



Specialty Crop Block Grant

Assistance Listing Number 10.170

2025 Request for Proposals

Applications due by 4 p.m. Central Time (CT) on March 19, 2025

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

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Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the 2025 Specialty Crop Block Grant (SCBG) program. SCBG funds projects that will increase the competitiveness of Minnesota-grown specialty crops in either domestic or foreign markets. Funding for this program is made available through the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS).

The USDA defines specialty crops as fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture). Feed crops, food grains, livestock, dairy products, seafood products and oil seed crops are **not** eligible. See the detailed [USDA list of eligible specialty crops \(PDF\)](#) for more information.

SCBG is authorized under section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. Section 1621 note) and amended under section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-343 (the Farm Bill). **Note: Due to recent Executive Orders, federal funding may be reduced or cancelled. Publishing this request for proposals (RFP) does not commit the state to awarding any federal funds.**

Funding availability

The MDA anticipates awarding approximately \$1.25 million using a competitive review process. Project funding is contingent on USDA AMS making funds available to the MDA. The maximum award is \$125,000 and the minimum award is \$25,000. We expect 12 to 15 grants will be awarded, but the final number depends on the size of awards. There is no matching requirement.

We anticipate that grant contract agreements will be effective from November 2025 through April 2028; they may be extended through September 29, 2028.

Timeline and deadlines

- January 2025 Application period begins.
- March 12, 2025, 4 p.m. CT Deadline to ask questions.
- March 19, 2025, 4 p.m. CT Applications due.
- March to April 2025 MDA review.
- Mid-April 2025 Applicants notified of provisional approval and denial.
- Summer 2025 USDA review.
- Fall 2025 Applicants notified of decisions; grant contract agreement negotiations begin.
- November 1, 2025 Anticipated project start date.
- April 30, 2028 Planned project end date.
- September 29, 2028 Latest project end date.

How to apply

- If your organization doesn't have a federal Unique Entity ID (UEI), request one through the [System for Award Management \(SAM.gov\)](#). Do this early in the application process.
 - This 12-character, alphanumeric value is different from a social security number (SSN) or employer identification number (EIN).
 - Because SCBG are federal subawards, you don't need to complete a full registration for your entity – you only need to request the UEI, which is free.
 - Watch this video, [Get a Unique Entity ID in SAM.gov](#), for step-by-step instructions. Contact us if you need help.
- Go to the [MDA online application system](#).
 - If you're a new user, first create an account.
 - Once you're logged in, select "2025 Specialty Crop Block Grant."
- Complete your application by **4 p.m. CT on Wednesday, March 19, 2025**.
 - We won't accept late applications. It's your responsibility to ensure we receive the application before the deadline.
 - It's best practice to submit your application at least 24 hours in advance so there's enough time to get help. We're not responsible for any technical or logistical problems that result in a late submission.

How to ask questions

- Email your questions to MDA.AGRIGrants@state.mn.us before **4 p.m. CT on March 12, 2025**.
 - Include "2025 SCBG question" in the subject line.
 - We will post answers on the [SCBG Questions and Answers page](#).
- For technical assistance with the online application system, call the Grants Line at 651-201-6500.

Tips for applicants

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a deep understanding of your specific industry, organization, or project.
- Include just one to three clear objectives rather than trying to accomplish too much. Simple projects with only a few clear objectives tend to work better.
- Make sure your budget is realistic and includes only eligible items. Include a detailed budget that clearly explains how the money will be spent. More detail is better than less.
- Review the online application as well as the [Project Evaluation Profile](#) included in this document.

Grant Eligibility and Priorities

Eligible applicants

Nonprofit organizations, producer organizations, government agencies, universities, and other organizations involved in Minnesota agriculture are eligible to apply. Proposals may involve collaborations or partnerships between producers, industry, academia, or agricultural organizations. Applicants may cooperate with another public or private organization but it is not required. Applicants may submit more than one application but may be asked to prioritize those projects.

Projects proposed by individual producers, for-profit businesses, or commercial entities are eligible only if they demonstrate a significant benefit to the broader specialty crop industry. Projects proposed by such applicants must provide knowledge that is transferable to other entities and incorporate a clear plan for disseminating the results of their research, production methods, etc., to provide value to the specialty crop industry at large.

Eligible projects

A project is a set of interrelated tasks with a cohesive overarching goal that the applicant wants to accomplish through a series of individual activities or tasks. It follows a planned, organized approach over a fixed time period and within specific limitations (e.g., cost, resources specific to project, performance, etc.).

Projects must enhance the competitiveness of specialty crops, by addressing one of these means:

- Leveraging efforts to market and promote specialty crops;
- Assisting producers with research and development relevant to specialty crops;
- Expanding availability and access to specialty crops; or
- Addressing local, regional, and national challenges confronting specialty crop producers.

Projects should focus on benefiting the competitiveness of specialty crops that are or will be grown in Minnesota.

We encourage applications that benefit smaller farms and ranches, new and beginning farmers and ranchers, underserved producers, veteran producers, and underserved communities. An Underserved Farmer or Rancher is a farmer or rancher who is a member of an Underserved Group. An Underserved 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.

Each project is required to demonstrate external support from specialty crop stakeholders, including specialty crop growers, grower-level groups, processors, and distributors. Applications for grant funds should describe how the project potentially affects and produces measurable outcomes for the specialty crop industry or the public, who will benefit from the project, and how project results and outcomes will be evaluated. Projects that address problems or opportunities that cross state boundaries are eligible.

