



Washington
State Department of
Agriculture

Specialty Crop Block Grant Program

2018 Request for Concept Proposals

The Washington State Department of Agriculture (WSDA) is pleased to announce a competitive solicitation process to award USDA Specialty Crop Block Grant Program (SCBGP) funds for projects that enhance the competitiveness of Washington's specialty crops.

Grant Program Federal Requirements Fall Under [2 CFR 200](#)
Catalog of Federal Domestic Assistance 10.170

Release Date: January 4, 2018

Concept Proposals Due: February 5, 2018, 4:00 p.m. PST

No late submissions will be accepted.

*Washington State Department of Agriculture
Specialty Crop Block Grant Program
Leisa Schumaker, Grant Administrator
PO Box 42560
Olympia, WA 98504
(360) 902-2091
specialtycrop@agr.wa.gov*

Table of Contents

Purpose.....	Page 3
Timeline.....	Page 3
Funding & Duration.....	Page 3
Eligibility Requirements.....	Page 3
General Requirements.....	Page 4
Application Process Overview.....	Page 6
Concept Proposal Selection Process.....	Page 6
Concept Proposal Scoring Criteria.....	Page 7
Multi-State Projects.....	Page 7
Funding Priorities & Categories.....	Page 7
Questions & Assistance.....	Page 10
Request for Reconsideration.....	Page 10
How to Apply.....	Page 11
Concept Proposal Application Instructions.....	Page 12
Appendix A: Additional Guidance/Allowable-Unallowable Costs.....	Page 16
Appendix B: Frequently asked Questions.....	Page 24
Appendix C: Expected Measurable Outcomes Supplement.....	Page 27

PURPOSE

For the Washington State Department of Agriculture (WSDA) to administer a competitive solicitation process to award 2018 Specialty Crop Block Grant Program (SCBGP) funds for proposals that enhance the competitiveness of Washington State's specialty crops.

Specialty crops are defined by the United States Department of Agriculture (USDA) as fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture). Please visit the USDA website at www.ams.usda.gov/scbgp to view a comprehensive list of eligible specialty crops and ineligible commodities under the SCBGP.

TIMELINE (subject to change)

Phase I Concept Proposal	Request for Concept Proposals Released by WSDA	January 4, 2018
	Concept Proposals Due	February 5, 2018, 4:00pm PST
	Notifications to Applicants	February, 2018
Phase II Full Proposal	Request for Grant Proposals Released (by invitation only)	February 23, 2018
	Full Proposals Due	March 19, 2018, 4:00pm PST
	Notification to Applicants	April, 2018
	WSDA Application Due to USDA for Approval	May, 2018
Grant Award	USDA to Announce Awards	September-October, 2018

FUNDING AND DURATION

WSDA anticipates receiving approximately \$4.1 million to award to projects solely enhancing the competitiveness of Washington's specialty crops. Grant amounts range from \$25,000 to \$250,000. WSDA reserves the right to increase or decrease the requested grant amount. The maximum grant period for each award is three (3) years. The projects will start no earlier than September 30, 2018 and end no later than September 29, 2021.

ELIGIBILITY REQUIREMENTS

Non-profit and for-profit organizations; local, state, federal government entities, including tribal governments; and public or private colleges and universities are eligible to apply. There is no limit as to the number of concept proposals submitted.

- The project must clearly and directly impact Washington state specialty crop producers or processors. *Eligible organizations include industry associations; producer groups; commodity commissions; non-profit organizations; for-profit organizations; local, state and federal government entities; and educational institutions.*
- The SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution or individual. This means that the program will not provide funds to start or expand a farm or other business venture.
- Projects must *solely* enhance the competitiveness of specialty crops. Consider carefully whether your project is likely to have benefit to non-specialty crops. If so, the project is not likely to be funded.
- Funding requests must fall between \$25,000 and \$250,000 per project.

