



Specialty Crop Block Grant Program-Farm Bill

Grant Manual

Fiscal Year 2010 Funding Cycle

**Grant Proposal Due Date:
March 1, 2010
3:00PM**

The forms in this manual may be reproduced.
Additional copies of this publication may be obtained from our web site at

<http://www.azda.gov/Main/SCBGP-FB2010GrantManual.pdf>



Arizona Department of Agriculture

1688 W. Adams Street, Phoenix, Arizona 85007
(602) 542-4373 FAX (602) 542-5420

January 14, 2010

Dear Grant Applicant:

The Arizona Department of Agriculture is pleased to present the Specialty Crop Block Grant Program-Farm Bill (SCBGP-FB) Grant Manual. The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

This manual is designed to instruct applicants in preparing successful grant application packets for funding assistance from the Arizona Department of Agriculture for revenues appropriated pursuant to the Food, Conservation, and Energy Act of 2008 amendments to the Specialty Crops Competitiveness Act of 2004. Please take the time to read this grant manual carefully and follow all given instructions. **Incomplete applications, applications including support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible.**

The Arizona Department of Agriculture anticipates that these grant monies will be available to successful applicants by late 2010. ADA may place a per applicant cap on grant awards. This manual contains general program information, criteria rating system, and application packet requirements. Completed applications are due, no later than **3:00 PM on Monday, March 1, 2010.**

Thank you for your interest in this important program and we look forward to receiving your application packet.

Sincerely,

A handwritten signature in cursive script that reads "Donald Butler".

Donald Butler
Director

**Specialty Crop Block Grant Program – Farm Bill
FY 2010 Grant Manual**

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I. General Information

I.A. List of Terms and Acronyms

ADA - Arizona Department of Agriculture

Administrative Costs - All executive, organizational, and clerical costs associated with the general management of an organization and not costs for the direct execution of the grant project.

AMS - Agricultural Marketing Service (a division of USDA)

A.R.S. - Arizona Revised Statutes

Authorized Signature – Signature of authorized signer

Authorized Signer – Individual authorized to receive funds on behalf of grantee

Collaboration – Any cooperative effort of eligible applicants, universities, or industry trade associations to execute the completion of the proposed grant project

DBA – Doing business as

Grant Award Agreement – ADA’s contract with the authorized signer indicating the grantee’s intention to complete the proposed tasks and authorizing ADA to monitor the progress of the proposed project

Matching Funds – A cash contribution toward the completion of the project or new, verifiable in-kind expenditures that the applicant or collaborators will incur contingent upon receiving a grant award

Project – Activities proposed to be funded by the SCBGP-FB

Responsible Party – the person who becomes responsible for execution of grant project responsibilities

Specialty Crop – Fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture) – See expanded list on page 3

SCGBP-FB – Specialty Crop Block Grant Program-Farm Bill

USDA – United States Department of Agriculture

I.B. Mission Statement

The mission of the Arizona Department of Agriculture (ADA) is to regulate and support Arizona agriculture in a manner that encourages farming, ranching and agribusiness while protecting consumers and natural resources.

I.C. Background

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops.

I.D. Funding Source and Available Funds

AMS is charged with distributing block grant funds to state departments of agriculture, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands to enhance the competitiveness of specialty crops. Although the AMS has not officially released SCBGP-FB funds to the states, ADA projects that approximately \$1,000,000 will eventually be available to be distributed in the fiscal year 2010 funding cycle. The USDA is the funding entity and has the final approval for projects submitted to the USDA for the Specialty Crop Block Grant. Although, ADA and a review panel of industry representatives will make the initial review and award recommendations to the Director, who will approve the state plan for submittal to USDA, the **USDA will make the final decision concerning grant awards.**

ADA may withhold up to ten percent for program administration. 7 C.F.R. §1290.6(b)(4). ADA will award multiple grants from these funds for the fiscal year 2010 grant cycle. ADA may place a per applicant cap on grant awards. Determination of funding allocations will be competitive with awards made to the top qualifying applicants on a reimbursement basis.

I. E. Quarterly Reimbursements and Funding Advances

Quarterly reimbursement will be contingent upon compliance with guidelines set forth by ADA. Each Payment is conditioned upon receipt and approval by the Program Coordinator of the Deliverable(s) specified in the Scope of Work and shall be accompanied by reasonable assurance (documentation, receipts, invoices, etc.) that the goods and services for which payment is requested were actually received and performed. ADA has the right to disallow costs determined inappropriate or unreasonable. The Program Coordinator shall have a minimum of thirty (30) working days to approve the Deliverable(s) and payment request forms.

Requests for fund advances will be considered on a case by case basis. If a funding advance is requested, the need for the advance must be clearly stated in the project proposal. Initial funding advances shall not exceed 50% of the total grant award, and must be expended within 30 days of receipt. Matching contributions by applicants, although not required, are highly encouraged and will be factored into the approval criteria measurements.

I.F. Eligible Applicants

State and/or local organizations, producer associations, academia, community based organizations, and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Multi-state projects will not be considered by ADA. SCBGP-FB grant funds will be awarded for projects of up to 3 years duration. More than one project application packet per applicant may be submitted. If submitting multiple project application packets, please prioritize your submissions.

I.G. Eligible Projects

Applicants are encouraged to develop projects solely to enhance the competitiveness of specialty crops pertaining to the following issues affecting the specialty crop industry:

Increasing child and adult nutrition knowledge and consumption of specialty crops; participation of industry representatives at meetings of international standard setting bodies in which the U.S. government participates; improving efficiency and reducing costs of distribution systems; assisting all entities in the specialty crop distribution chains in developing “Good Agricultural Practices”, “Good Handling Practices”, “Good Manufacturing Practices”, and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors; investing in specialty crop research, including organic research to focus on conservation and environmental outcomes; enhancing food safety; developing new and improved seed varieties and specialty crops; pest and disease control; and sustainability.

I.H. Eligible and Ineligible Specialty Crops

Commonly recognized specialty crops are fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

Please visit the USDA-AMS Specialty Crop Block Grant Program-Farm Bill website (www.ams.usda.gov/scbgrp) for a more comprehensive list of eligible and ineligible commodities, listed under “Definition of Specialty Crops”.

I.I. General Compliance

All awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award. The administration of grants awarded is subject to the requirements of A.R.S. §41-2701 et seq.

The Grantee shall comply, as applicable, with the Specialty Crop Competitiveness Act of 2004 of Public Law 108-465 (7 U.S.C. § 1621 note); specialty crop block grant program regulations at 7 C.F.R. Parts 1290 and 1291; and uniform federal grant regulations at 7 C.F.R. Parts 3015 and 3016.

I.J. Permitting Requirements

SCBGP-FB funded projects may involve conducting work that requires permits and clearances from various agencies. ADA does not determine which, if any, permits are required for specific projects nor does it review permits for accuracy or appropriateness. Applicants are responsible for determining that all necessary permits that apply to their project are identified and obtained.

I.K. Arbitration

To the extent required pursuant to A.R.S. §12-1518 and any successor statute, the parties agree to use arbitration, after exhausting all applicable administrative remedies, to resolve disputes arising out of the Grant Award Agreement.

I.L. Disagreement Process

ADA reserves the right to reject any application packet due to ineligibility or requirements not met as stated in this grant manual. Disagreements will be addressed pursuant to A.R.S. §41-2704.

I.M. Indemnification

The parties to this contract agree that the State of Arizona, its departments, agencies, boards and commissions shall be indemnified and held harmless by the contractor for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its departments, agencies, boards and commissions shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.

I.N. Non-Discrimination

The Grantee agrees to comply with Executive Order 75-5, as amended by Executive Order 2009-09, prohibiting discrimination in employment, which are both incorporated herein by reference.

I.O. Conflict of Interest

The Grant Award Agreement will be subject to termination pursuant to A.R.S. § 38-511.

I.P. Non-Availability of Funds

Every payment obligation of the State under the Grant Award Agreement will be conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of the Agreement, the Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

I.Q. Records Requirements

Pursuant to A.R.S. § 35-214 and 7 C.F.R. §§ 3015.21 & 3016.42, the Grantee shall retain and shall contractually require each subcontractor to retain all Records for a period of five years after completion of this Agreement and until any litigation, claim, negotiation, audit, cost recovery, or action involving the Records has been completed. All Records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Grantee shall produce the original of any or all Records.

I.R. Monitoring

ADA reserves the ability to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

II. Application Packet Information

II.A. Application Packet Requirements

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this grant manual, including all definitions and abbreviations, to be considered eligible for grants.