Applicants requesting funds for a previously funded SCBG should indicate how the project complements and further advances the competitiveness of the specialty crop market sector and does not duplicate previous work. Ongoing projects must also list the specialty crop stakeholders, other than those involved in the project, who support the continuation of the project.

Projects that solely benefit a particular commercial product; provide a profit to a single organization, institution, or individual; or result in unfair competition with private companies that provide equivalent products or services are not allowed and will not be awarded.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

We are prioritizing proposals that address the following priorities:

- Improving distribution systems, promotion, and marketing of specialty crops.
- Increasing child and adult nutrition knowledge and consumption of specialty crops.
- Researching and developing techniques that focus on pest and disease control and prevention.
- Developing new or improved specialty crop seed or plant varieties.
- Researching and developing techniques to improve sustainable production of specialty crops and environmental outcomes.
- Improving food safety and compliance with food safety standards and requirements across the specialty crop supply chain.

In addition, we are prioritizing projects that benefit beginning farmers. A beginning farmer is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.

Eligible expenses

The categories of allowable expenses include:

- Personnel and fringe costs
- Travel
- Equipment (rental or purchase, with exceptions)
- Supplies
- Contractual costs
- Other costs (such as rental costs or costs associated with project evaluation)

Within each of the expense categories, there are exceptions and limitations to what is an allowable or unallowable cost. Regardless of the category, all costs must be reasonable, necessary, justifiable, and directly tied to your project. We encourage applicants to review the [AMS 2024 General Terms and Conditions Updated \(PDF\)](#), Section 8.0, when determining if a specific cost may or may not be eligible.

All project costs must be associated with and needed to conduct approved project activities and be allowable as described in the most recent AMS 2024 General Terms and Conditions Updated. State, local, or Native American tribal governments, nonprofit organizations, colleges, and universities can find further guidance on cost principles in [2 Code of Federal Regulations \(CFR\) 200 Subpart E](#). For-profit organizations can find further guidance in [48 CFR Subpart 31.2](#). You can also contact the program coordinator with questions about eligible expenses.

Ineligible project expenses

Ineligible expenses include, but are not limited to:

- Costs considered unallowable in AMS 2024 General Terms and Conditions Updated.
- Costs incurred prior to the start date on the executed grant contract agreement, or those incurred after the expiration of the grant contract agreement.
- Costs associated with preparing the application.
- Indirect costs, except MDA projects.
- Expenses that have been or will be reimbursed under any federal, state, or local government funding. Projects which have already received funding from another federal grant or subaward programs may not receive funding for the same activities and expenses (i.e., no “double-dipping”). However, SCBG funds may be used to build on the successes of prior funding to fund subsequent activities.
- Business startup or farm expansion costs.
- Capital expenditures for general purpose equipment, buildings, and land.
- Construction and renovation of buildings and structures.
- Costs for projects that will disparage the mission, goals, or actions of another organization.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Lobbying, political, and other governmental activities.
- Entertainment and alcohol (alcoholic beverage expenses are allowed only when the costs are associated with enhancing the competitiveness of wine grapes and when prior approval is given by the MDA).
- Fines, penalties, or other settlement expense resulting from failure of the applicant to follow federal, state, local, or tribal laws and regulations.
- Political activities in accordance with provisions of the Hatch Act ([5 United States Code 1501-1508](#) and [7324-7326](#)).

Program income

SCBG projects occasionally result in the grantee generating income through the grant-supported activity or earned only because of the grant contract agreement during the grant period of performance. This includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (including 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. Program income earned during an active agreement must be re-invested into the project and used to further the objectives, and it does not have to “offset” any awarded or allocated SCBG funds.

Application Review

Process

All eligible applications will be reviewed by MDA staff and external reviewers based on the criteria in the evaluation profile. External reviewers may include growers, private industry members, university faculty or staff, public agency staff, and representatives from nonprofits who have interest and expertise in specialty crops, research, food marketing, or agricultural systems. The commissioner of agriculture reviews the recommendations and is responsible for finalizing the recommendations that will be forwarded to the USDA for final approval. Staff, reviewers, and the commissioner may use information like rural or urban location, geographic distribution, services to prioritized populations, applicant's history as a state grantee, and capacity to perform the work when making their decisions. All applicants will be notified after the MDA review process whether their proposal was or was not selected for submission to USDA.

Once conditionally approved applicants are notified, we will ask them to compile their project information into USDA's project profile template for inclusion in our state plan. Be prepared for a very short turnaround (a few days) to return the completed template to the MDA.

After USDA approves our state plan, we will notify successful applicants and request the documentation needed for risk assessment and to draft grant contract agreements. We expect to be able to notify awardees in September 2025 and to draft grant agreement documents in October, with the earliest projected project start date of November 1, 2025.

Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [Conflict of Interest Policy for State Grant-Making, 2022 \(Word\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicant or grantee will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Data privacy and trade secret notice

The information provided by an applicant will be used to assess the applicant's eligibility to receive a Specialty Crop Block Grant. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal

consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the [Minnesota Data Practices Act](#) as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except for data otherwise classified by law, including trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e., the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Liability

The MDA will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal, nor for any work performed prior to the formal execution of the contract.

Requirements for Projects Receiving Grant Funds

General compliance

Grantees must comply with all applicable federal and state laws and regulations and the AMS 2024 General Terms and Conditions Updated.

Financial management

Grantees must follow the general procurement standards in [2 CFR 200.318](#) and use their own documented procurement procedures which reflect applicable state and local laws and regulations, provided that the requirements conform to applicable federal law and the standards found in [2 CFR 200.302-326](#). Grantees will be required to abide by the state's bidding requirements for larger purchases (over \$10,000). See a list of the [state's bidding requirements](#) for details.

