

Request for Proposal (RFP)

Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB)

Website: www.ams.usda.gov/scbgp

Funding Opportunity Number: USDA-AMS-TM-SCBGP-G-19-0003

Fiscal Year 2019

CFDA Number 10.170

Introduction

The College of Agriculture, Urban Sustainability and Environmental Sciences (CAUSES) of the University of the District of Columbia is soliciting completed proposals for projects that specifically address the goals that the United States Department of Agriculture's Agriculture Marketing Service ("USDA/AMS") has established for the Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB).

This Request for Proposal "(RFP)" was prepared in accordance with rules and regulations developed by the funding agency, the USDA/AMS.

Program Authority

On December 21, 2004, the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621) authorized the USDA to provide grants to state departments of agriculture solely 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 and authorized the USDA to provide grants to states for each of the fiscal years 2008 through 2012 to enhance the competitiveness of specialty crops. This RFP is an extension of that authority.

This program was developed to enhance the productivity of specialty crops in the United States and U.S. territories only. In order to have your proposal funded, you must follow all of the rules and regulations listed and explained in the RFP. Additionally, your proposed project must address a problem that would specifically enhance specialty crop production and consumption in the District of Columbia.

The USDA defines specialty crops as fruits and vegetables, dried fruit, tree nuts, horticulture (including maple syrup and honey), and nursery crops (including floriculture). A complete list of eligible and ineligible specialty crops can be found on the USDA Specialty Crop Block Grant website:

<https://www.ams.usda.gov/services/grants/scbgp/specialty-crop>.

Available Funding

The total anticipated funding for the District of Columbia is approximately \$240,527.67 for FY 2019 through FY 2022. CAUSES expects to award multiple grants under this program. Solicitations for individual grant awards between \$10,000 and \$50,000 will be considered. CAUSES may advance up to 20 percent (maximum \$5,000) of the approved budget for the initiation of project activities, with the balance being attainable on a reimbursable schedule. Reimbursement will require timely completion and proper reporting of approved budget activities and the submission of invoices.

A selected UDC and External Advisory Committee will review all grant proposal submissions and make recommendations to CAUSES.

CAUSES retains the right to reject applicants with previous participation whose performance was assessed as incomplete or unsatisfactory. While it is not required, applicants who offer documented matching funds through their budget and narrative may be eligible for additional evaluation consideration. All funding for grants associated with this program are subject to final approval by USDA/AMS under the Specialty Crop Block Grant Program.

Project Duration

This specialty crop block grant will be awarded for projects for two years. However, the grant period may be extended upon petition to and negotiation with CAUSES. The start date is expected to be on or about Feb 1, 2020 and will end on January 31, 2022. The latest date a grant period can be extended to is September 15, 2022.

Additional Notifications

Failure to follow instructions completely may result in non-consideration of your proposal. The funding agency does not offer or assume any responsibility for costs associated with the preparation and submission of any proposal. Those expenses are solely the responsibility of the applicant. All documents and information provided in support of the RFP application are considered to be public record. Proposals must follow the Project Profile Template included at the end of this RFP. We request that you submit proposals in “.doc” format, as approved proposals will be incorporated into a single USDA proposal for DC.

Proposals received after the close of business on March 29, 2019, will not be considered. Additionally, errantly directed proposals that arrive at incorrect locations of the government will not be considered.

Proposal Submission Process

Full and complete application due via email by 11:59 pm, **Friday, March 29, 2019**

Review of proposals, **April 2 - April 22, 2019**

Award announcements by **May 4, 2019**

DC State Plan due to USDA-AMS: **May 24, 2019**

USDA notifies UDC of approval of funding for grant projects included in the state plan: **September 2019**

All Applicants are notified of the status of their applications: **September – October, 2019**

UDC Grant Contracts are prepared for Grant recipients: **November 2019 -January 2020**

Anticipated start date for selected projects. Funded projects may begin upon execution of a grant agreement with UDC: **February 1, 2020**