- **Application Packets missing any of the subsequent information, or including information not requested (such as: support letters, reports, or links to support letters and reports) shall be deemed ineligible.**
 - **In addition, any applications with the number of pages in excess of the limit of 6 pages shall be ineligible.**
1. **Application Cover Sheet** – The signer must be authorized to enter into a contract with the Department. Project Titles shall be no longer than 6 words.
 2. **Abstract** – Include a project abstract of 200 words or less. The project abstract must contain a summary of the proposed project suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed.
 3. **Partner Organization** - Include the partner organization's name that plans to oversee the project.
 4. **Project Purpose** – The following questions should be addressed in this section:
 - What is the specific issue, problem or need to be addressed by the project?
 - Why is the project important and timely?
 - What are the objectives of the project?
 - If the project is a state marketing program, how will the State ensure that funding is being used to solely enhance the competitiveness of eligible specialty crops? (Ex: using the registration process for a conference to ensure that only specialty crop farmers attend; matching 50% of the funds to cover a portion of the project that does not benefit specialty crops)
 - If the project builds on a previously approved project, how does this project compliment work done previously? Provide a summary (3 to 5 sentences per project) of the results of the completed work on this project, the long-term quantifiable effects of these results (especially as they impact the specialty crop industry), and how this year's funding will supplement or build on previous funding from the SCBGP or SCBGP-FB.
 - Has the project been submitted to or funded by another Federal or State grant program? If so, describe what program and agencies and what portions of the project will be funded by the other programs. Does the project duplicate efforts of the SCBGP-FB and the other Federal or

State grant program? If it does not, explain in two – three sentences how does it supplement funding efforts? If the project has been submitted for funding, describe when the funding decision will be made.

Example 1

The recent introduction of X virus has threatened specialty crop production; the virus has already caused enormous crop losses in many States (PROBLEM). This research proposal will assess the likely spread of the virus from the initial introduction point and will identify plant reservoir hosts for the disease to form the basis for an integrated pest management strategy to prevent further crop losses (IMPORTANCE and OBJECTIVE). This project was submitted to grant program X to provide one-half salary for the Senior Research Specialist. This individual will coordinate most of the laboratory operations and perform a majority of the laboratory and greenhouse experiments. This project will not duplicate efforts, but rather enhances the program by providing additional dollars to elevate the part-time position to full time status.

Example 2

Many school children do not have access to healthy fruits and vegetables (ISSUE). The School Nutrition Association will subsidize installation of salad bars in forty schools to increase access to nutritious fruits, vegetables and nuts in school breakfasts and lunches (OBJECTIVE). Not only will this result in increased purchases from specialty crop growers, but the evaluation component also will provide a model for other schools in their efforts to market healthy meals to children (IMPORTANCE). This project has not been submitted or funded by another Federal or State grant program.

5. **Potential Impact** – This section should show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual. The following questions should be answered:

- Who are the beneficiaries of the project?
- How many beneficiaries will be impacted?
- How will the beneficiaries be impacted by the project?
- What is the potential economic impact of the project if available?

Example 1

This project will impact the State's approximately 3,000 farms involved in growing the specialty crops (BENEFICIARIES IMPACTED AND #'s). These crops represent approximately \$1 billion in farm income and are the largest crop in the State (ECONOMIC IMPACT). In order to continue the growth this industry has experienced in recent years, this project will develop and conduct marketing efforts to increase their market share (HOW BENEFICIARIES WILL BE IMPACTED).

Example 2

Existing and new specialty crop growers taking part in the grower education will receive an extensive education on many aspects of participating in specialty crop production and direct

retail marketing (BENEFICIARIES). It is estimated that the number of specialty crop growers that will be participating in the educational workshops is 50 (# OF BENEFICIARIES). Through grower education, farmers will be exposed to information on how to grow crops and successfully sell their produce at direct-to-consumer markets (HOW BENEFICIARIES WILL BE IMPACTED).

Example 3

In 2008, according to USDA, National Agricultural Statistics Service (NASS), the State's specialty crop industry occupied 3,100 acres and had a value for utilized production of \$20 million. This is evidence of the success and potential for this program. New specialty crop varieties being developed through this program will enable the State's 150 farmers (# OF BENEFICIARIES) to be competitive in growing and marketing these specialty crops (HOW BENEFICIARIES WILL BE IMPACTED). These new crops could provide \$10 - \$15 million in additional farm income (POTENTIAL ECONOMIC IMPACT).

6. **Expected Measurable Outcomes** – The following questions should be answered in this section.

- What are at least two distinct, quantifiable, and measurable outcomes that directly and meaningfully support the project's purpose and are of direct importance to the intended beneficiaries? Each measurable outcome, when possible, should include the following:
 - GOAL
 - PERFORMANCE MEASURE
 - BENCHMARK
 - TARGET
- How will performance toward meeting the outcome(s) be monitored?
 - Define who your data sources are
 - How will data be collected
 - If using a survey, provide information on the nature of the questions that will be asked, the methodology to be used, and the population to be surveyed
 - If a draft questionnaire is available, you may want to include a copy with your application
- How will data gathered be used to correct deficiencies and improve performance, both as it is gathered and analyzed and in subsequent project periods?

Examples of outcome measures may include, but are not limited to: per capita consumption, consumer awareness as a percent of target market reached, market penetration based on sales by geographic region, dollar value of exports, or web site hits. For research grants they may include generation of new knowledge, research quality, attainment of leadership in the field, or the development of human resources (e.g., providing opportunities for graduate students). When expected measurable outcomes are monitored outside the grant period, include the performance monitoring plan in the work plan and indicate how monitoring will occur after the grant period ends without Specialty Crop Block Grant Program funding.

Examples of Outcome Measures

The following are examples of outcome measures. They do not include examples of a performance monitoring plan.

Example 1

The GOAL of this project is to promote specialty crop X in Mexico in order to increase the volume.

Volume Increase:

BASELINE 2009: Actual volume (20# equiv. cases) of specialty crop exported to Mexico: 53, 969

TARGET 2010: 60,000

TARGET 2011: 70,000

TARGET 2012: 80,000

PERFORMANCE MEASURE: Derive from specialty crop commission assessment reports at the end of each year.

Example 2

Increase the number of specialty crop farmers following Good Agricultural Practices (GOAL) from the current 18 (BENCHMARK) to 55 in two years (TARGET) measured by the number of GAP audits passed (PERFORMANCE MEASURE).

Example 3

Increase fruit and vegetable purchases (GOAL) from the current level of \$2.50 (BENCHMARK) to at least \$3 per enrolled student in awarded schools in one year (TARGET) measured by bi-annual school reports (PERFORMANCE MEASURE).

Example 4

Work directly with specialty crop industry X to develop a uniform tool to assess the health of their specialty crops to give the industry early warning of potential problems in order to optimize their management practices (GOAL). No such tool currently exists (BENCHMARK). The success of the evaluation will be measured by interviewing 20 stakeholders at the end of three years to determine if they developed the tool (TARGET and PERFORMANCE MEASURE).

Example 5

Develop a predictive model for the spread of the specialty crop disease, an analysis of virus resistant varieties, and a foundation for an integrated pest management (IPM) strategy to combat the disease (GOAL). No such model currently exists (BENCHMARK). The information will be shared with more than 700 tomato growers, increasing awareness of the model, at the 2008 conference break-out session (TARGET) measured by attendance at the session (PERFORMANCE MEASURE).

Example 6

Increase visits to the Specialty Crop Website (GOAL) 25% over the course of one year (TARGET) from the current 9,000 annual hits (BENCHMARK) by measuring website visits each month over the next year (PERFORMANCE MEASURE).

7. **Work Plan/Timeline** – Explain briefly how each goal and measurable outcome will be accomplished for each project. Be clear about who will do the work. Include appropriate timelines. Expected measurable outcomes may be long term and exceed the grant period. If so, provide a timeframe when long term outcome measures will be achieved. The following information should be included in this section:

- Identify the activities necessary to accomplish the project objectives. Make sure to include your performance monitoring/data collection plan activity described in the expected measurable outcome section in the work plan, and all reporting dates. When expected measurable outcomes are monitored outside the grant period, include the performance monitoring plan in the work plan and indicate how monitoring will occur after the grant period ends without Specialty Crop Block Grant Program funding.
- Indicate who will do the work of each activity. If collaborative arrangements or subcontracts are used, make sure you specify their role and responsibilities in performing project activities.
- Include timelines for accomplishing each activity. Make sure to include the month and year the project is scheduled to begin.

Project Activity	Who	Timeline
Assemble the specialty crop steering committee to provide direction throughout project	Agricultural Marketing Council, specialty crop industry representatives from the mushroom, apple, and peach councils	January 2008
Develop statement of work for literature review	Ag Marketing Council	January
Procure literature reviewer	Ag Marketing Council	January – February
Conduct literature review on the post-harvest nutritional content of specialty crops and report gaps to steering committee	ABC Consultant	February - March
Prioritize research gaps; develop/issue Request for Proposals (RFP) for original research	ABC Consultant	March - April
Submit January 1 – March 31 Quarterly Report	Agricultural Marketing Council	April
Receive proposals; distribute to steering committee	ABC Consultant	April - May
Review and select proposals	Specialty crop steering committee	April - May
As appropriate, refer proposals	Specialty crop steering	April - May

8. **Project Oversight** – The following questions and information should be addressed in this section:

- Who will oversee the project activities?
- How will oversight be performed? Include timelines.

Example

The Director of Marketing and Development, John Doe, will work directly with the individuals identified as representing each partnering entity. Mr. Doe will coordinate the execution of cooperative agreements with each participating entity and monitor progress throughout the year long grant period. He will contact the principals of each project by phone at least once during each quarter to determine if the projects are on-track.

9. **Project Commitment** – Provide the following information in this section:

- Who supports this project?
- How will grant partners work toward the goals and outcomes of the project?