Grantees must have adequate internal controls to assure that federal grant funds are kept separate from other grant funds and general organization expenses and income and has a process for approving expenditures as described in [2 CFR 200.303](#).

Grantees must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

Grantees must not make subawards or contract with vendors who are included in [Minnesota's Suspended/Debarred Vendor Report](#). Grantees must also verify that subrecipients have registered in SAM.gov and have maintained an active account.

Pre-award risk assessment

Under [Policy 08-06: Policy on Pre-Award Risk Assessment for Potential Grantees \(PDF\)](#), the MDA is required to complete a pre-award risk assessment of grantees selected to receive a grant award of \$50,000 or greater. Applicants will be asked to submit documents relevant to their entity.

If the MDA determines that the awardee has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

Applicant should be prepared to provide the following information based on their organizational structure.

For-profit businesses

- A description of your business' capacity to complete the project; this includes your current staffing, budget, and previous experience performing similar work. You will also need to indicate if your business has received any grants from the Minnesota Department of Agriculture in the last five years.
- A copy of the business' two most recent years of federal and state tax returns. If the business has not been in business long enough to have a tax return, then they must submit alternative documents, including documentation of internal controls.
- Financial statements including, annual balance sheets, income statements, and statements of cashflows, for the two most recent years. If the business has not been in existence long enough, financial statements for the periods that are available, and/or pro forma financial projections for at least a two-year period can be accepted.
- Confirmation that the business entity is not under bankruptcy proceedings and disclosure of any liens on assets.
- Confirmation that the business is in good standing with the Office of the Secretary of State.
- Confirmation that none of its current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

Nonprofit organizations

- A description of your organization's capacity to complete the project; this includes your current staffing, budget, and previous experience performing similar work. You will also need to indicate if your organization has received any grants from the MDA in the last five years.
- A copy of the non-profit's two most recent Internal Revenue Service Forms Form 990 or 990-EZ. If the non-profit has not been in existence long enough or is not required to file Form 990 or Form 990-EZ, then they must submit the following information:
 - Proof of its tax-exempt status
 - Board-reviewed financial statements for the two most recent business years, or for new organizations, actual financial statements for the periods that are available and pro forma financial projections for at least a two-year period.
 - Documentation of its internal controls
- The two most recent certified financial audits if required to complete one under [MINN.STAT. 309.53, Subd. 3.](#)
- Confirmation that it is in good standing with the Office of the Secretary of State.
- Confirmation that none of its current board members or staff with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

Political subdivisions

- A description of your entity's capacity to complete the project; this includes your current staffing, budget, and previous experience performing similar work. You will also need to indicate if your entity has received any grants from the Minnesota Department of Agriculture in the last five years.
- Confirmation that none of its current public officials, board members, or staff with authority to access grant funds have been convicted of a felony financial crime in the last ten years.

Grant contract agreement

Grant contract agreement templates are available for review on the [Office of Grants Management Forms and FAQs](#) webpage.

Upon approval of an application, completion of the pre-award risk assessment, and before beginning work on the grant project(s) and receiving reimbursements, the applicant must:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is still correct.
- Submit other required documentation within 30 days of award notification.
- Sign a grant contract agreement showing their intention to complete the proposed tasks. This agreement must be signed within 30 days of being sent to the grantee.

Some changes may become necessary during your project. These include moving funds between cost items or activities, purchasing an item not listed in the approved budget, or changes in key personnel or personnel time devoted to the project. Changes that alter the scope, objectives, or outcomes of a project require prior approval by the MDA and USDA and require an amendment to the contract.

Reporting requirements and payments

To receive a payment, the grantee must submit requests for reimbursement. Requests need to include an itemized invoice, along with financial reports from your financial accounting system (including payroll), supporting documentation, and a progress report.

There are three types of progress reports:

- Interim reports are brief progress reports attached to each payment request in between annual reports.
- Annual performance reports describe activities done to accomplish the project objectives and collect data on outcomes and are required for the reporting period that ends on September 29 of each year of the grant agreement.
- Final performance reports describe the activities performed and accomplishments made to assist in fulfillment of the project's objectives, outcomes, and indicators; the impact the accomplishments had on the project's beneficiaries; and quantifiable results for each outcome or indicator. Any corrective actions or project changes conducted to overcome challenges or developments and lessons learned are also explained in this report. The final report will be posted to the USDA website to share project findings with federal and state agencies and with the public. The MDA will post links to project publications and results on the SCBG website.

All reports must be submitted in a format specified by the MDA. Grantees who do not submit reports on time or submit incomplete reports may be required to return previously disbursed funds and may be removed from consideration for future funding. The MDA reserves the rights to modify reporting requirements during the project and to conduct additional follow-up surveys of funding projects to determine long-term impacts of the program.

Reports will be required according to the following schedule:

| Due Date | Date Range | Type of Progress Report |
|-------------------|---|------------------------------|
| April 30, 2026 | Contract Effective Date – March 31, 2026 | Interim |
| November 15, 2026 | April 1, 2026 – September 30, 2026 | Annual Performance |
| April 30, 2027 | October 1, 2027 – March 31, 2027 | Interim |
| November 15, 2027 | April 1, 2026 – September 30, 2027 | Annual Performance |
| April 30, 2028 | October 1, 2026 – March 31, 2028, or end date | Interim or Final Performance |
| November 15, 2028 | April 1, 2027 – September 29, 2028, or end date | Final Performance |

Note: Grantees must submit a final performance report within 60 days of their grant agreement end date.