End date for projects (can request a 6 month extension): **January 31, 2022**

Submissions should be mailed to:

mamatha.hanumappa@udc.edu

Mamatha Hanumappa

Project Specialist for Specialty and Ethnic Crops

Building 44, Room 117

College of Agriculture, Urban Sustainability, and Environmental Sciences

The University of the District of Columbia

4200 Connecticut Avenue, N.W.

Washington, DC 20008

(202) 274-5499

Eligibility

To be eligible for a grant, the project must solely enhance the competitiveness of U.S.- or U.S. territory-grown specialty crops in either domestic or foreign markets. CAUSES will consider applications from nonprofit organizations including Native-American Tribal Organizations, for-profit, and public sector organizations. **All eligible organizations must provide a Data Universal Numbering System (DUNS number) at the time of the award.** The DUNS number is a 9-character identification provided without charge by Dun & Bradstreet. In addition, we are prohibited from funding any applicants or their contractors who appear on the government debarment list. Each applicant must provide proof that certifies it is not restricted from participating in Federal Assistance Programs due to suspension or debarment.

To receive an SCBGP award through UDC, applicants are required to register with System for Award Management (SAM) and, in doing so, to designate an e-Business Point of Contact (e-Business POC). Organizations approved for funding in June, 2019, must register in the system for award management (SAM) before the funding process begins in September, 2019. An applicant's SAM registration must be updated annually and be active and maintained with current information at all times during the award period under UDC.

Organizations that need to register in SAM for the first time or need to update their SAM registration will visit <https://www.sam.gov/>. Questions about SAM may be directed to askSAM@gsa.gov.

Who is eligible to submit a proposal?

State and/or local organizations, producer associations, academia, community-based organizations and nonprofits, for-profit organizations, and other specialty crops stakeholders are eligible to apply. The organizations must be legal entities recognized by the IRS and applicants must reside and/or conduct their business or organization in DC. Maryland- and Virginia-based applicants are eligible if the majority of their project activities occur in DC and benefit DC residents.

What projects are eligible?

To be considered for a grant, each individual application shall be clear and include the following documentation satisfactory to CAUSES.

You are generally encouraged to develop a project solely to enhance the competitiveness of specialty crops pertaining to the following issues that affect the specialty crop industry.

We will only consider submitted proposals that increase, in some measurable way, the competitiveness of specialty crop farmers and crops. Projects including Native American, immigrant, and beginning or socially disadvantaged farmers will be given special consideration. USDA defines beginning and socially disadvantaged farmers in the following way:

Beginning Farmer or Rancher is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.

Socially Disadvantaged Farmer or Rancher is a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Increasing competitiveness in crops may include developing local and regional food systems and improving food access in underserved communities. Additionally, projects that help to enhance marketing of fresh produce in underserved areas will be favorably considered.

Applications should demonstrate how the project will potentially produce measurable impacts for the specialty crop industry as a whole; and not-for-benefit to a specific product, single organization, institution, or individual.

A typical range of project ideas might include:

- 1) Increasing child and adult nutrition knowledge and consumption of specialty crops;
- 2) Improving efficiency and reducing costs of specialty crop distribution systems;
- 3) Assisting all entries in the specialty crop distribution chain in developing "Good Agricultural Practices," "Good Handling Practices," "Good Manufacturing Practices," and in cost-sharing arrangements for funding audits of such systems for small farmers, packers and processors;
- 4) Investing in specialty crop research, including research to focus on conservation and environmental outcomes;
- 5) Enhancing food safety;
- 6) Developing new and improved seed varieties and specialty crops;
- 7) Developing local and regional food systems;
- 8) Pest and disease control;
- 9) Development of organic and sustainable production practices;
- 10) Improving food access in underserved communities.

2019 Priority Focus

We are **particularly interested** in projects which:

- 1) Establish new specialty crop production within social service communities such as shelters, elderly or retirement homes, and halfway residences;
- 2) Establish new specialty crop production within areas lacking fresh vegetable access and distribution (food deserts);
- 3) Assess, through research, which specialty crops are in demand by local communities and cultures and are amenable for urban heat islands and urban soils;
- 4) Assess, through research, techniques for increased production of specialty crops, improved pest and disease management, best practice sustainable production, and the health and well-being benefits of specialty crop production in the District;
- 5) Address and expand on goals of UDC-centered food hubs as they pertain to specialty crops; multiple opportunities are available to conduct SCBGP activities on UDC food hub land and/or to become a certified DC food hub; the food hub goals are outlined below:
 - a. Specialty crop production through biointensive and efficient urban agriculture including hydroponics and aquaponics;
 - b. Specialty crop processing and preparation through commercial kitchens that also serve as a business incubator;
 - c. Specialty crop distribution through networked farmers markets, grocery stores, restaurants, farmstands or CSAs;
 - d. Closing the loop through waste reduction and reuse at sites that produce specialty crops;
- 6) Address and expand on the following, as they pertain to specialty crops:
 - a. Implement supplemental curriculum in DC schools to address implications of food for human and environmental health with a focus on specialty crops;
 - b. Develop a transferable model for implementing hydroponics as a STEM education and entrepreneurship education tool for specialty crops with the ultimate goal of developing a hydroponic tool kit for use in high schools nationally and internationally;
 - c. Develop a curriculum on climate change with a focus on specialty crop production, and elucidate the connection between human health, well-being and performance and the physical/outdoor environment.

All applicants must conduct their projects within the District of Columbia or directly benefit DC residents in a sustainable manner.

Examples of Acceptable Projects:

- A specialty crop organization requests funds to conduct a “Buy Local Produce” advertising or promotional campaign that will benefit DC specialty crop producers.
- An organization requests funding to partner with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the District.

- A nonprofit farming organization erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt their production methods.
- A university requests funds to prepare agricultural land on their property to lease out to local specialty crop farmers, who are given integrated pest management training by the university.

Examples of Unacceptable Projects:

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop/value-added product stand out at the local farmers market.
- A company that develops specialty crop/value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their crop at a roadside stand (note, specialty crops may be promoted, but specific branding for a company or product is not allowed).

Required Project Outcomes (New as of 2016)

Each project submitted in the State Plan **must** include at least one of the eight outcomes listed in the [SCBGP Evaluation Plan](#) and at least one of the indicators listed in the selected outcome(s). Please see the Evaluation plan for indicators. Applicants are required to determine for themselves which outcome and indicator is most relevant to their project. These 8 outcomes are as follows:

Outcome 1: Enhance the competitiveness of specialty crops through increased sales;

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

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

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

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

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

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

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

Restrictions and Limitations on Grant Funds

Awards will **NOT** be granted to entities whose projects benefit or assume profit for an individual organization, institution or person.

The acceptance of the approved project budget by CAUSES will constitute a binding spending plan. Any changes to that budget must have the prior approval of the grant administrator.

Funds awarded through this grant may only be used for allowable costs as stipulated and consistent with the provisions of the federal grant. This also means that the award support received from CAUSES may not exceed the allowable costs incurred by the recipient for those activities. Indirect costs are **NOT** allowed.

Additionally:

- Grant funds shall supplement the expenditure of state funds in support of specialty crops grown in that state, rather than replace state funds.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7321-7326).
- Development or participation in lobbying activities pursuant to 31 U.S.C. 1352 including costs of membership in organizations substantially engaged in lobbying are unallowable.
- **Capital expenditures** for general-purpose equipment, buildings and land are unallowable as direct and indirect charges.
 - Capital expenditures means expenditures for the acquisition cost of capital assets (i.e. equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset, including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatuses necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from, the acquisition cost in accordance with the governmental unit's regular accounting practices.
- **General purpose equipment** refers to equipment which is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.

- **Equipment** refers to an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000.
 - Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of UDC/AES.
 - Special purpose equipment means equipment used only for research, scientific, or other technical activities. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry.
- **Rental costs** of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

2019 Specialty Crops Block Grant Program – Farm Bill (2019 SCBGP-FB)

Review Criteria - Proposal will be evaluated within the following categories:

1. **Significance:** The proposal should identify and explain how it meets the Specialty Crop competitiveness mandate and the possible effects of the actions or research on concepts, methods, technologies, treatments, services or preventive interventions. **20 points**
2. **Approach:** The proposal should provide a framework, design, method, and analysis, which is well integrated, reasoned, and appropriate to the aims of the project. It is expected that the applicant will acknowledge potential problem areas and identify contingency approaches as necessary. **20 points**
3. **Research or Innovation:** The project proposal should be original and innovative. The activity or research should challenge existing paradigms or research, address a critical barrier, extend or develop and employ novel concepts, methodologies, or tools. **20 points**
4. **Environment:** The project environment and logistics should reasonably contribute to the probability of success. The proposal should adequately describe collaborative arrangements and any unique features of the action environment. **10 points**
5. **Leadership and organizational plan:** The proposal should describe the governance and organizational structure as well as specify the roles and responsibilities of key personnel. In addition, it should identify the expected outputs of external contractors. **5 points**
6. **Support Documentation:** The proposal should include letters of support, financial capability, reports of previous successful experience, resumes, and proof of good standing (non-debarment or suspension) within the federal system. **5 points**
7. **Clarity and conciseness:** The proposal should follow a logical model pathway that clearly defines the undertaking, the resources, the expected outputs, and the expected outcomes. **10 points**
8. **Budget and Narratives:** The budget narrative should explain in detail how the funds will be used for each category and segregated from other funding sources. If using matching funds, matching fund sources should be elucidated clearly and be segregated from requested funds. **10 points**

Total Evaluative Points: 100

SCBGP PROJECT PROFILE TEMPLATE

The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

PROJECT TITLE

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

DURATION OF PROJECT

Please use the project start/end dates listed in the RFP unless your project is necessarily *shorter*. Suggested dates are Feb 1, 2020-Jan 31, 2022. A 6-month extension will be available to those projects that require more time to finish their projects, but that request will only be available at the end of the planned project time.

Start Date:

Start Date

End Date:

End Date

PROJECT PARTNER AND SUMMARY

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

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

FOR EXAMPLE:

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

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS. WHY IS THE PROJECT IMPORTANT AND TIMELY?

- If any of the project activities or costs has the potential to enhance the competitiveness of non-specialty crops (ex: farmers market, buy local program, CSA etc.) describe the methods or processes you will implement to verify all grant funds are expended on activities and costs that only enhance the competitiveness of eligible specialty crops. If you propose a cost-share or match to cover non-specialty crop activities and costs, include the specific costs or contributions proposed to meet the cost-share or match, the source of funding or contributions, and describe how you determined the appropriate amount of cost-share or match.
- This section should address project significance to the environment and community, outline the methodological approach, framework, and design, and clarify the innovation and originality of your project (see review criteria for detail).

EXAMPLE

Many school children do not have access to healthy fruits and vegetables (ISSUE). The School Nutrition Association will subsidize installation of salad bars in 40 schools to increase access to nutritious fruits, vegetables and nuts in school breakfasts and lunches, which will then 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).

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

Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary. These objectives should reflect your overall project goals and are separate from the outcomes

Objective 1

Objective 2

Objective 3

Objective 4

Add other objectives as necessary

EXAMPLE: *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.*

PROJECT BENEFICIARIES

Please use the Project Purpose section above to describe WHO the beneficiaries are.

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

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

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

STATEMENT OF SOLELY ENHANCING SPECIALTY CROPS

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

CONTINUATION PROJECT INFORMATION

If your project is continuing the efforts of a previously funded SCBGP project, address the following:

(You do not need to fill this section out if this is a new project)

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

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

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

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

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

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

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

Yes

No

IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER FEDERAL OR STATE GRANT PROGRAM

Identify the federal or state grant program(s).

•

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

EXTERNAL PROJECT SUPPORT

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

As a *separate attachment* in your application, please include letters of support from other specialty crop stakeholders or supporting organizations. This is for District of Columbia review only and will not be forwarded to USDA.

EXPECTED MEASURABLE OUTCOMES

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

You must choose at least one of the eight outcomes listed in the [SCBGP Performance Measures](#), which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.

OUTCOME MEASURE(S)

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

- Outcome 1:** Enhance the competitiveness of specialty crops through increased sales (required for marketing projects)
- Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption
- Outcome 3:** Enhance the competitiveness of specialty crops through increased access
- Outcome 4:** Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources
- Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems
- Outcome 6:** Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety
- Outcome 7:** Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources
- Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

OUTCOME INDICATOR(S)

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

FOR EXAMPLE:

Outcome 2, Indicator 1.a.