10. **Financial Feasibility and Budget Narrative** – A thorough and detailed budget must be submitted with the application packet. As a reminder, matching contributions are highly encouraged and detailed descriptions should be included with the budget estimations under the matching funds category. Matching funds should only be described under the matching funds category. Please use the budget template included in the grant manual. ***No administrative costs may be allotted to the budgeted project.***

Also, each budget must contain a narrative in paragraph format for each project in order for AMS to determine that the costs are reasonable and allowable. Include a written explanation for each budget item listed below as it applies to your project.

1. **PERSONNEL (Total)** – Persons employed by the grantee organization with SCBGP-FB funds should be listed in this category. Those employed elsewhere would be listed as subcontractors or consultants in the “Other” category.
For each project participant, indicate their title, percent of full time equivalents (FTE), and corresponding salary for the FTE.
2. **FRINGE BENEFITS (Total)** – Provide the rate of fringe benefits for each project participant’s salary described in the personnel section.
3. **TRAVEL (Total)** – Please provide the following information in the narrative if applicable: destination, purpose of trip, number of people traveling, number of days traveling, estimated airfare costs, estimated ground transportation costs, estimated lodging and meal costs, total estimated mileage costs for the travel.
 - a. Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <http://www.gao.state.az.us/travel/>.
4. **EQUIPMENT (Total)** –

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

Provide an itemized list of equipment purchases or rentals, along with a brief narrative on the intended use of each equipment item, and the cost for all the equipment purchases or rentals.

5. SUPPLIES (Total) – This is anything from office supplies to educational or lab supplies. For non-typical materials and supplies items, include a brief narrative of how this fits with the project.
Provide an itemized list and estimate the dollar amount for each item.
6. CONTRACTUAL (Total) – Provide a short description of the services each contract covers and include the flat rate fee OR the total hourly rate fee for each contract. Compensation for contractor/consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Contractor/consultant rates shall not exceed \$130,000 or \$500 per eight-hour day, excluding travel and subsistence costs.
7. OTHER (Total) – Provide a detailed description of all other direct costs.

II.B. Exclusions

- No administration costs may be allotted to the budgeted projects.
- Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at <http://www.gao.state.az.us/travel/>.
- Funding **cannot** be utilized for meals, with the exception of per diem meals consumed during periods of official travel
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

II.C. Application Packet Details and Format

Sample Application packets can be found in Appendix C. Application packets must be submitted in entirety. Incomplete application packets, packets including support letters, and packets that exceed the page limit shall be deemed ineligible. Your application packet must include the following:

- Proposal(s) must be organized and have the requested information in the sequence presented in the Application Packets Requirements section (II. A.) of this manual.
- An entity may submit more than one application packet, but only if the application packets are for completely different projects.
- Proposal(s) must be typed, single spaced, in 12 pt. Times New Roman font.
- Illegible application packets may be determined to be ineligible.
- Proposal(s) must be submitted on 8.5x11 white paper with one inch margins.
- Each page must be numbered.
- **Complete application packets are not to exceed 6 pages in length (1 page for the Application Cover Sheet, 3 pages for the project proposal and 2 pages for the budget/budget narrative)**
- Do not bind application packets. Each application packet must be stapled once in the upper left-hand corner.

- Submit **one** printed complete original application packet, **ten** complete copies of the signed application packet and ONE electronic copy on CD (Adobe file for application cover sheet, Microsoft Word 2003 file for the project proposal and budget narrative and Microsoft Excel 2003 file for the budget) of the application packet. **Only the original application must have an original signature.**
- **The person authorized to receive funds must sign the original application packet and all subsequent documents in the grant process. Only the original application must have an original signature.**

II. D. Grant Application Workshops

ADA staff will conduct SCBGP workshops for potential applicants throughout the state to present the grant program and provide information on how to apply for grant funds. You are strongly encouraged to attend as it will help assure that you have the most up-to-date information available.

NOTE: *If we do not have at least five (5) people signed up to attend a grant workshop, the workshop will be cancelled. We can only notify and reschedule a meeting with those who have contacted us. Please **RSVP to the SCBGP Coordinator at least one week prior to the workshop you plan to attend.***

The dates, locations and times of the workshops are as follows:

WORKSHOP DATE	TIME	LOCATION
January 25, 2010	10:00AM – 12:00PM	Yuma Cooperative Extension 2200 W. 28th Street, Suite 102 Yuma, AZ 85364-6936 (928) 726-3904
January 26, 2010	9:30AM – 11:30AM	Pima Cooperative Extension 4210 N. Campbell Avenue Tucson, AZ 85719-1109 (520) 626-5161
January 28, 2010	9:30AM – 11:30AM	Maricopa Cooperative Extension 4341 E. Broadway Road Phoenix, Arizona 85040 (602) 827-8200
January 29, 2010	10:00AM – 12:00PM	Prescott City Hall 201 S. Cortez St. Prescott, AZ 86303 (928) 777-1100

II.E. Application Packet Due Date

ADA's Agricultural Consultation and Training Program (ACT) must receive completed application packets no later than **3:00 p.m. on Monday, March 1, 2010**. *This is not a postmark deadline; application packets must be received by the grant deadline date and time.* Grant application packets will be publicly opened and stamped received on this date. **Late application packets will not be accepted and will be returned unopened.** Application packets must be mailed or delivered to:

Specialty Crop Block Grant Program – Farm Bill
Arizona Department of Agriculture
Agricultural Consultation and Training Program
1688 West Adams Street
Phoenix, Arizona 85007

II.F. Contact Information

Shanna Kauffman
(602) 542-4494
skauffman@azda.gov
Toll Free Outside Maricopa County: (800) 294-0308
Fax: (602) 364-0830

III. Grant Awards and Reporting

III. A. Application Packet Evaluation and Selection Process

ADA reserves the right to conduct an application screening process. Depending upon the number of applications submitted, at least three ADA staff may evaluate the proposals according to the following screening criteria (see section III.B.). Applications which do not reach a certain threshold of points during the screening process will not receive further consideration for an award.

All qualifying application packets will be evaluated by the SCBGP-FB Evaluation Team after the grant application packet submittal deadline. The Evaluation Team will be made up of at least three individuals with the appropriate background and expertise necessary to evaluate project proposals.

The Evaluation Team will use the SCBGP-FB Application Packet Rating Criteria listed in section III.C. to rate application packets. After the application packets have been evaluated and rated, grant award recommendations will be made to the Director of the Arizona Department of Agriculture based on the rating and the strength of the project proposal as determined by the Evaluation Team.

The SCBGP-FB Evaluation Team may adjust an application packet's project proposal, scope of work and/or project budget.

ADA, upon its decision, may ask a potential grantee for more information on any of the above Application Requirements before awarding the grant or entering into an agreement with the grantee. ADA reserves the right to fund the project in part, add and delete tasks, and ask for clarification on the work plan, timeline, and budget. No agreement will be entered into until ADA is satisfied with all the specifications of the project. Any project proposal funding is dependent upon the availability of federal funds and the final approval from the USDA.

III.B. Application Packet Screening Criteria

	Maximum Points	Points Received
1. Problem Statement and Specialty Crop Context	10	
Does the applicant define the problem the project is proposing to address? Does the project address the problem?		
2. Project Work plan	15	
How well do tasks relate to the goals and objectives? Is the timeline reasonable?		
3. Project Description	15	
How well does the applicant describe the project? How well does the applicant define the need for and purpose of the project?		
4. Measurable Outcomes	20	
Does the project include at least two measurable outcomes? How well will the proposed project allow the applicant to quantify and document the project's benefits and outcomes?		
5. Potential Impact	10	
Does the applicant clearly demonstrate how the project will have an impact on more than one grower? Does the project provide a direct benefit to and how effective will the project be at enhancing the competitiveness of Arizona specialty crops?		
6. Project Commitment and Oversight	10	
Does the applicant demonstrate a strong commitment to the success of the project?		
7. Project Outreach and Sharing of Results	10	
How well does the project describe a plan for sharing project results? Does the project clearly identify a target audience? Is the outreach plan feasible and effective?		
8. Matching Funds and In-Kind Contributions	5	
Are matching funds or in-kind donations provided or anticipated? How secure is the match?		
9. Budget	5	
Do the budget and budget narrative clearly show how each cost is necessary to the project?		
TOTAL	100	

III.C. Application Packet Rating Criteria

All grant application packets submitted during the fiscal year 2010 SCBGP-FB funding cycle will be rated according to the following criteria:

Weight	Criteria	Rating
30%	To what extent will the proposed project enhance the competitiveness of the specialty crop(s) benefiting from this project?	1 to 10 with 1 being the lowest and 10 being the highest
30%	To what extent will the results of the project be shared with the community, other growers or researchers?	1 to 10 with 1 being the lowest and 10 being the highest
30%	To what extent 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?	1 to 10 with 1 being the lowest and 10 being the highest
10%	Has the proposed project been accompanied with matching funds?	1 to 10 with 1 being the lowest and 10 being the highest

III.D. Notification of Award

All eligible proposals will be reviewed. Successful proposals will be chosen on the merits of the project as they relate to the published criteria and will be included in the Arizona State Plan which will be submitted to AMS no later than the final deadline which they set for the receiving of applications for approval. Applicants will be notified in writing whether or not their project is selected for inclusion in the Arizona State Plan. Funding is not guaranteed if the project is included in the State Plan. Following approval of the Arizona State Plan by AMS, applicants will be notified and applicants will also be sent a Grant Award Agreement to sign. The Grant Award Agreement will require grantees to agree to the clauses in sections I.I. – I.R. of this manual. ADA anticipates that grant awards and notifications will be made in late 2010.