If needed by the grantee or required by the MDA, an interim financial report with supporting documentation and interim progress report may be submitted for the report periods: April 1 to June 30 and October 1 to December 30 of each year within the grant contract term. Submission due dates are 30 days after the end of the interim report period.

The MDA may retain up to 10% of the total award pending receipt of an acceptable and timely final report, in a format specified by the MDA.

Monitoring

The MDA monitors grantees to ensure that work is progressing within the required time frame, outcome data is being collected, and that fiscal procedures are followed accurately and appropriately. Monitoring can include review and discussion of financial and program information via phone and email (called “desk audits”), as well as site visits.

Matching funds

There is no matching requirement.

Federal compliance requirements

Grant recipients are required to comply with all applicable provisions of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and the USDA AMS General Terms and Conditions, including all applicable federal statutes and regulations within.

Record retention and audits

Grantees must maintain a project file containing all records of correspondence with the MDA, receipts, invoices, records of payments, payroll records, and copies of all reports and documents associated with the project. Upon request by state or federal agencies, the grantee shall produce a legible copy of any or all such records. The grantee’s books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the state granting agency, the Department of Administration, and either the legislative auditor or the state auditor, as appropriate ([MINN. STAT. 16B.98, Subd. 8](#)). The grantee is responsible for the retention of documents and records relevant to the grant. This requirement will last for a minimum of six years from the grant agreement end date with receipt and

approval of all final reports, or the required period of time to satisfy all state and program retention requirements in [2 CFR 200.334](#), whichever is later.

All grantees (other than federal agencies and for-profit businesses) are responsible to comply with [2 CFR 200 Subpart F – Audit Requirements](#). The standards require any grantee that expends \$750,000 or more in federal awards during their fiscal year to have a single or program-specific audit conducted for that year. All auditees are to submit their audit reports directly to the [Federal Audit Clearinghouse](#).

Civil rights

The Minnesota Department of Human Rights enforces the state human rights law that prohibits discrimination in public services because of race, color, creed, religion, national origin, disability, sex, sexual orientation, or public assistance status. For more information or to file a complaint, contact:

Minnesota Department of Human Rights
Freeman Building, 625 North Robert Street
St. Paul, MN 55155
651-539-1100 (voice)
800-657-3704 (toll free)
711 or 800-627-3529 (MN Relay)
651-296-9042 (fax)
Info.MDHR@state.mn.us (email)
<https://mn.gov/mdhr/> (website)

Affirmative action and non-discrimination policies

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

Voter registration requirement

The grantee will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).

2025 Evaluation Profile

| Evaluation criteria | Maximum score |
|---|---------------|
| <p>Potential impact Does the project have the potential to have a significant impact on the competitiveness of a specialty crop industry or segment in Minnesota? How well will the project accomplish the purpose of the SCBG program? Is the proposal well organized and does it clearly explain how the project will achieve its proposed goals?</p> | 15 |
| <p>Project purpose How well does the applicant define the need for and purpose of the project? Are the objectives clear and appropriate for this grant program? Is the project purpose important and timely?</p> | 15 |
| <p>Funding priorities How well does the proposal address one or more of these funding priorities?</p> <ul style="list-style-type: none"> • Improving distribution systems, promotion, and marketing of specialty crops. • Increasing child and adult nutrition knowledge and consumption of specialty crops. • Researching and developing techniques that focus on pest and disease control and prevention. • Developing new or improved specialty crop seed or plant varieties. • Researching and developing techniques to improve sustainable production of specialty crops and environmental outcomes. • Improving food safety and compliance with food safety standards and requirements across the specialty crop supply chain. | 10 |
| <p>Project beneficiaries and external project support Will the project meaningfully impact a significant number of beneficiaries? Are effective letters of support from stakeholders (growers, grower organizations, processors, and distributors) included in the proposal? Is the project likely to succeed in serving these beneficiaries?</p> | 15 |
| <p>Benefit beginning farmers Does this project have the potential to benefit beginning farmers? Has the applicant provided evidence of this?</p> | 5 |
| <p>Measurable outcomes and indicators Does the project include at least one outcome and indicator that measures the project’s achievements? Is each indicator relevant and achievable within project period? Is there a good plan for collecting data to report on each outcome and indicator?</p> | 15 |
| <p>Budget and narrative Is the total grant amount requested reasonable and appropriate? Are line items reasonable and appropriate, including compensation and personnel rates? Does the budget narrative adequately explain and justify each budget line item?</p> | 15 |
| <p>Personnel and contractual responsibilities Does the applicant adequately describe each activity needed to accomplish the goals and purposes of the project? Do they state when those activities are taking place and who is responsible for each? Does the plan make sense?</p> | 10 |
| <p>Maximum points</p> | 100 |

Application Questions

These questions are provided for your convenience. You will answer these questions in the MDA's online application system. Application information will be used to complete your project profile that will be submitted to USDA.

Answer all questions completely within the specified character limits.

Contact information

(Part of registration in the online application system)

- Name of organization
- Name of contact person
- Phone
- Email address
- Address
- City
- State
- Zip

Background

- Project title
- Principal investigator (PI) name, title, phone number, email address
- Authorized signer name, title, phone number, email address
- Industry sector(s) or specific specialty crop(s) targeted (e.g., tree fruit: apples)
- Grant amount requested
- Project start date
- Project end date
- Unique Entity ID (UEI)

Overview

Confirm that the following statements apply to your organization. You must respond “Yes” to all the statements to be eligible to apply for this grant.

