction	Deducted from the total allowable costs of the project or program to determine the net allowable on which the Federal share of costs will be based
Cost sharing of matching	Used to satisfy all or part of the non-Federal share of a project or program

MATCHING FUNDS NARRATIVE – ATTACHMENT A

Within the matching funds budget detail tables outline the match support the project will receive from all partners for this project. The same Federal Cost Categories are provided within the tables for your matching support. *Be sure to use the Matching Funds section to show your project partner contributions*

Cash match is defined as: real cash contributed to project

- Examples may include but are not limited to:
 - Cash contributed by your organization
 - Equipment to be purchased by your organization for project activities
 - Personnel to be hired by the organization to help with the project, who will not be hired if the grant is not funded
 - Paying for a project brochure and/or its dissemination

In-kind match is defined as: paid or given in goods, commodities, or services instead of money

- Examples may include but are not limited to:
 - Personnel time given to the project
 - Person on loan from another organization/corporation
 - Use of existing equipment or facilities

WORK PLAN – ATTACHMENT B

Using the table provided indicate the work plan for the project – add rows to the table as needed

<i>Project activity:</i>	<i>Who is responsible?</i>	<i>When:</i>
<p>Project Activity Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.</p>	<p>Who will do the work? Indicate the project participants who will do the work of each activity, including subrecipients, and/or contractors. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included.</p>	<p>When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period.</p>

SAMPLE only - WORK PLAN:

<i>Project activity:</i>	<i>Who is responsible?</i>	<i>When:</i>
Conduct outreach to potential candidates	Staff name	January- March, 2016
Twelve classes taught to Growing Agripreneurs cohorts	Staff name	March-October, 2016 March- October, 2017
Eight in-depth farm tours and demonstrations	Contractor name	March-October, 2016 March-October, 2017
Weekly in field work at Teaching farm	Farm Manager Name	March-October, 2016

Specialty Crop Block Grant Program

Outcomes and Indicators

The grant program outcomes and performance measures outlined below reflect direct stakeholder feedback and provide a framework that allows grant recipients to evaluate project activities more accurately in relation to each program's statutory purpose.

For recipients, the measures are:

- More feasible to accomplish and measure within a grant's period of performance;
- Better aligned with grant program purpose and recipient activities; and
- More reflective of work performed during the project.

These performance measures will go into effect beginning with the FY2022 grant application cycle.

Outcome 1: Increasing Consumption and Consumer Purchasing of Specialty Crops

1.1 Total number of consumers who gained knowledge about specialty crops ____.

1.1a Adults ____.

1.1b Children ____.

1.2 Total number of consumers who consumed more specialty crops ____.

1.2a Adults ____.

1.2b Children ____.

1.3 Number of additional specialty crop customers counted ____.

1.4 Number of additional business transactions executed ____.

1.5 Increased sales measured in:

1.5a Dollars ____.

1.5b Percent change ____.

1.5c Combination of volume and average price as a result of enhanced marketing activities ____.

Outcome 2: Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution

2.1 Number of stakeholders that gained technical knowledge about producing, preparing, procuring, and/or accessing specialty crops ____.

2.2 Number of stakeholders that reported producing, preparing, procuring, and/or accessing more specialty crops ____.

2.3 Total number of market access points for specialty crops developed or expanded ____ . Of those:

2.3a Number of new online portals created to sell specialty crops ____.

2.3b Number with expanded seasonal availability ____.

2.3c Number of existing market access points that expanded specialty crop offerings ____.

2.3d Number of new market access points that established specialty crop offerings ____.

2.4 Number of stakeholders that gained knowledge about more efficient and effective distribution systems ____.

2.5 Number of stakeholders that adopted best practices or new technologies to improve distribution systems ____.

2.6 Total number of partnerships established between producers, distributors, and/or other relevant intermediaries related to distribution systems ____.

Of those established:

2.6a Number formalized with written agreements (i.e. MOU's, signed contracts, etc.) ____.

2.6b Number of partnerships with underserved organizations ____.