Please do not call ADA to check on the status of your application packet.

After grant awards have been made, all application packets and the associated evaluations will be made available to the public. ADA may determine that trade secrets or proprietary information may continue to be held confidential. If you believe that any of the information contained in your application packet should be held confidential you must designate that information as “confidential” in your application packet, and provide an explanation as to why it should be held confidential.

III.E. Grant Award Agreement and Payment

Prior to beginning work on the proposed project or receiving funding, successful applicants will be required to sign a Grant Award Agreement with the ADA indicating their intention to complete the proposed tasks and authorizing ADA to monitor the progress of the proposed project.

Grant Award Agreements must be signed and returned to ADA within 30 days of receipt. **Failure to submit an executed copy of the Grant Award Agreement within 30 days of receipt will result in the loss of awarded grant funds**, unless the delay was caused by circumstances outside the control of the grantee.

Grant Award Agreements may extend up to three years in duration depending on the type of project. **ADA staff will write your grant award agreement based on the information you provide, so it is important that you carefully complete the application packet.**

Requests for fund advances will be considered on a case by case basis. If a funding advance is requested, the need for the advance must be clearly stated in the project proposal.

III.F. Reporting Requirements

Quarterly Reports - The Grantee shall submit to the Program Coordinator a budget report, an activity report and a brief narrative report within 30 days of the close of each quarter for the length of the project. **Failure to submit timely reports may result in the forfeiture of payment for that quarter.** Reimbursement requests may be submitted with each quarterly report or less frequently if no expenses have been incurred. A paper copy of the budget report, activity report and narrative report shall be mailed to ADA. The reports shall include, but are not limited to, budget expenditures, in-kind expenditures, activity reports, and a brief narrative of the project's progress, as applicable. The Grantee must obtain Program Coordinator pre-approval before any funds are reallocated within the original/approved budget in the Grant Application. The Grantee is responsible for responding to any inquiries from ADA.

Reporting Periods

October 1 – December 31

January 1 – March 31

April 1 – June 30

July 1 – September 30

Report Due on or before

January 31

April 30

July 31

October 31

Quarterly Financial Reports – During the award period grantees shall submit quarterly financial reports detailing an accurate record of expenditures incurred in association with the proposed project to the ADA's Specialty Crop Block Grant Program-Farm Bill.

Quarterly Narrative Reports – Grantees shall also submit quarterly narratives describing the progress in achieving grant outcomes and detailing the achievement of the quantitative performance measures as included in the project proposal.

Quarterly Activity Reports – Grantees shall also submit quarterly reports describing the activities that they have performed and the number of hours and total dollars charged to the project during that period.

Annual Reports – Grantees are required to submit written performance reports annually to ADA detailing the project status and how grant monies were used to achieve project expected measurable outcomes included in the grant award agreement. The first performance report will be due to ADA no later than the close of November 14, 2011. Subsequent annual reports for multi-year projects must be received by ADA no later than the close of November 14th. Performance reports must be submitted to ADA on an annual basis until the project is completed. Performance reports must also include a detailed budget report that tracks all expenditures against the project budget submitted with the grant proposal.

The following information must be included in the Annual Performance Report

Project Title

Activities Performed

- Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.
- Provide a comparison of actual accomplishments with the goals established for the reporting period.
- Present the significant contributions and role of project partners in the project.
- Clearly convey progress toward achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.
- If a target of a project has already been achieved, it is encouraged to amend the outcome measure. This permits the project staff to “stretch” the goals in order to go beyond what they are already doing.

Problems and Delays

- Note unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for each project. Explain why these changes took place.
- Mention the actions that were taken in order to address these delays, impediments, and challenges.
- Review measurable outcomes to determine if targets are realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report. Keep in mind that targets may slip due to all kinds of factors, such as employee turn-over and bad weather.
- In the event that the work plan timeline, expected measurable outcomes, budget, and/or methodology needs to be adjusted, provide an outline of those changes.

Future Project Plans

- Briefly summarize activities performed, targets, and/or performance goals to be achieved during the next reporting period for each project. Whenever possible, describe the work accomplished in both quantitative and qualitative terms.
- Describe any changes that are anticipated in the project.

Funding Expended To Date

- Provide information regarding the level of grant funds expended to date.
- In the event that a project gained income as a result of planned activities, provide the amount of this supplemental funding and how it will be reinvested into the project.

Final Reports – Grantees are required to submit written final reports to ADA detailing the project results, any challenges, lessons learned, and how grant monies were used to achieve the project outcomes outlined in the state plan. The final report is due within 45 days of the contract end date.

The following information must be included in the Final Performance Report

Project Title

Project Approach

- Briefly summarize activities performed and tasks performed during the grant period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.
- Present the significant contributions and role of project partners in the project.

Goals and Outcomes Achieved

- Supply the activities that were completed in order to achieve the performance goals and measurable outcomes for the project.
- If outcome measures were long term, summarize the progress that has been made towards achievement.
- Provide a comparison of actual accomplishments with the goals established for the reporting period.
- Clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.

Beneficiaries

- Provide a description of the groups and other operations that benefited from the completion of this project's accomplishments.

- Clearly state the quantitative data that concerns the beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project.

Lessons Learned

- Offer insights into the lessons learned by the project staff as a result of completing this project. This section is meant to illustrate the positive and negative results and conclusions for the project.
- Provide unexpected outcomes or results that were an effect of implementing this project.
- If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.

Contact Person

- Name the Contact Person for the Project
- Telephone Number
- Email Address

Additional Information

- How has the project enhanced the competitiveness and/or increased consumption of Arizona specialty crops?
- Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any of the prior sections.

III.G. Amendments Grant Award Agreements shall be modified by mutual written consent only through a Grant Award Agreement Amendment executed by ADA and the Grantee. Unauthorized changes to Grant Award Agreements shall be void and without effect, and the Grantee shall not be entitled to any claim under this Agreement based on those changes.

Grant Award Agreements are intended to incorporate all provisions required by federal law. If the Department learns that a provision required by federal law has not been incorporated in the Agreement, the parties agree to promptly amend the Agreement to include the provision.

Budget Adjustments – If a project budget adjustment is needed during the project period, a written request may be made to ADA to reallocate budget funds between budget categories. However, the total budget amount as dictated by the approved grant award cannot be adjusted. Grantees may not spend funds from line items not approved in the Grant Award Agreement. **No deviation from the approved budget will be allowed without prior approval by means of a fully executed budget amendment.**

Unexpended Funds – Grantees shall inform ADA of the potential for unexpended awarded grant funds prior to the end of the grant period.

SCBGP-FB CHECKLIST

- Eleven original printed copies and one electronic copy on CD**
(Adobe file for application cover sheet, Microsoft Word 2003 file for the project proposal and budget narrative and Microsoft Excel 2003 file for the budget) of application packet. **Only the original application must have an original signature.** The printed copy should be on white paper and fastened with a staple in the upper left-hand corner. Each copy should include the following:
 - Signed Application Cover Sheet** (Not more than one page) **only the original application must have an original signature.**
 - Project Proposal** (Not more than three pages), which includes the following (See page 6 of grant manual for descriptions):
 - Abstract
 - Project Purpose
 - Potential Impact
 - Expected Measurable Outcomes
 - Work Plan/Timeline
 - Project Oversight
 - Project Commitment
 - Financial Feasibility (Budget) and Budget Narrative** (Not more than two pages)

**COMPLETED APPLICATION DUE TO THE ARIZONA
DEPARTMENT OF AGRICULTURE BY
3:00 PM ON MARCH 1, 2010**

Specialty Crop Block Grant Program Application Cover Sheet

Information should be typed or printed clearly

Company/Organization Name: _____

DBA: _____

Grant Project Contact: _____
Principal Investigator for Universities

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Grant Management Contact: _____
Administration

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Tax ID: _____

County of Project: _____

Legislative District: _____ Congressional District: _____

Project Title (limited to **SIX** words): _____

Project Begin Date: _____ Project End Date: _____

Funding Amount Requested: _____

Specific Specialty Crop deriving benefit from grant (For example: "Iceburg Lettuce" instead of "Vegetables or "Lettuce.")

I hereby certify that the information in the application packet is true and correct to the best of my knowledge.