- The applicant is in good standing with the State of Minnesota, does not owe the State of Minnesota any back taxes, has not defaulted on any State of Minnesota-backed financing in the last seven years, and is compliant with current state regulations.
- The applicant has an active registration with the Minnesota Secretary of State and will maintain one for the entirety of the grant period if awarded.
- The applicant, principals of the applicant organization, and others with access to grant funds have not been convicted of a financial crime such as theft, embezzlement, or forgery related to a state or federal grant contract agreement in the last 10 years.
- The applicant has a Unique Entity ID (UEI) and is eligible to receive federal funding.

Project 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:

- The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the Minnesota Department of Agriculture to lead and execute the project;
- The project's purpose, deliverables, and expected outcomes; and
- A description of the general tasks/activities to be completed during the project period to fulfill this goal.

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. Explain how this project is timely and will enhance the competitiveness of this specialty crop or industry. (5,000 characters, including spaces)

Project objectives

In the table, list each main objective that this project aims to achieve on its own line. Objectives must be realistic and achievable during the grant. You may list up to five objectives.

In the "Objective name" column provide a short title that summarizes each of your objectives, (e.g., Objective 1: Create Consumer Education Materials, Objective 2: Hold Grower Workshops, etc.). (250 characters per objective name, including spaces)

In the "Objective description" column list provide a very brief description of what you will accomplish and a general plan on what you will do to accomplish the objective within the time frame of the grant. (250 characters per description, including spaces)

| Objective name | Objective description |
|----------------|-----------------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

Project beneficiaries

List the number of people and organizations who will directly benefit from the project, including a one- to two-word descriptor for each type of beneficiary (e.g., 500 K-6 students, 20 hazelnut producers). (500 characters, including spaces)

Enter the total number of all beneficiaries (sum of all beneficiaries listed above).

Does this project directly benefit underserved farmers as defined in the Request for Proposals (RFP)? (Yes/No)

Does this project directly benefit beginning farmers as defined in the RFP? (Yes/No)

- If yes, describe how your project will directly benefit beginning farmers? (1,000 characters, including spaces)

Statement of enhancing specialty crops

By checking this box, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. See the detailed [USDA list of eligible specialty crops \(PDF\)](#) for more information.

Continuation and other federal and state support

Does this project continue the efforts of a previously funded Specialty Crop Block Grant (SCBG) project? (Yes/No)

- If yes,
 - Provide the award number(s) and project titles of related previously funded grants. (1,000 characters, including spaces)
 - Describe how this project will differ from and build on the previous efforts. (2,500 characters, including spaces)
 - Provide a summary of the outcomes of the previous efforts. (1,500 characters, including spaces)
 - Provide lessons learned on potential project improvements. What was previously learned from implementing this project, including potential improvements? (1,500 characters, including spaces)
 - How are lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes? (1,500 characters, including spaces)

Have you previously received any grants on related topics from the Minnesota Department of Agriculture, such as an AGRI Crop Research or AGRI Sustainable Ag Demonstration grant, for similar projects within the last five years? (Yes/No)

- If yes, briefly describe your previous grant project(s), including project title(s), date(s), amount(s) awarded, and funding source(s). (1,000 characters, including spaces)

The SCBG will not fund duplicative projects. Has this project been submitted to another grant program or is another grant program currently funding the project? (Yes/No)

- If yes,
 - Identify the federal or state grant program(s).
 - Describe how the SCBG project differs from or supplements the other grant program(s) efforts. (2,000 characters, including spaces)

Describe the likelihood of the project becoming self-sustaining and not being indefinitely dependent on grant funds. (1,500 characters, including spaces)

Project support

Describe the specialty crop stakeholders (e.g., growers, grower level groups, processors, and distributors) who support this project and why each stakeholder supports this project. (1,500 characters, including spaces)

Attach letters of support from specialty crop stakeholders. Stakeholder letters of support are not required but are part of the scoring criteria. Only letters that are signed and dated and provided prior to MDA’s application deadline will be considered by grant reviewers.

List all project partners and collaborators and provide a brief summary of each of their contributions to this project and a short description of their relevant abilities and qualifications. (3,500 characters, including spaces)

- A **partner or partnership** is a relationship involving close cooperation between parties having specified and joint rights and responsibilities in the management of the project.
- A **collaborator or collaboration** is a person or organization that cooperates with the applicant in the conduct of the project but is not immediately connected to the management of the project.

Affirm that each partner and collaborator listed understands their role and has indicated they are willing to participate and commit adequate time to this project.

Outcomes

In this section, you must select at least one outcome and provide a realistic and measurable numeric value for at least one of the indicators within that outcome. Enter numeric values for the indicator(s) that are relevant to your project. If there are multiple sub-indicators listed under the indicator, select and provide at least one sub-indicator. If none of the indicators under this outcome are relevant to your project, you should leave the section blank. You will be required to report the measures of each indicator chosen in annual and final reports. If none of the indicator(s) are relevant your project, a project-specific indicator(s) may be developed (Outcome 8), which is subject to approval by the USDA.