2.7 Total number of new/improved distribution systems developed ____.

Of those, the number that:

2.7a Stemmed from new partnerships ____.

2.7b Increased efficiency ____.

2.7c reduced costs ____.

2.7d Increased specialty crop grower participation ____.

2.7e Expanded customer reach ____.

2.7f Increased online presence ____.

2.8 Number of specialty crop-related jobs:

2.8a Created ____.

2.8b Maintained ____.

2.9 Total number of new individuals who went into specialty crop production as a result of marketing ____.

Of those, the number who are:

2.9a Beginning farmers or ranchers ____.

2.9b Socially disadvantaged farmers or ranchers ____.

2.10 Number of market access points that reported increased:

2.10a Revenue ____.

2.10b Sales ____.

2.10c Cost-savings ____.

Outcome 3: Increase Food Safety Knowledge and Processes

3.1 Number of stakeholders that gained knowledge about prevention, detection, control, and/or intervention food safety practices, including relevant regulations (to improve their ability to comply with the Food Safety Modernization Act (FSMA) and/or meet the standards for aligned third party food safety audits such as Harmonized GAP/GHP) ____.

3.2 Number of stakeholders that:

3.2a Established a food safety plan ____.

3.2b Revised or updated their food safety plan ____.

3.3 Number of specialty crop stakeholders who implemented new/improved prevention, detection, control, and intervention practices, tools, or technologies to mitigate food safety risks (to improve their ability to comply with

the Food Safety Modernization Act (FSMA) and/or meet the standards for aligned third party food safety audits such as Harmonized GAP/GHP) ____.

3.4 Number of prevention, detection, control, or intervention practices developed or enhanced to mitigate food safety risks ____.

3.5 Number of stakeholders that used grant funds to:

3.5a Purchase ____.

3.5b Upgrade food safety equipment ____.

Outcome 4: Improve Pest and Disease Control Processes

4.1 Number of stakeholders that gained knowledge about science-based tools to combat pests and diseases ____.

4.2 Number of stakeholders that adopted pest and disease control best practices, technologies, or innovations ____.

4.3 Number of stakeholders trained in early detection and rapid response practices to combat pests and diseases _____. Of those:

4.3a the number of additional acres managed using integrated pest management ____.

4.4 Number of stakeholders that implemented new diagnostic systems, methods, or technologies for analyzing specialty crop pests and diseases ____.

4.5 Total number of producers/processors that enhanced or maintained pest and disease control practices _____. Of those, the number that reported:

4.5a Reduction in product lost to pest and diseases ____.

4.5b Improved crop quality ____.

4.5c Reduction in labor costs ____.

4.5d Reduction in pesticide use ____.

4.6 Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by:

4.6a Improving speed ____.

4.6b Improving reliability ____.

4.6c Expanding capability ____.

4.6d Increasing testing (i.e. survey work for pests) ____.

Outcome 5: Develop New Seed Varieties and Specialty Crops

5.1 Number of cultivar and/or variety trials conducted _____. Of those:

5.1a The number that advanced to further stages of development ____.

5.2 Number of cultivars and/or seed varieties developed ____.

5.3 Number of cultivars and/or seed varieties released ____.

5.4 Number of growers adopting new cultivars and/or varieties ____.

5.5 Number of acres planted with new cultivars and/or varieties ____.

Outcome 6: Expand Specialty Crop Research and Development

6.1 Number of research goals accomplished ____.

6.2 For research conclusions, the number that:

6.2a Yielded findings that supported continued research ____.

6.2b Yielded findings that led to completion of study ____.

6.2c Yielded findings that allow for implementation of new practice, process or technology ____.

6.3 Number of industry representatives and other stakeholders who engaged with research results ____.

6.4 Total number of research outputs published to industry publications and/or academic journals ____ . For each published research output, the:

6.4a Number of views/reads of published research/data ____.

6.4b Number of citations counted ____.