Authorized Signature

Date:

Printed Name

Date:

Project Title -

Funding Cycle FY10	Budget	Match
Personnel	\$0.00	\$0.00
	0.00	0.00
Total PS	\$0.00	\$0.00
Employee Related Expenses - Fringe Benefits	0.00	0.00
	0.00	0.00
Total ERE	\$0.00	\$0.00
In-State Travel		
Lodging	0.00	0.00
Meals	0.00	0.00
Mileage	0.00	0.00
Total In-State Travel	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
	0.00	0.00
Total Equipment	\$0.00	\$0.00
Supplies	\$0.00	\$0.00
	0.00	0.00
Total Supplies	\$0.00	\$0.00
Professional & Outside Services/Contractual	\$0.00	\$0.00
	0.00	0.00
Total P&O	\$0.00	\$0.00
Other Operating Expenses		
Other Operating Expenses	\$0.00	\$0.00
Education and training	0.00	0.00
Printing	0.00	0.00
Postage	0.00	0.00
Total OOE	\$0.00	\$0.00
TOTAL PROJECT COSTS	\$0.00	\$0.00

Developing RNA Vaccines to Manage Pepino Mosaic Virus

Applicant:

State University

Abstract:

Partner with State University (the University) to explore the mechanisms of the induced resistance of Pepino mosaic virus in tomatoes and to develop novel immunization approaches to induce the resistance

Project Purpose:

This one year project proposes to develop novel approaches to immunize tomato plants against Pepino mosaic virus (PepMV). Specific objectives are to determine if the naturally induced resistance in tomatoes is mediated by RNA-based immunity, develop two alternate vaccines that can effectively induce the resistance, protect tomato plants from PepMV, and eliminate the risk of late PepMV outbreaks.

Fresh tomato production in the U.S. is valued at \$1.4 billion annually. Tomato production, particularly greenhouse tomato production, has expanded rapidly within the State between 2004 and 2008. However, the emergence of PepMV as a pathogen poses a serious challenge to the tomato industry. Infection by the virus affects the quality of fruit and reduces its size, which results in up to 38 percent of the tomato fruit becoming downgraded.

Some tomato plants have been observed to recover naturally from an early infection. These plants then exhibit neither the symptoms nor the effects of PepMV infection, and continue to produce normal tomato fruit without yield loss, as if they have become resistant. Scientists have observed similar recoveries from viral infections in other plant species. Studies in the last decade have revealed that this type of recovery is due to RNA interference (RNAi). RNAi has the ability to detect and degrade invading viral and other nucleic acids. If the recovery of tomato plants from an early PepMV infection is indeed a manifestation of RNAi-based resistance, it opens up the possibility of immunizing tomato plants with a sequence fragment or an attenuated strain of PepMV.

The University presently has received matching funds from the USDA Special Projects Grant Program to provide one-half salary for the Senior Research Specialist. This individual will coordinate most of the laboratory operations and perform a majority of the laboratory and greenhouse experiments. This project will not be a duplicative effort, but rather enhance the program by providing additional dollars to elevate the part-time position to full time status.

Potential Impact:

With 3,808,556 cartons produced in 2008, the tomato is one of the top ten commodities in the State. Diseases and pests have caused major problems for fresh tomato production in the State, resulting in financial hardship for some growers. Smaller growers are facing these problems as well. Developing effective and practical means to control PepMV, as proposed in this project, will provide timely and much needed assistance to the State tomato growers. By managing the viral disease, growers will be able to improve tomato yield and quality, consequently increasing profits. In turn, these operations will attract more businesses to the State, making the State's tomato industry more competitive.

Expected Measurable Outcomes:

Characterize the natural resistance of tomatoes to PepMV and develop a vaccine to protect tomato plants from PepMV (**GOAL**) in fresh tomato production. No such knowledge and technology currently exist (**BENCHMARK**). To disseminate this new knowledge and technology, research findings will be presented to over 100 growers at the 2010 annual Agricultural Center Field Day and over 1500 scientists at the 2010 annual American Phytopathology Meeting (**TARGETS**). The success of the project will be measured by attendance (**PERFORMANCE MEASURE**) at both meetings.

Work Plan:

Project Activity	Who's Responsible	Timeline
Determine if RNAi is involved in the natural resistance	University Researchers and Students	Sept. 2009 – Jan. 2010
Construct an infectious cDNA clone for PepMV	University Researchers and Students	Oct. 2009 – Jan. 2010
Construct an RNA immunization vector	University Researchers and Students	Jan. 2010 – Feb. 2010
Develop an attenuated PepMV strain	University Researchers and Students	Jan. 2010 – May 2010
Test the efficacy of the immunization vector	University Researchers and Students	March 2010 – June 2010
Test the protection of tomato plants using the attenuated PepMV strain	University Researchers and Students	June 2010 – Aug. 2010
Results presentation at APS	Project Investigator	Aug. 07-10, 2010
Results presentation and dissemination at AC field day	Project Investigator	Nov. 6, 2010

Budget Narrative (Total \$63,523.00):

Funding Cycle FY09	Budget	Match
Personnel		
PI Dr. Jones (.20 FTE)	\$0.00	\$13,554.80
Research Specialist, Senior (.05 FTE)	21,000.00	0.00
Undergraduate Students, 2, part-time	5,000.00	0.00
Total PS	\$26,000.00	\$13,554.80
Employee Related Expenses - Fringe Benefits		
PI Dr. Jones (28.9% ERE)	0.00	3,917.34
Research Specialist, Senior (44.7% ERE)	9,387.00	0.00
Undergraduate Students, 2, part-time (3.3% ERE)	165.00	0.00
Total ERE	\$9,552.00	\$3,917.34
In-State Travel		
Lodging	120.00	0.00
Meals	174.00	0.00
Mileage	224.00	0.00
Total In-State Travel	\$518.00	\$0.00
Out-State Travel		
Lodging	495.00	0.00
Meals	245.00	0.00
Mileage	350.00	0.00
Total In-State Travel	\$1,090.00	\$0.00
Other Operating Expenses		
Supplies	14,830.00	
Publications	2,500.00	0.00
Greenhouse Rental	3,000.00	0.00
Total OOE	\$20,330.00	\$0.00
Equipment		
PCR thermocycler, Real-time PCR iCycler	5,000.00	0.00
Total Equipment	\$5,000.00	\$0.00
TOTAL PROJECT COSTS	\$62,490.00	\$17,472.14

Personnel (\$27,000.00)

Expenses of \$21,000.00 are requested for one half-time Senior Research Specialist (0.5 FTE) who will coordinate most of the laboratory operations and perform a majority of the laboratory

and greenhouse experiments. Additionally, the specialist will be responsible for data entry and record keeping. An additional \$6,000.00 is requested to support two undergraduate student researchers. The undergraduate students will work in Dr. Jones' laboratory and learn experimental skills while assisting the Project Investigator (PI) and the research specialist in various aspects of the project.

Fringe Benefits (\$9,585.00)

The current fringe benefit rates at the University are 44.74% (\$9,387.00) for the research specialist, 3.3% (\$198.00) for undergraduate students.

Travel (\$1,608.00)

Total funds of \$518.00 are requested for in-state travel to conduct field surveys of PepMV in City X (2 overnight trips) and in City Y (2 day trips) and to attend the annual Agricultural Center Field Day (1 day trip). The total in-state travel cost will consist of car rental (7 days @ \$32.00/day), lodging (2 nights @ \$60.00), and food (6 days @ \$29.00/day). In addition, \$1,090.00 in out-of-state travel funds are requested to defray the travel expense for the PI or designee to attend and present their research findings at the annual American Phytopathological Society meeting in Nashville, TN in 2010. The cost comprises of flight from City Z to Nashville (\$350.00), lodging (5 nights @ \$99.00), and food (5 days @ \$49.00/day).

Equipment (\$5,000.00)

For the purchase of a 96-well thermocycler to accommodate the large numbers of PCR-related experiments outlined in the project. The University donates the use of one ultra-high speed centrifuge, two high speed centrifuges, and three microcentrifuges, and one Biorad iCycler real-time PCR system (with a usage value of \$20,000.00) for the entire duration of the project as matching contributions for this project. All the equipment listed above is required for completion of the project.

Supplies (\$14,830.00)

The cost of greenhouse supplies for growing tomato plants are estimated at \$500.00. This includes 400 pots, soils (10-50 lb bags), and fertilizers (Osmocote, 5 lb). Laboratory supplies including chemicals, biochemicals, molecular biology reagents, enzymes, columns for RNA and DNA isolations, plant and bacterial media, plastic- and glass-ware, gel boxes and trays, are estimated at an average cost \$1,000.00 per month (\$12,000.00 per year). Funds are also requested for two sets of Gilson Pipetteman (each set consisting of 4 pipettes ranging from 1 µl to 1000 µl, \$1,165.00 for each set), totaling \$2,330.00.

Other (\$5,500.00)

A total of \$2,500.00 is requested to defray partial costs of publishing the results generated from the project. In addition, \$3,000.00 is requested for rental of the transgenic greenhouse at the University Agricultural Center (\$250.00 per month) which is necessary to carry out experiments on tomato plants.

Matching Funds

The University will contribute \$17,472.14 to this project, which consists of 20% of the PI's salary and fringe benefits.

Project Oversight:

The PI has extensive experience working with RNA viruses, RNAi-mediated viral resistance in plants, and molecular characterization of viral genes and functions. The experiments outlined in

this project are well within his area of expertise. The PI will direct and implement the project. Weekly meetings will be held between the PI, a research specialist, and other lab members involved in this project to assess its progress, and quarterly progress reports will be posted on the proposed website. The PI will periodically consult with the Departmental Business Manger to ensure that expenditures remain within budget categories and that funds are spent appropriately.