Outcome 1: Increasing consumption and consumer purchasing of specialty crops

| Outcome 1 indicators | Numeric value |
|---|---------------|
| 1.1 Total number of consumers who gained knowledge about specialty crops: | - |
| 1.1a Of the total number of consumers in 1.1, the number who are adults: | - |
| 1.1b Of the total number of consumers in 1.1, the number who are children: | - |
| 1.2 Total number of consumers who consumed more specialty crops: | - |
| 1.2a Of the total number of consumers in 1.2, the number who are adults: | - |
| 1.2b Of the total number of consumers in 1.2, the number who are children: | - |
| 1.3 Number of additional specialty crop customers counted: | - |
| 1.4 Number of additional business transactions executed: | - |
| 1.5 Increased sales measured in: | - |
| 1.5a Dollars: | - |
| 1.5b Percent change: | - |
| 1.5c Increased sales measured in a combination of volume/average price due to enhanced marketing: | - |

Outcome 2: Increasing access to specialty crops and expanding specialty crop production and distribution

| Outcome 2 indicators | Numeric value |
|---|----------------------|
| 2.1 Number of stakeholders that gained technical knowledge about producing, preparing, procuring, or accessing specialty crops: | - |
| 2.2 Number of stakeholders that reported producing, preparing, procuring, or accessing more specialty crops: | - |
| 2.3 Total number of market access points for specialty crops developed or expanded: | - |
| 2.3a Of the total access points in 2.3, number of new online portals created to sell specialty crops: | - |
| 2.3b Of the total access points in 2.3, number with expanded seasonal availability: | - |
| 2.3c Of the total access points in 2.3, number of existing market access points that expanded specialty crop offerings: | - |
| 2.3d Of the total access points in 2.3, number of new market access points that established specialty crop offerings: | - |
| 2.4 Number of stakeholders that gained knowledge about more efficient and effective distribution systems: | - |
| 2.5 Number of stakeholders that adopted best practices or new technologies to improve distribution systems: | - |
| 2.6 Total number of partnerships established between producers, distributors, or other relevant intermediaries related to distribution systems: | - |
| 2.6a Of the total number in 2.6, number formalized with written agreements (i.e., MOU's, signed contracts, etc.): | - |
| 2.6b Of the total number in 2.6, number of partnerships with underserved organizations: | - |
| 2.7 Total number of new and improved distribution systems developed. Of those, the number that: | - |
| 2.7a Of the total number in 2.7, number that stemmed from new partnerships: | - |
| 2.7b Of the total number in 2.7, number that increased efficiency: | - |
| 2.7c Of the total number in 2.7, number that reduced costs: | - |
| 2.7d Of the total number in 2.7, number that increased specialty crop grower participation: | - |
| 2.7e Of the total number in 2.7, number that expanded customer reach: | - |
| 2.7f Of the total number in 2.7, number that increased online presence: | - |
| 2.8 Total number of specialty crop-related jobs created or maintained: | - |
| 2.8a Of the total number in 2.8, number of jobs created: | - |
| 2.8b Of the total number in 2.8, number of jobs maintained: | - |
| 2.9 Total number of new individuals who went into specialty crop production as a result of marketing: | - |
| 2.9a Of the total number in 2.9, the number who are beginning farmers or ranchers: | - |
| 2.9b Of the total number in 2.9, the number who are socially disadvantaged farmers or ranchers: | - |
| 2.10 Number of market access points that reported increased: | - |
| 2.10a Revenue: | - |
| 2.10b Sales: | - |
| 2.10c Cost savings: | - |

Outcome 3: Increase food safety knowledge and processes

| Outcome 3 indicators | Numeric value |
|--|---------------|
| 3.1 Number of stakeholders that gained knowledge about prevention, detection, control, or intervention food safety practices, including relevant regulations to improve their ability to comply with the Food Safety Modernization Act (FSMA) or meet the standards for aligned third party food safety audits such as Harmonized GAP (Good Agricultural Practices): | - |
| 3.2 Number of stakeholders that: | - |
| 3.2a Established a food safety plan: | - |
| 3.2b Revised or updated their food safety plan: | - |
| 3.3 Number of specialty crop stakeholders who implemented new or improved prevention, detection, control, and intervention practices, tools, or technologies to mitigate food safety risks to improve their ability to comply with the FSMA or meet the standards for aligned third party food safety audits such as Harmonized GAP: | - |
| 3.4 Number of prevention, detection, control, or intervention practices developed or enhanced to mitigate food safety risks: | - |
| 3.5 Number of stakeholders that used grant funds to: | - |
| 3.5a Purchase food safety equipment: | - |
| 3.5b Upgrade food safety equipment: | - |

Outcome 4: Improve pest and disease control processes

| Outcome 4 indicators | Numeric value |
|---|---------------|
| 4.1 Number of stakeholders that gained knowledge about science-based tools to combat pests and diseases: | - |
| 4.2 Number of stakeholders that adopted pest and disease control best practices, technologies, or innovations: | - |
| 4.3 Number of stakeholders trained in early detection and rapid response practices to combat pests and diseases. Of those: | - |
| 4.3a As a result of training in 4.3, the number of additional acres managed using integrated pest management: | - |
| 4.4 Number of stakeholders that implemented new diagnostic systems, methods, or technologies for analyzing specialty crop pests and diseases: | - |
| 4.5 Total number of producers or processors that enhanced or maintained pest and disease control practices: | - |
| 4.5a Of the total number in 4.5, the number that reported reduction in product lost to pest and diseases: | - |
| 4.5b Of the total number in 4.5, the number that reported improved crop quality: | - |
| 4.5c Of the total number in 4.5, the number that reported reduction in labor costs: | - |
| 4.5d Of the total number in 4.5, the number that reported reduction in pesticide use: | - |
| 4.6 Number of producers or processors improving the efficiency of pest and disease control diagnostics and response testing: | - |
| 4.6a Of the total in 4.6, the number that reported improving efficiency by improving speed: | - |
| 4.6b Of the total in 4.6, the number that reported improving efficiency by improving reliability: | - |
| 4.6c Of the total in 4.6, the number that reported improving efficiency by expanding capability: | - |
| 4.6d Of the total in 4.6, the number that reported improving efficiency by increasing testing (i.e., survey work for pests): | - |