Outcome 7: Improve Environmental Sustainability of Specialty Crops

7.1 Number of stakeholders that gained knowledge about environmental sustainability best practices, tools, or technologies ____.

7.2 Number of stakeholders reported with an intent to adopt environmental sustainability best practices, tools, or technologies ____.

7.3 Number of producers that adopted environmental best practices or tools ____.

7.4 Number of new tools/technologies developed or enhanced to improve sustainability/ conservation or other environmental outcomes ____.

7.5 Number of additional acres managed with sustainable practices, tools, or technologies that focused on:

7.5a Water quality/ conservation ____.

7.5b Soil health ____.

7.5c Biodiversity ____.

7.5d Reduction in energy use ____.

7.5e Other positive environmental outcomes (optional) ____.

7.6 Number of additional acres established and maintained for the mutual benefit of pollinators/specialty crops ____.

MATCHING FUNDS NARRATIVE – ATTACHMENT A

Within the matching funds budget detail tables outline the match support the project will receive from all partners for this project. The same Federal Cost Categories are provided within the tables for your matching support. *Be sure to use the Matching Funds section to show your project partner contributions*

Cash match is defined as: real cash contributed to project

ï Examples may include but are not limited to:

- Cash contributed by your organization
- Equipment to be purchased by your organization for project activities
- Personnel to be hired by the organization to help with the project, who will not be hired if the grant is not funded
- Paying for a project brochure and/or its dissemination

In-kind match is defined as: paid or given in goods, commodities, or services instead of money

ï Examples may include but are not limited to:

- Personnel time given to the project
- Person on loan from another organization/corporation
- Use of existing equipment or facilities

Match summary		
Expense Category	Cash Match	In-kind Match
Personnel		
Fringe		
Travel		
Equipment		
Supplies		
Contractual		
Other		

Total Match	
--------------------	--

WORK PLAN – ATTACHMENT B

Using the table provided indicate the work plan for the project – add rows to the table as needed

<i>Project activity:</i>	<i>Who is responsible?</i>	<i>When:</i>
<p>Project Activity Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.</p>	<p>Who will do the work? Indicate the project participants who will do the work of each activity, including subrecipients, and/or contractors. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included.</p>	<p>When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period.</p>

SAMPLE only - WORK PLAN:

<i>Project activity:</i>	<i>Who is responsible?</i>	<i>When:</i>
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Twelve classes taught to Growing Agripreneurs cohorts	Staff name	March-October, 2016 March- October, 2017
Eight in-depth farm tours and demonstrations	Contractor name	March-October, 2016 March-October, 2017

Weekly in field work at Teaching farm	Farm Manager Name	March-October, 2016 March-October, 2017
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8. Review Criteria and Process

Review Criteria

ODA's intent is to fund projects that can produce the highest degree of measurable benefits to Oregon specialty crop producers in relation to each dollar spent. *See appendix B for a copy of the scoring guides.*

Process

The first level is an administrative review to determine whether proposal requirements are met, and if applicable, assess an applicant's past ODA grant performance. This is performed by the SCBGP Coordinator to ensure the grant is allowable in the constraints of the program.

The second level is a technical review to evaluate the merits of the proposals. The SCBGP Advisory Committee along with the ODA Internal Review Team will perform the Technical Review. The Advisory Committee is made up of growers, industry, public agencies, and representatives from nonprofits with technical interest and expertise in specialty crops and agricultural systems. *See appendix B for a copy of the scoring guides.*

The final selection process is advancement into the USDA State Plan application this process is done by the ODA Director and is the final application for funding phase. This last level of review takes in to consideration all previous levels of the review process. Additionally, the group reviews other aspects of the grant application including but not limited to: physical location of grant activities, connection with climate change mitigation and adaption, demographics of the grantee as well as the groups affected by the project, crops impacted, and size of the grant in relation to grant activities.

Once selected for award, the application is sent to the USDA for final approval in the State Plan. After acceptance from the USDA, activities can begin on the grant work.