Project Commitment:

The project PI, will commit 0.2 FTE to administer the project, to supervise and conduct proposed experiments, to perform required data analyses, and to communicate research progress and findings to the sponsoring agency. Additionally, 1 FTE research specialist and two part-time undergraduate researchers will work on the proposed project. The administrative personnel at The University have extensive expertise in overseeing and administering contracts and grants from a variety of organizations.

Enhancing Sustainable Specialty Crop Production

Applicant:

Farm Extension & Research Center

Abstract:

Support training and field activities for farmers in a twenty-two county area in the northwest part of the State, which includes sustainable soil and water management, insect, disease, and weed management, fruit and berry applied research, and business planning.

Purpose:

The retail and wholesale demand for local and sustainable vegetables, fruit, and greenhouse crops is currently growing at a rate of 10 to 20 percent per year. In addition, consumer demand is strong for direct-from-the-farm products through farm stands, pick your own operations, community supported agriculture programs, and internet based sales. Yet, resources for hands-on training of new and diversifying farmers are limited and must be increased to satisfy increased demand.

The Farm Extension & Research Center and its flagship plant are capable of utilizing grant funds to enhance its current program offerings of 1) an intensive 8-week specialty crop workshop series and 2) an ongoing workshop series for specialty crop farmers in a 22-county area in the northwest region of the State. This would be a new endeavor, which has not received any other Federal or State grant funds.

Potential Impact:

Programs at the Farm reach out to a diverse group of participants:

- Tobacco farmers who are interested in diversifying to specialty crops
- Row crop, dairy, and beef farmers interested in diversifying to specialty crops
- Young farmers who do not have access to land or sufficient capital but are interested in organic & sustainable specialty crop farming
- Other traditional farmers who want to diversify
- Persons who want to farm as a second career
- Persons who want to farm in retirement

Based on the business plans developed by the enterprises at the Farm, average gross revenue was estimated at \$9,000 per acre. Given the early stage of the farm enterprises, it is likely that gross revenue will be greater than estimates in the first 3 to 5 years of operations. The program will conduct periodic surveys of all program participants and farm enterprises and request voluntary reporting of farm income related to the training program. In addition, gross revenue can be used to estimate infrastructure costs which are likely 2 to 3 times greater than gross revenue. The economic multiplier of infrastructure costs help to create economic activity for local farm supply businesses which helps keep farming communities to continue to thrive and allows farm supply businesses to remain profitable.

There are two levels of service that the program provides. One level is for the workshop series and apprentice farmers. A second level of service is for participants that wish to participate in individual workshops, mentor farmer presentations and field walks, as well as other

demonstration activities. It is estimated that over the three years of this project:

- At least 50 individuals will participate in the 8-week workshop series
- At least 75 individuals will participate in the independent workshops
- At least 5 enterprises will be created at the Farm Enterprise program
- At least 20 enterprises will be enhanced on participant-owned farms through participation in 8-week workshop series

Expected Measurable Outcomes:

1. Conduct 8-week workshop series in 2010 to at least 50 individuals for each workshop. Pre-training self-assessment tools (**BENCHMARK**) will be given to each participant after registration. Registration records, weekly attendance records, and pre and post workshop self-assessment knowledge evaluations (**PERFORMANCE MEASURES**) will determine if there has been a 40% mean increase in specific knowledge areas (**GOAL**).
2. Conduct 3 independent workshops in 2010 to be developed based on feedback from Goal 1 to at least 30 individuals for each workshop. Workshop evaluations from Outcome 1 (**BENCHMARK**) will help develop the workshops in outcome 2. Registration records, attendance records, and pre and post workshop evaluations (**PERFORMANCE MEASURE**) will establish if at least 50% of participants will use knowledge gained to improve or enhance their farm-related enterprise (**GOAL**).

Work Plan:

The Farm will use grant funds to support training and field activities that include sustainable soil and water management, insect, disease, and weed management, applied fruit and berry research, business planning, and development of enterprise budgets for new and diversifying farmers. The Farm will also contract with a part-time mentor farmer to reinforce the mentoring capacity of the program and allow for targeted expansion of trainings and workshops.

Support for apprentice farmers will include field preparation, fertilization with and incorporation of litter, field preparation for bedding, as well as bed shaping with drip tape, with/without plastic. Ongoing support will be provided to growers in market development, production issues, and farm infrastructure. In addition, apprentice farmers will be providing educational support through field walks and other demonstrations.

Project Activity	Who's Responsible	Timeline
Develop criteria and solicit applications for Mentor Farmer position	Planning Committee	Oct. – Dec. 2009
Plan 8-wk training series	Planning Committee	Oct. – Dec. 2009
Plan Workshops	Planning Committee	Oct. – Dec. 2009
Contract with Mentor Farmer	Planning Committee	Jan. – Mar. 2010
Conduct 8-wk training series	Planning Committee	Jan. – Mar. 2010
Annual Purchase of Supplies	CED & Smith	Jan. – Mar. 2010
Conduct Workshops	Planning Committee	Jan. – Sept. 2010
Evaluate training series	Planning Committee	Apr. – June 2010

Project Activity	Who's Responsible	Timeline
Evaluate Workshops	Planning Committee	July – Sept. 2010
Annual/Final Report	CED & Smith	July – Sept. 2010

Budget Narrative (Total \$22,800.00):

Funding Cycle FY10	Budget	Match
Supplies		
Garden Supplies	\$17,800.00	\$0.00
Total Supplies	\$17,800.00	\$0.00
Professional & Outside Services/Contractual		
Mentor Farmer	\$5,000.00	\$0.00
	0.00	0.00
Total P&O	\$5,000.00	\$0.00
TOTAL PROJECT COSTS	\$22,800.00	\$0.00
Program Income		
Registration Fees	\$2,500.00	\$0.00
Apprentice Fee	2,240.00	0.00
Total Program Income	\$4,740.00	\$0.00

Program Income will be reinvested into the program to support specialty crop farmers and help sustain and grow the project.

Supplies (\$17,800.00)

These funds will purchase items under \$5,000 that are needed for training programs on fruit, berry, and vegetable production at the Farm Extension & Research Center.

Item	Justification	Cost
Bedder	Planting Bed Preparation	\$ 1,500
Cool Bot/Walk in Cooler	Post Harvest Cooling of Produce	\$ 2,000
Cultivator	Tillage and Cover Crop Incorporation	\$ 1,200
Hand Tools	Crop Production and Weed Management	\$ 900
Hoop House	Season Extension	\$ 4,400
Irrigation Supplies	Upgrade Pump and Drip Irrigation System	\$ 1,100
Mulch Layer	Weed Management of Beds	\$ 1,500
Mulches, Biodegradable and Plastic	Weed Management of Beds	\$ 1,300
Rotary Mower	Weed and Cover Crop Management	\$ 1,800
Tiller	Planting Bed Preparation	\$ 2,100

\$ 17,800

Contractual (\$5,000.00)

A mentor farmer will be hired as a contractor at a flat rate to provide regular and consistent guidance to workshop participants and apprentice farmers. These activities will take place during the 8 week workshop.

Program Income (\$4,750.00)

Registration Fee for 8 week workshop series - \$2,500

Apprentice fee - \$2,240

The income derived from this project will be reinvested into the program to support specialty crop farmers and help sustain and grow the project.

Project Oversight:

The County Extension Director, Dr. Brown will be responsible for project oversight, with assistance provided by Dr. Smith, County Agricultural Economic Development Coordinator. Both individuals serve on the Planning Committee which has a monthly meeting schedule that will enable activities to be implemented in a timely manner.

Project Commitment:

The Farm Extension and Research Center is a successful collaboration between County Cooperative Extension and Economic Development, with support from State University's College of Agriculture and Life Science as well as the Center for Environmental Farming Systems. The Farm Planning Committee includes representation from the partner institutions and agencies and has a monthly meeting schedule to plan and implement programs at the Farm. Programs during the past 2 years demonstrate a strong commitment to developing the capacity at the Farm and promoting educational activities that support farm viability.

Establish a Super Berry Market in the State

Applicant:

Jane Smith

Abstract:

This project is designed to increase the production of organic Super Berries, aronia, saskatoons, raspberries, elderberries, currants and gooseberries in the State. This will be completed through the research and test value added products as well as the design an organic berry producers' interactive website in order to share methods, growing tips, and organic opportunities.

Purpose:

Nutritional antioxidant-rich foods are growing in demand from the consumer marketplace due to the health benefits and medicinal nature that super foods provide. Fruits containing high levels of anthocyanins and flavonoids with beneficial nutrients such as antioxidants, polyphenols, minerals and vitamins, are known as Super Berries. Research found that such berries contain compounds that fight degenerative diseases, heart conditions, and cancer. Research also indicated that consumer demand exceeds production levels producers can provide and that demand is expected to grow. Most super fruits in the market today are imported from other countries making them difficult to obtain.

For these reasons, it is becoming increasingly necessary to expand berry acreage that will produce Super Berries. It is important that we foster the development of this market for the State and the Region. Since this is a new endeavor, the submitted proposed project has not been presented to or funded by another Federal or State grant program.