Outcome 5: Develop new seed varieties and specialty crops

| Outcome 5 indicators | Numeric value |
|--|----------------------|
| 5.1 Number of cultivar and variety trials conducted: | - |
| 5.1a Of the total in 5.1, the number that advanced to further stages of development: | - |
| 5.2 Number of cultivars and seed varieties developed: | - |
| 5.3 Number of cultivars and seed varieties released: | - |
| 5.4 Number of growers adopting new cultivars or varieties: | - |
| 5.5 Number of acres planted with new cultivars or varieties: | - |

Outcome 6: Expand specialty crop research and development

| Outcome 6 indicators | Numeric value |
|--|----------------------|
| 6.1 Number of research goals accomplished: | - |
| 6.2 For research conclusions, the number that: | - |
| 6.2a Yielded findings that supported continued research: | - |
| 6.2b Yielded findings that led to completion of study: | - |
| 6.2c Yielded findings that allow for implementation of new practice, process, or technology: | - |
| 6.3 Number of industry representatives and other stakeholders who engaged with research results: | - |
| 6.4 Total number of research outputs published to industry publications and academic journals: | - |
| 6.4a Of the total in 6.4, number of views or reads of published research and data: | - |
| 6.4b Of the total in 6.4, number of citations counted: | - |

Outcome 7: Improve environmental sustainability of specialty crops

| Outcome 7 indicators | Numeric value |
|--|----------------------|
| 7.1 Number of stakeholders that gained knowledge about environmental sustainability best practices, tools, or technologies: | - |
| 7.2 Number of stakeholders reported with an intent to adopt environmental sustainability best practices, tools, or technologies: | - |
| 7.3 Number of producers that adopted environmental best practices or tools: | - |
| 7.4 Number of new tools and technologies developed or enhanced to improve sustainability, conservation, or other environmental outcomes: | - |
| 7.5 Number of additional acres managed with sustainable practices, tools, or technologies: | - |
| 7.5a Of the total in 7.5, number that focused on water quality or conservation: | - |
| 7.5b Of the total in 7.5, number that focused on soil health: | - |
| 7.5c Of the total in 7.5, number that focused on biodiversity: | - |
| 7.5d Of the total in 7.5, number that focused on reduction in energy use: | - |
| 7.5e Of the total in 7.5, number that focused on other positive environmental outcomes: | - |
| 7.6 Number of additional acres established and maintained for the mutual benefit of pollinators and specialty crops: | - |

Outcome 8: Project specific indicator(s)

If the indicator(s) are not relevant to the project, a project-specific indicator(s) may be developed, which is subject to approval by the USDA.

| Outcome 8 indicator(s) | Numeric value |
|---|---------------|
| Indicator description (e.g., 8.1 Total number of culturally relevant recipes developed) | - |

Explain how the activities will support your selected outcomes. (1,500 characters, including spaces)

Explain how you will collect the required data to report on the results of each outcome and indicator. You may refer to the [USDA SCBG Program Performance Measures \(PDF\)](#) for data collection tips. (2,000 characters, including spaces)

Budget

Complete the budget tables and justifications.

Budget table

| Expense category | SCBG funds requested |
|------------------------------------|----------------------|
| Personnel – salaries | \$ |
| Personnel – fringe benefits | \$ |
| Travel | \$ |
| Equipment (over \$5,000) | \$ |
| Supplies | \$ |
| Contractual | \$ |
| Other | \$ |
| Total direct project costs | \$ |
| Indirect costs (MDA projects only) | \$ |
| Total SCBG project costs | \$ |

Budget narrative

In each budget table, you will be able to include up to 10 lines. You are not required to use every line.

Personnel – salaries and wages

List salary and wage costs for people employed by your organization whose time and effort can be specifically identified and easily and accurately traced to this project’s activities.

Personnel expenses are salaries, wages, and fringe benefits for the number of hours or proportion of time an employee devotes to the grant-supported project or program. Under the formally established policies of the organization, salaries, wages, and fringe benefits must be consistently applied, reasonable for the services rendered, and supported with adequate documentation, such as timesheets or payroll reports.

| Employee name and title | Level of effort (# of hours or % of full-time equivalents [FTE]) | Funds requested |
|---------------------------|--|-----------------|
| - | - | \$ |
| - | - | \$ |
| - | - | \$ |
| Personnel subtotal | - | \$ |

Personnel justification

By name/title, describe the activities each person will complete and approximately when they will occur. (2,000 characters, including spaces)

Personnel – fringe benefits

List fringe benefit rates (e.g., workers comp costs, insurance benefits, retirement benefits, etc.), in percentages, for each of the employees listed in the personnel budget and total grant funds requested for each employee’s fringe costs.

| Employee name and title | Fringe benefits rate | Funds requested |
|---------------------------------|----------------------|-----------------|
| - | % | \$ |
| - | % | \$ |
| - | % | \$ |
| Fringe benefits subtotal | - | \$ |

Travel

List costs for trips or grouping of trips that will be needed to conduct this project or to provide outreach or education on project outcomes.

Travel and subsistence expenses are limited to those allowed by formal organizational policy and may not exceed the amounts allowed in Chapter 15 of the current [Commissioner’s Plan](#), published by the Commissioner of Minnesota Management and Budget.

| Trip destination and description | Type of expense (e.g. airfare, car rental, hotel, etc.) | Unit of measure and number/cost per unit (e.g., 5 nights @\$120/night or 1 flight \$500/ticket) | Number of travelers claiming expense | Funds requested |
|----------------------------------|---|---|--------------------------------------|-----------------|
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| - | - | - | - | \$ |
| Travel subtotal | - | - | - | \$ |

Travel justification

For each trip listed, describe the purpose of each trip and how it will achieve the objectives and outcomes of the project. Include approximate date(s) of travel for each trip. (2,000 characters, including spaces)

By checking this box, I confirm that my organization’s established travel policies will be adhered to when completing the above mentioned trips in accordance with the Commissioner’s Plan and [2 CFR 200.474](#) or [48 CFR Subpart 31.2](#) as applicable.