9. Policies and Requirements

Allowable costs, unallowable costs, and restrictions

Federal administrative requirements and cost principles are policies used to determine which costs of an activity, project, or program should be borne by the Federal Government. These policies ensure the consistent treatment of costs, regardless of whether reimbursement is received directly from the State Government or through another recipient of Federal funds. For each organization type, there is a set of Federal requirements.

All SCBGP awards are subject to the terms and conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other considerations as described in the most recent [USDA SCBGP Terms and Conditions](#).

All costs must be allowable in accordance with the Federal cost principles outlined in [2 CFR part 200 Subpart E](#).

Appendix A 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.

All subgrantees are subject to those cost principles applicable to the particular organization concerned. All costs must be associated with project activities that enhance the competitiveness of specialty crops. Please refer to the applicable cost principles when developing your project activities and budget. Please see [2 CFR 200 Uniform Guidance](#) for further guidance on cost principles.

ODA reserves the right to:

- i Reject any or all proposals received;
- i Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant
- i Provide partial funding for specific proposal components that may be less than the full amount requested in the grant application;
- i Require a good faith effort from the project sponsor to work with ODA subsequent to project completion to develop reporting data or implement the project results, where applicable;
- i Withhold any payments that do not meet grant conditions.
- i Require return or refund of grant monies used for expenditures that are not allowed or unauthorized.

Federal Funding Accountability and Transparency Act

Recipients of 2020 SCBGP funds must comply with the Federal Funding Accountability and Transparency Act of 2006 (FFATA). This includes obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) numbers and maintaining a current registration in the Central Contractor Registration (CCR) database.

Please visit <http://www.sam.gov/> to obtain a unique ID number and/or <https://www.uscontractorregistration.com/> to register on the CCR database.

For a complete listing of additional data fields that may be required under the FFATA, please refer to <https://www.fsr.gov>

10. Post-Award Management (Subject to Change Within Subaward Agreement Terms)

Subgrantees must ensure they are:

1. Making adequate progress toward achieving the grant project's goals, objectives, and targets
2. Expending grant funds in a way that meets provisions of pertinent statutes, regulations, ODA administrative requirements, and relevant Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (circulars)
3. Aware of the requirements imposed upon them by Federal statute and regulation
4. In compliance with records retention and access requirements (6 years retention of all records and documents pertaining to award post final check received on agreement)
5. Using federal funds responsibly

Change Key Personnel

When it is necessary to change the program contact for a period of more than three (3) months, submit a written request (email is acceptable) to ODA. Request should contain the new individual's name and contact information.

Scope or Performance Measures

When it is necessary to modify the scope or performance measures of the award, submit a written justification for the change along with the revised scope or performance measures of the award to ODA.

Extension of Grant Agreement

Where an extension of time is required; the extension(s) must be received in writing no later than 60 days prior to the expiration date of the award.

The request must contain the following information:

1. The length of additional time required to complete project objectives and a justification for the extension
2. A summary of progress to date (status of project timeline and objectives);
3. An estimate of remaining funds on the scheduled expiration date
4. A projected timetable to complete the project for which the extension is being requested
5. Updated work plan from originally submitted project proposal
6. Signature of the Program Coordinator

Budget Changes

The project budget is subject to change. If it becomes necessary to modify the Budget, a request for the change must be submitted to the program coordinator at ODA in writing for prior approval. The request for a Budget change shall include a description of the change and a justification for the change.

NOTE: a formal amendment to the Budget will be completed only if funds will be transferred between Budget Categories or new activities are being proposed through a scope change. If requested changes affect existing activities only, prior approval in writing is sufficient for the change.

11. Reporting Requirements – (Subject to Change Within Subaward Agreement Terms)

The Department will provide required templates for submission of reports.

The report template is projected to include at a minimum the following sections to detail progress:

12. Reimbursement Requests

Reimbursement

This is a reimbursement only program reimbursements are submitted through the SCBGP Manager for audit of allowable expenditures and prior approval of payments. However, payments are issued by ODA's Accounts Payable Office. Grantee may only request reimbursement for costs that are detailed in the project budget last approved by the ODA.