Potential Impact:

There are growers presently in adjoining states producing limited amounts of aronia berries; however, the market is still in its infancy. To our knowledge, we are the only producers of the aronia, saskatoon and elderberries in the State. This grant will enable us to increase production efforts, which increase formal alliances with other area producers in order to obtain contracts with large juice and health/wellness processors.

Most berry plants take 2-4 years before their first measurable harvest; therefore, traditional farmers are reluctant to commit production farm ground to this type of specialty crop. It's our belief that as the market grows, the potential will be seen and farmers may be more willing to plant the healthy, alternative crop on their non-productive terrain as these berries thrive in timber woodlands, sand/gravel loams, etc. and can provide an additional income stream while taking up a minimal amount of acreage in order to be successful.

Each mature aronia bush produces up to 40 pounds of berries. We plan to increase production level to 2500 lbs of berries and help meet consumer demand.

Expected Measurable Outcomes:

1. Increase the number of growers and producers of Super Berries (**GOAL**) by assist in the establishment and development of 3 to 4 additional Super Berry producers by fall 2011 (**TARGET**). Currently, there is only one known grower of Super Berries in the State (**BENCHMARK**). This growth will be tracked through the creation of partnerships and berry establishments through the grant period (**PERFORMANCE MEASURE**).
2. Design and manage the growth of an online web portal to increase the awareness of Super Berry potential and related health benefits (**GOAL**). There is not any current data for the website portal (**BENCHMARK**); however, we expect approximately 150 website hits each month and an increase in the number Super Berry plant sales (**TARGET**). Project staff will track the monthly, website hits during the winter of 2011 through a tracking tool after the website is established in the fall 2011 (**PERFORMANCE MEASURE**).

Work Plan:

This project is planned to be executed in Spring of 2010 if funds are made available and activities will commence in late Fall 2011 with the exception of monitoring outcomes which will continue until Winter 2011.

Project Activity	Who's Responsible	Timeline
Make efforts to gain/share knowledge, build relationships with area farmers, alternative crop producers and institutions interested in research and development	Jane Smith and Ronald Smith	Mar. 2010 – Dec. 2012
Design and maintain web portal to increase awareness, share opportunities and increase marketability	Jane Smith, Web Design, and Maintenance Contractor	March 2010
Prepare ground to be planted after soil thaws	Jane Smith and labor	March 2010
Purchase plants and plant in two separate plantings	Jane Smith and labor	May – Sept 2010
Cage and stake individual seedlings with possible mulching	Jane Smith and labor	May – Sept. 2010
Research organic farming requirements and apply for organic certification	Jane Smith	Oct. 2010
Launch Web Portal	Jane Smith, Web Design, and Maintenance Contractor	Dec. 2011

Outreach activities will be performed on a continual basis. These activities will include on-farm demonstrations and tours for potential producers as well as trips to establish partnerships with other Super Berry producers.

Budget Narrative – (Total \$13,390.50)

Funding Cycle FY10	Budget	Match
In-State Travel		
Lodging	500.00	0.00
Meals	305.00	0.00
Mileage	912.25	0.00
Total In-State Travel	\$1,717.25	\$0.00
Supplies		
Planting Supplies	\$3,540.00	\$3,540.00
Recipe Testing Supplies	1,500.00	1,500.00
Total Supplies	\$5,040.00	\$5,040.00
Professional & Outside Services/Contractual		
Equipment Rental	\$1,200.00	\$1,200.00
Labor	\$1,800.00	\$1,800.00
Domain Name Purchase	\$625.00	\$625.00
Website Design and Maintenance	3,000.00	3,000.00
Total P&O	\$6,625.00	\$6,625.00
TOTAL PROJECT COSTS	\$13,382.25	\$11,665.00

Travel (\$1,717.25)

Travel is required to establish partnerships, research and observe growing methods and organic opportunities of Super Berry plantations. We will also attend the annual aronia berry festival held in Sept. 2010 that includes guest speakers from around the country on the super berry potential, health benefits, marketing and organic opportunities.

Purpose of Trip: 4 trips to the X Berry Farm in City A in State B as it is the largest super berry plantation in our region. These trips would be to pick up plants, examine how the berry farm is managed, organic fertilizer options and demonstrations of the equipment needed for a super berry plantation.

Number of people travelling: 2

Number of days travelling: 2

Estimated lodging and meals: lodging **\$200.00** and meals **\$100.00**

Estimated mileage: 800 miles @ \$0.445/mile

Purpose of Trip: Tour other alternative sustainable farms in our region to educate ourselves on how other sustainable farmers manage their acreages. This will assist in developing partnerships with other growers.

Number of people traveling: 2

Number of days travelling: 1 day

Estimated Mileage: 400 miles @ \$0.445/mile

Estimated lodging: Meals: **\$80.00**

Purpose of Trip: Attend 3-4 sustainable garden tours such as the Horticulture Exposition held in City A in State B in the spring of each year. Such tours also exist in City C in State B.

Number of days traveling: These tours are usually 2-3 day events where guest speakers come from across the country to speak on various gardening and sustainable farming subjects.

Estimated Mileage: 850 miles @ \$0.445/mile

Estimated lodging and meals: 3 nights lodging **\$300.00** and meals **\$125.00**

Supplies (\$8,040.00)

To establish gardens the project will need: 2000 Additional Super Berry Plants @ \$2.00 average wholesale cost each (**\$2,000.00**), organic fertilizer (**\$1,000.00**), temporary reusable plant surrounds for wildlife protection (deer/rabbits) for young berry plants (24 rolls 24'x150' galvanized mesh wire @ \$35.00 per roll x 50% = **\$420.00**), ground garden staples to hold caging material down (4 boxes – 1000/pack @ \$59.99 each x 50% = **\$120.00**).

For recipe testing and researching marketable organic products (such as jams, juice blends, fruit chews, and nutritional supplements) the project will need canning jars, pectin, sugar and various ingredients to make recipes and organic products (**\$1,500.00**).

Contractual (\$3,625.00)

The project will need to rent equipment (**\$1,200.00**), use contract labor (**\$1,800.00**), purchase a Domain name (**\$1250.00**), and design and maintain a website (**\$6,000.00**).

	Grant Resources	Applicant Resources
2 year Domain name purchase (\$70.00) + Internet/hosting fees for 2 years @ \$49/month	\$ 625.00	\$ 625.00
Website Design & maintenance: Online web portal for organic berry producers to network, share methods, growing tips, organic opportunities.	\$ 3,000.00	\$ 3,000.00
Equipment Rental for tilling and planting garden plots	\$ 1,200.00	\$ 1,200.00
Contract labor to prepare ground necessary for planting, and some tree removal and tillage	\$ 1,800.00	\$ 1,800.00
TOTAL	\$ 6,625.00	\$ 6,625.00

Matching Funds (\$11,665.00)

The applicant will provide 50% matching funds for supplies and contractual work totaling \$11,665.00.

Project Oversight:

Jane Smith will oversee the plantings and establish partnerships, research and observe growing methods, and organic opportunities of Super Berry plantations. She will also prepare quarterly reports on the developments resulting from the activities of this project.

Project Commitment:

Having owned other successful business ventures over the years, Jane Smith Farms has always grown businesses slowly but debt free, ensuring all funds are spent wisely and appropriately with a separate business account. These practices will be continued in order to ensure that the funds from the SCBGP are used solely for this project.

Training Series to Increase Local Fruit and Vegetable Production at the Local Market

Applicant:

Specialty Crop Extension Organization

Abstract:

Educate current and potential farmers about transitioning to specialty crop production for local consumption.

Project Purpose:

In order to meet the growing demand for locally-produced, fresh fruits and vegetables in the local area, the project will support farmers that plan to convert to specialty crops by providing educational workshops and field visits to commercial vegetable/fruit farms and field trips to the State University Research and Extension Center. Particularly, the focus will be on these growers need of an agricultural enterprise that can reliably generate profit. A successful transition to a comparable crop is needed to ensure that the economic well-being of these growers is preserved. Local producers in the State were dealt an unpleasant hand last year, when their longtime buyer, Corporation A, informed the State producers that no further contracts would be issued in the State. This created uncertainty in the establishment of a buyer willing to pay a fair price for local crops. The 2007 USDA Census of Agriculture reported that at least 25 percent of the State's crop production will be affected by this change in purchaser. As such, Corporation A's withdrawal will have an incredible impact on the value of agricultural production for this area of the State.

Fortunately, the growth in the number of farmers' markets and community supported agriculture ventures in this region currently outpaces the national average and local retailers and institutional buyers continue to seek locally grown fruits and vegetables. In fact, some producers are dabbling in specialty crops like sweet corn and melons, which increasingly requires a strong educational effort to inform these farmers of the challenges that they will face in their transition. This project has not been submitted for funding elsewhere.

Potential Impact:

The local fresh fruit and vegetable market is far from saturated and this project has the potential to impact not just participating farmers, but also local consumer markets throughout the west-central region of the State. Specifically, the farmers/potential producers that participate in the project will directly be impacted by becoming more knowledgeable about production practices and marketing options. There are currently more than 150 producers in the State, and 100 of these growers are members of the Commodity of America (CA) and/or the Growers Association (GA). Also, 40 new producers (not members of CA or GA in the State) have been identified. Because the value of specialty crops in comparison to traditional row crops is considerably higher, participants that elect to pursue fruit/vegetable production over other on-farm enterprises will increase their profit potential, thereby increasing their quality of life. Most importantly, former producers will become more confident in their ability to produce and market crops with a similar economic value.