Equipment

List costs for equipment that will be purchased or rented under the grant.

Equipment costs include purchase or rental of special-purpose equipment or rental of general-purpose equipment. Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000 per unit.

- Special purpose equipment is equipment used only for research, scientific, or technical activities of the grant award project. Rental costs and acquisition costs of special purpose equipment are allowable provided certain criteria are met, such as not being otherwise reasonably available and accessible (consult with the MDA program coordinator for further criteria).
- Only rental of general-purpose equipment is allowable, and the rental agreement must terminate at the end of the grant cycle. Rent-to-own agreements are not allowed. General purpose equipment means equipment that is not limited to technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
- Equipment is subject to the acquisition, use, management, and disposition requirements under [2 CFR 200.313](#).

| Equipment item description | Rental or purchase | Acquisition date | Funds requested |
|----------------------------|--------------------|------------------|-----------------|
| - | - | - | \$ |
| - | - | - | \$ |
| - | - | - | \$ |
| Equipment subtotal | - | - | \$ |

Equipment justification

For each equipment item listed above, describe how it will be used to accomplish the project’s objectives and outcomes(s). Be sure to address the allowability criteria for each equipment item as indicated in the [AMS 2024 General Terms and Conditions Updated \(PDF\)](#). (2,000 characters, including spaces).

Supplies

List costs for supplies that are necessary to the completion of your project.

Supplies are materials, supplies, and fabricated parts costing less than \$5,000 per unit. Computing devices (e.g., laptops, tablets, etc.), if the acquisition cost is less than \$5,000 and the item is essential to the performance of the grant project, are allowable.

| Supplies item description | Cost per unit | Number of units | Acquisition date | Funds requested |
|---------------------------|---------------|-----------------|------------------|-----------------|
| - | \$ | - | - | \$ |
| - | \$ | - | - | \$ |
| - | \$ | - | - | \$ |
| Supplies subtotal | \$ | - | - | \$ |

Supplies justification

Describe the purpose of the supplies listed in the table above and how it is necessary for the completion of the project's objective(s) and outcome(s). (2,000 characters, including spaces)

Contractual/consultant

List costs for work on the project that will be performed by individuals or organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.).

Contractual/consultant services are those performed by an individual or organization other than the applicant that is in a particular profession or with a special skill. These services are paid for through a subcontract.

- Compensation for contractor or consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Contractor hourly rates of pay may not exceed the salary of a [GS-15 step 10](#) federal employee in your area, without a justification for why the rate is higher (e.g., specialized consulting), which will be subject to USDA approval. This limit does not include fringe benefits, travel, or other expenses. Note that we do not allow indirect costs for contractors and consultants.
- Any subcontract must be a written agreement between the grantee and the third party. The contract must, as appropriate, state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor, including those required by [2 CFR 200.326](#) and other terms and conditions of the grant (these may be incorporated by reference); the maximum amount of money for which the grantee may become liable to the third party under the agreement; and the cost principles to be used in determining allowable costs in the case of cost-type contracts.

| Contractual name/organization | Hourly rate or flat rate | Rate value (e.g., \$45/hour) | Funds requested |
|--|--------------------------|------------------------------|-----------------|
| - | \$ | \$ | \$ |
| - | \$ | \$ | \$ |
| - | \$ | \$ | \$ |
| Contractual/consultant subtotal | - | - | \$ |

Contractual/consultant justification

For each contractual line item listed in your contractual budget describe how it is necessary to your project and how it will be used to achieve the objectives and outcomes of the project. You must also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include an estimated timeline for when the contractual work will be performed. If contractor hourly rates of pay exceed

the salary of a GS-15 step 10 federal employee in your area, provide a justification for why the rate is higher (e.g., specialized consulting). (2,000 characters, including spaces)

By checking this box, 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

List any costs not covered in any of the previous budget categories.

Other costs may include meetings and conferences; communications; rental expenses; advertisements; publication costs; data collection; and participant support costs, including stipends or gift cards to participants that complete a project survey or take part in a focus group. Meeting meals cannot be associated with entertainment nor included in a per diem travel cost.

| Other item description | Cost per unit | Number of units | Acquisition date | Funds requested |
|------------------------|---------------|-----------------|------------------|-----------------|
| - | \$ | - | - | \$ |
| - | \$ | - | - | \$ |
| - | \$ | - | - | \$ |
| Other subtotal | - | - | - | \$ |

Other justification

Describe the purpose of each item listed above and how it is necessary for the completion of the project's objective(s) and outcome(s). For meals, the costs must be reasonable and a justification must be included to show that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. (2,000 characters, including spaces).

Program income

List the program income you estimate will be generated from your grant project.

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 | Estimated program income |
|---------------------------------|--|--------------------------|
| - | - | \$ |
| - | - | \$ |
| - | - | \$ |
| Program income subtotal | - | \$ |

Additional attachments

Attach any additional budget information or documents to visualize your project design or supplement your narrative answers. Do not submit a budget document here instead of filling out the budget tables above.

Applicant certification

Authorization letter

If required by your organization, you may upload a letter stating you are authorized to submit an application for them (e.g., upload confirmation from University of Minnesota Sponsored Project Administration that you are authorized to submit applications).