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

MISCELLANEOUS OUTCOME MEASURE

*In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS. Due to the more stringent requirements from USDA AMS, **projects only containing Miscellaneous Outcome Measures and not approved outcomes 1-6 will NOT be considered for funding by the District of Columbia.***

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

- Explain how you will collect the required data to report on the outcome and indicator in the space below.
- Provide your PERFORMANCE MONITORING PLAN. How will you monitor your progress toward achieving each Objective and Measurable Outcome?
- What are your data sources for monitoring performance? For example, will you conduct surveys or use questionnaires?
- How will you collect the required data? Be sure to include the frequency of your data collection.
- Describe how you will share the results of the project with specialty crop growers and other interested specialty crop stakeholders.

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the state department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.6 Funding Restrictions prior to developing their budget narrative. **Remember, indirect costs are NOT allowed for District of Columbia applications. Please review the [SCBGP Request for Applications](#) section 4.7.1 Limit on Administration Costs for guidance about what expenses count as indirect costs**

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

Total Budget	
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PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. See the [Request for Applications](#) section 4.6.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.6.1 for further guidance.

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

Personnel Subtotal	
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PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Each activity should move forward the previously outlined objectives. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary. Personnel are **NOT** contracted workers and should only be people on your organization's payroll.

Personnel 1:

Personnel 2:

Personnel 3:

Add other Personnel as necessary

FRINGE BENEFITS

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

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

Fringe Subtotal	
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TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the [Request for Applications](#) section 4.6.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

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

Travel Subtotal	
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TRAVEL JUSTIFICATION

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. If the trip is a recurrent event (i.e. gas mileage covering multiple trips to and from a project site), please label the trip as "recurrent" and add clarity in the description. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

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

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

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

Add other trips as necessary

CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be

adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.

EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the [Request for Applications](#) section 4.6.2 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance.

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See [Request for Applications](#) section 4.6.2 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

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

Equipment Subtotal	
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EQUIPMENT JUSTIFICATION

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

Equipment 1:

Equipment 2:

Equipment 3:

Add other equipment as necessary

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and solely enhance the competitiveness of specialty crops. USDA and UDC CAUSES understands that supplies are a fluid need that may change at a moment's notice. Please be as specific as possible about the purpose of requested supplies and estimate costs and per unit cost as best as possible for your project. See [Request for Applications](#) section 4.6.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

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

Supplies Subtotal	
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SUPPLIES JUSTIFICATION

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

CONTRACTUAL/CONSULTANT

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

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide an itemized budget (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification. If indirect costs are/will be included in the contract, include the indirect cost rate used. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

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

Contractual/Consultant Subtotal	
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CONTRACTUAL JUSTIFICATION

Describe the project activities each contractor or consultant will accomplish to meet the objectives and outcomes of the project. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Contractor/Consultant 1:

Contractor/Consultant 2:

Contractor/Consultant 3:

Add other contractors/consultants as necessary

CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable state and local laws and regulations and conform to the federal laws and standards identified in [2 CFR Part 200.317 through.326](#), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.

OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection. Participant costs, like stipends, awards, or costs of training courses should also be included here.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See [Request for Applications](#) section 4.6.2 Allowable and Unallowable Costs and Activities, Meals for further guidance.

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

Other Subtotal	
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OTHER JUSTIFICATION

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

PROGRAM INCOME

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

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

Program Income Total	
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About the University of the District of Columbia

An HBCU, urban land-grant, and the only public university in the nation's capital, the University of the District of Columbia is committed to a broad mission of education, research and community service. Established by abolitionist Myrtilla Miner in 1851, the University of DC offers Associate's, Bachelor's and Master's Degrees and a host of workplace development services designed to create opportunities for student success. The University is comprised of the [College of Agriculture, Urban Sustainability and Environmental Sciences](#); [College of Arts and Sciences](#); [School of Business and Public Administration](#); [School of Engineering and Applied Sciences](#); a [Community College](#); and the [David A. Clarke School of Law](#). To learn more, visit www.udc.edu. The University of the District of Columbia is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. For a full version of the University's EO Policy Statement, please visit: http://www.udc.edu/equal_opportunity. The University of the District of Columbia is accredited by the Middle States Commission on Higher Education - 3624 Market Street - Philadelphia, PA 19104 - 267.284.5000.

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