Expected Measurable Outcomes:

Participants will become more knowledgeable about production practices of various specialty crops including vegetables and fruit (**GOAL**). They will also increase their awareness of specialty crop marketing opportunities. Currently, there is not any **BENCHMARK** data to compare this increase in knowledge or awareness; therefore, these short-term outcomes will be measured through a pre- and post-assessment of the participants' knowledge and awareness concerning production practices and marketing. We plan to achieve an increase of 75 percent in both knowledge and awareness (**TARGET**). These surveys will utilize multiple choice and yes/no questions as well as the Likert Scale in order to collect data (**PERFORMANCE MEASURE**).

Work Plan:

There are two primary parts of this project: 1) Educational Workshops held at the County University Extension Center, and 2) Two in-season Field Visits to commercial vegetable/fruit farms and Field Trips to the State University Research and Extension Center. Additionally, participants in the project will be granted admission to the 2010 Specialty Crop Conference.

Workshops (November and December 2009)

The workshops will be a concerted effort on the part of the Extension's multidisciplinary faculty, other state institutions dedicated to nurturing the furtherance of State specialty crop production (University Extension), and industry personnel. There will be a total of three 4 hour workshops.

The first workshop will cover production practices for specific specialty crops commonly seen in the local food market (corn, tomatoes, beans, melons, etc.) Participants will gain a fundamental understanding of the production schedules for these crops from transplant production to harvest. University Extension Specialists committed to presenting information on production practices and profitability include Dr. Joe Smith, Horticulture Specialist, and Dr. Jane Smith, Horticulture Specialist.

The second workshop will introduce alternative agriculture products with additional information concerning high tunnel technology. Participants will become familiarized with a host of alternative commodity (i.e. Aronia berries, ethnic vegetables, etc) production through high tunnel technology. The high tunnel ability to extend production seasons and protect crops from environmental stresses makes them practically an essential tool for sustainable, local food producers. Industry personnel that have committed to this workshop include: Mr. Bob Smith and Ms. Betty Smith of Corporation B.

The third workshop will cover numerous market opportunities to sell specialty crops: specifically, farmers markets, on-farm sales, wholesale distribution, and cooperatives. Participants will increase their understanding of the variety of avenues available to specialty crop producers for selling their products. The University Extension Specialists committed to presenting information at this workshop is Ms. Mary Smith, Community Development Specialist. The industry personnel committed to this workshop is Mr. Mark Smith of Corporation C.

Field Trips (June and July 2010)

There will be two in-season field trips to commercial vegetable/fruit farms. Participants will observe operations and gain a more complete understanding of commercial vegetable/fruit operations. This is a fundamental part of the project because many growers have indicated that

they are more likely to enter into specialty crop production after they have been educated and after they have seen examples of how it is done.

Farm Visits (May 2010)

There will be two other visits to specialty crop marketing and production sites. The first visit will be to the State University Research and Extension Center to learn about specialty crop production equipment. This trip will coincide with the May session of the Growing Growers Workshop Series. The second trip in May will be to the local produce auction site. Participants will watch as local produce and other local items are auctioned off. The auction manager has agreed to visit with the group about the auction process as well. In addition to seeing the produce auction, the Horticulture Specialist (Dr. Joe Smith) arranged two stops at specialty crop farms to visit with current growers.

Vegetable Growers' Conference (January 2011)

To supplement the education received during the workshops, participants will be granted full admission to the Vegetable Growers' Conference. This conference is coordinated by the Horticulture Specialists of State University Extension, and state specialists from four other regional universities. At this conference, participants will have the opportunity to immerse themselves into specific areas of production, harvesting, and marketing, as well as have the chance to network with fellow growers.

Budget Narrative (\$12,669.00):

Funding Cycle FY10	Budget	Match
Personnel		
University Extension Specialist (Dr. Joe Smith .10 FTE)	\$1,600.00	\$0.00
University Extension Specialist (Dr. Jane Smith .05 FTE)	943.00	0.00
Total PS	\$2,543.00	\$0.00
Employee Related Expenses - Fringe Benefits		
University Extension Specialist (Dr. Joe Smith 29.05% ERE)	465.00	0.00
University Extension Specialist (Dr. Jane Smith 29.05% ERE)	274.00	0.00
Total ERE	\$739.00	\$0.00
In-State Travel		
Mileage	1,463.30	0.00
Total In-State Travel	\$1,463.30	\$0.00
Supplies		
Notebooks	\$200.00	\$0.00
Total Supplies	\$200.00	\$0.00
Other Operating Expenses		
Evaluation Costs	\$100.00	\$0.00
Education and Training	6,400.00	0.00

Printing	75.00	0.00
Total OOE	\$6,575.00	\$0.00
TOTAL PROJECT COSTS	\$11,520.30	\$0.00

Personnel (\$2,543.00):

University Extension Specialists Dr. Joe Smith and Dr. Jane Smith seek salary recovery consistent with their estimated time of commitment to the project. Dr. Joe Smith's estimated time spent on the project is 0.1 FTE (\$1,600), and Jane Smith's estimated time spent on the project is 0.05 FTE (\$943).

Fringe Benefits (\$739.00):

State University's negotiated federal fringe rate is 29.05% of salary costs: Dr. Joe Smith, Horticulture Specialist (\$465); Dr. Jane Smith, Horticulture Specialist (\$274).

Travel (\$1,463.30):

The estimated mileage for each speaker/coordinator is broken down by workshop. Mileage for these speakers is figured at the state rate of \$0.445/mile traveled. Speakers will not be granted reimbursement for meals.

Workshop 1:

There will be a speaker from City A (320 miles roundtrip) as well as two speakers and 1 coordinator traveling separately from City B (60 miles roundtrip per person) (\$222.50).

Workshop 2:

There will be a speaker from City C (290 miles roundtrip) and two speakers travelling together from City B (60 miles roundtrip). Also, two coordinators will travel separately from City B (60 miles roundtrip per person) (\$209.15).

Workshop 3

There will be a speaker from City C (290 miles roundtrip), a speaker from State B (240 miles roundtrip), a speaker from City A (320 miles round trip), as well as a speaker and coordinator travelling separately from City B (60 miles roundtrip per person) (\$431.65).

It is estimated that approximately 25 farmers/potential farmers would participate in the trip to the produce auction. The round trip travel from City B to City D is estimated to range from \$600-\$850. We have planned for the lowest end of those estimates and request \$600 to cover the cost of chartering a bus. Though this trip will be over the lunch hour, we will require that participants be responsible for their own lunch.

Supplies (\$200.00):

Because we want the information that is presented to the participants to be readily available to them and in one place, we will purchase forty notebooks at \$5 (\$200).

Other (\$6,575.00):

Workshop expenses will include the price of extension publications as reference materials, and printing expenses incurred by the University Extension. The facility is free for us to use. Extension publications for 40 participants will cost \$200. Printing costs incurred by the University Extension for presentations and other resources is estimated to be \$75.

For evaluation purposes, the expenses incurred for stationary, printing, and postage is estimated to be **\$100**.

The Vegetable Growers' Conference is a three-day conference where participants will be granted admission to the conference; however, they are responsible for their own travel, accommodation, and meals. A community supported agriculture session will be held on Thursday (\$65), while a wide array of breakout sessions will be held on Friday and Saturday (\$35 each). It is estimated that there will be 40 participants for this conference (**\$5,400**).

Our effort to publicize the project will encompass a variety of avenues including print, radio, and electronic forms of communication. Flyers will be produced to highlight the schedule of activities and solicit registrations. The cost for producing the flyers will be incurred by the University Extension (**\$200**).

The Growing Growers workshop is held at the State University Horticulture Research and Extension Center outside of City F where participants (40) can see demonstrations of various production practices. Participants will be responsible for their own transportation to this event. Registration for this workshop is \$15 per participant (**\$600**).

Project Oversight:

State University currently monitors more than \$200 million in grant expenditures from federal, state and other sources. It maintains a post award staff at division and system levels (in addition to many department levels) to ensure that expenses incurred are appropriate, allocable and allowable. The University conforms to state and federal compliance regulations such as the cost principles for college and universities (2 CFR 220 – OMB Circular A-21). The activities for the project will also be overseen by University Extension Specialists. Dr. Joe Smith and Dr. Jane Smith regularly host workshops and work with producers on a daily basis. Smith will be responsible for project advertisement, production of handouts, meals for workshops, evaluation, travel arrangements, and organizing the workshops. Smith will work with Smith in advertising and evaluating the project, organizing the workshops, and will be responsible for arranging field visits to commercial farms.

Project Commitment:

The University Extension is dedicated to increasing the quality of life all these growers over the course of this project. Specifically, the Extension field staff is very committed to seeing that these growers can replace their income. The team of educators that have already been identified readily communicated their interest in participating in this project. By bringing together Extension, the State, and industry personnel for this common goal, we feel that we can deliver a high-caliber program that complements the capacity of local agents.