Required submission information

All reimbursements must be submitted through the ODA issued Reimbursement Expenditure Request for Funds workbook process (Funds request form and expense tracking detail form), ODA provides each sub awardee with Excel Workbooks for use – sub awardees will be required to use these to track project expenditures and submit for reimbursements.

Records Retention

In accordance with Federal regulations, grant recipients should retain all records relating to the grant for a period of six years after the final financial status report has received by ODA or until final resolution of any audit finding or litigation.

13. Assistance and Questions

Specialty Crop Block Grant Program Market Access and Certification

Oregon Department of Agriculture
635 Capitol Street NE, Suite 100
Salem, OR 7301

Gabrielle Ugalde, SCBGP Coordinator
(503) 986-6473
(541) 913-3440
gabrielle.ugalde@oda.oregon.gov
<https://oda.direct/SCBGP>

14. Appendix A – Allowable Cost, Unallowable Cost and Restrictions

All costs must be associated with project activities that enhance the competitiveness of specialty crops. Failure to mention a particular item of cost in this section is not intended to imply that it is allowable. Please see [2 CFR 200 Uniform Guidance](#) for further guidance on cost principles.

The following list describes specific funding restrictions under the SCBGP. This list is not intended to be all-inclusive. Grantees should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability of costs they address. [2 CFR 200 Uniform Guidance](#)

Note that the allowable costs listed below may also be cost-shared or brought as part of the required match. Unallowable costs cannot be brought as a match

15. Appendix B – FY2023 Proposal Score Sheets



**2022 SPECIALTY CROP GRANT PROGRAM
Grant Proposal – Score sheet – Research Proposals**

PROJECT #: _____ **REVIEWER #:** _____ **DATE:** _____

Criteria FOR RESEARCH PROPOSALS	Notes
<p><u>Proposal:</u> (Sections: Project purpose and industry impact; External support; Work plan attachment)</p> <ul style="list-style-type: none"> - Does the project have a defined and industry driven outcome related to? <ul style="list-style-type: none"> o Market access implication o Impacts to market access o Improvements to market access by improving or creating industry related practices o Responds/resolves a market barrier - Is the project clear why it is important and timely? - Does the project demonstrate how it increases the competitiveness of specialty crops? - Does the project express how it fits into one or more of Oregon’s funding priorities? - Does the project define innovative and/or creative solutions? 	
<p><u>Collaboration and cooperation</u> (Section: Work Plan, External Project Support, Commitment)</p> <ul style="list-style-type: none"> - Does the project include partners across sectors and/or across the region to leverage impact? - Does the project indicate what stakeholders outside the organization support this project and how? - Does the project have active outreach to the industry and stakeholders throughout the duration? - Is it clear how producers (growers or processors) actively involved in the project? - Are beneficiaries addressed in the narrative and are they clearly defined? 	
<p><u>Feasibility and measurement.</u> (Sections: Performance measures, Work Plan)</p> <ul style="list-style-type: none"> - Do the proposed expected measurable outcomes meet the defined project? - Does the project indicate how the project will be monitored and evaluated? - Does the project have well defined and attainable within the 2.5-year duration? 	

<ul style="list-style-type: none"> - Do project activities to reach the outcomes markedly move an industry within the 2.5-year duration or substantially thereafter? - Is the workplan and performance measures complete and accurate? 		
<p><u>Budget and matching funds.</u> (Section: Budget Narrative; Match tracking attachment)</p> <p>Matching funds aren't a requirement however- strongly encouraged to show sustainability of the overall effort</p> <ul style="list-style-type: none"> - Is the budget financially realistic and reasonable? - Do budget line items correspond with the project activities in the work plan? - Is the budget detailed enough to give a picture of how grant funds will be used to accomplish project goals? - Are all project costs justified and accounted for? - Does the project exhibit collaboration and cooperation through cash and in-kind match contributions? (NOTE: match is not required just suggested) 		
<p><u>Overall quality of proposal.</u> (Sections: All)</p> <ul style="list-style-type: none"> - Based on your knowledge does the project indicate a high likelihood of success? - Does the organization explain its ability to complete the project within the budget and timelines as submitted? - Are the expected benefits commensurate with the total investment? - Does the project meet one or more SCBGP program goals? 		
<p><u>Do you recommend this project for funding?</u></p> <p>Please mark yes or no and give your reasoning</p>	<p>Recommend for funding?</p> <p>YES NO</p>	<p>Why?</p>
<p>IF you are recommending this project for funding please mark one of the following and give a reasoning:</p>	<p>High Priority</p> <ul style="list-style-type: none"> - This project should already be happening <p>Medium Priority</p> <ul style="list-style-type: none"> - This project needs to start now <p>Low Priority</p> <ul style="list-style-type: none"> - This project needs to be done soon 	<p>Why?</p>



**2022 SPECIALTY CROP GRANT PROGRAM
Grant Proposal – Score sheet – Non-Research Proposals**

PROJECT #: _____ REVIEWER #: _____ DATE: _____

Criteria for NON-RESEARCH	Notes
<p><u>Proposal: (Sections: Project purpose and industry impact; External support; Work plan attachment)</u></p> <ul style="list-style-type: none"> - Is the specific issue or problem clearly defined, including a description of how the project benefits the industry? - Is the project clear why it is important and timely? - Does the project demonstrate how it increases the competitiveness of specialty crops? - Does the project express how it fits into one or more of Oregon’s funding priorities? - Are beneficiaries addressed in the narrative and are they clearly defined? - Does the project define innovative and/or creative solutions? 	
<p><u>Collaboration and cooperation</u> (Section: Work Plan, External Project Support, Commitment)</p> <ul style="list-style-type: none"> - Does the project include partners across sectors and/or across the region to leverage impact? - Does the project indicate what stakeholders outside the organization support this project and how? - Does the project indicate how the organization and stakeholders will work together? - Is the work plan clear and indicates a planned execution of the project activities? - Is it clear how producers (growers or processors) actively involved in the project? 	
<p><u>Feasibility and measurement.</u> (Sections: Performance measures, Work Plan)</p> <ul style="list-style-type: none"> - Do the proposed expected measurable outcomes meet the defined project? - Does the project indicate how the project will be monitored and evaluated? - Can the project be measured, reported and tracked? - Do project activities to reach the outcomes markedly move an industry within the 2.5-year duration or substantially thereafter? - Is the workplan and performance measures complete and accurate? 	

<p><u>Budget and matching funds.</u> (Section: Budget Narrative; Match tracking attachment)</p> <p>Matching funds aren't a requirement however- strongly encouraged to show sustainability of the overall effort</p> <ul style="list-style-type: none"> - Is the budget financially realistic and reasonable? - Do budget line items correspond with the project activities in the work plan? - Is the budget detailed enough to give a picture of how grant funds will be used to accomplish project goals? - Does the project exhibit collaboration and cooperation through cash and in-kind match contributions? (NOTE: match is not required just suggested) 		
<p><u>Overall quality of proposal.</u> (Sections: All)</p> <ul style="list-style-type: none"> - Based on your knowledge does the project indicate a high likelihood of success? - Does the organization explain its ability to complete the project within the budget and timelines as submitted? - Are the expected benefits commensurate with the total investment? - Does the project meet one or more of the SCBGP priorities? 		
<p><u>Do you recommend this project for funding?</u></p> <p>Please mark yes or no and give your reasoning</p>	<p>Recommend for funding?</p> <p>YES NO</p>	Why?
<p>IF you are recommending this project for funding please mark one of the following and give a reasoning:</p>	<p>High Priority</p> <ul style="list-style-type: none"> - This project should already be happening <p>Medium Priority</p> <ul style="list-style-type: none"> - This project needs to start now <p>Low Priority</p> <ul style="list-style-type: none"> - This project needs to be done soon 	Why?