GENERAL REQUIREMENTS

DUNS

A DUNS # will be required if the applicant is invited to submit a full grant proposal. A DUNS number is a unique number established and assigned by Dun and Bradstreet, Inc. (D&B) to identify organizations.

Potential applicants and sub-applicants may acquire a DUNS number at no cost online at

<http://fedgov.dnb.com/webform>. This process should take 1-2 business days. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select option 2, then option 1)

Monday – Friday 7 a.m. to 8 p.m., CST

System for Award Management

To receive an award under the SCBGP, 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). SAM registration must be updated annually and be active and maintained with current information at all times during which the state department of agriculture has an active award or an application under consideration.

The e-Business POC authorizes individuals to submit grant and cooperative agreement applications on behalf of the organization and creates a special password called a Marketing Partner ID Number (M-PIN) to verify individuals authorized to submit grant applications for the organization.

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

Delinquency on Federal Debt

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a Federal grant. Applicants are required to indicate in their applications (on the [SF-424](#) “Application for Federal Assistance”) if they are delinquent on any Federal debt. If the applicant discloses a delinquency, the SCBGP may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a SCBGP grant until the judgment is paid in full or is otherwise satisfied. No funds may be rebudgeted following an award to pay such an individual. The Federal Agency will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

Debarment and Suspension

Regulations published in [2 CFR part 180](#) and [2 CFR part 417](#) describe the government-wide debarment and suspension requirements for non-procurement programs and activities. “Non-procurement” transactions include, among other things, grant agreements. SCBGP implements these regulations as a term and condition of award. State department of agriculture recipients must check the System for Award Management located at <https://www.sam.gov/portal/public/SAM/> prior to entering into a “lower-tier” transaction. “Lower tier” transactions include contracts (including individual consultants) under grants (where the contract requires the provision of goods or services that will equal or exceed \$25,000) and all sub awards.

SAM is a centrally maintained government-wide database that includes the names of organizations and individuals that have been debarred, suspended, declared ineligible, or been voluntarily excluded; the reasons for that status; and the duration of that status. You can search exclusion records on SAM at www.sam.gov to identify those parties excluded from receiving federal funds. The State department of agriculture must document the results of the search and must disclose unfavorable information to the SCBGP before awarding funds. The SCBGP will consider the information as part of the determination of whether the State department of agriculture may award funds to that particular sub-applicant.

Matching Funds and In-Kind Contributions

Matching funds or in-kind contributions are **not required**, but are strongly encouraged. There is no preference for a cash or in-kind match. Applicants are encouraged to develop these partnerships now and provide an estimated match. If invited to submit a Grant Proposal, documentation for any matching funds will be **required**.

Ongoing Projects/Sustainable Funding

If the project is a continuation of a previously-funded project and is of an ongoing nature, a plan for sustainable funding will be **required** if invited to submit a Grant Proposal. SCBGP funds are not intended to support projects indefinitely.

Indirect Costs

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

Indirect costs, including administrative overhead, are **not allowed** as part of your grant request. Indirect costs (also known as "facilities and administrative costs") are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Below are typical indirect costs for specific types of organizations. The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate where all of the following conditions are met:

- Administrative or clerical services are integral to a project or activity
- Individuals involved can be specifically identified with the project or activity
- Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency
- The costs are not also recovered as indirect costs

The following are considered indirect and should not be included in the Budget as direct costs:

- Information technology services
- Rent
- Utilities and internet service
- Telephone service (mobile and land-line)
- General office supplies
- Insurance
- Maintenance

Bibliography and References Cited (Research Projects Only)

If invited to submit a Grant Proposal all applicants submitting a research project will be required to provide a bibliography of any references cited in their proposal. The Bibliography and References Cited should be

uploaded to Fluidreview. Each reference should include names, article and journal title, book title, volume number, page numbers and year of publication.

Grant Management

Award Recipients will sign a Grant Agreement with WSDA and must follow all applicable federal and state rules and regulations, including those for insurance coverage, procurement practices, and accounting procedures. In addition, recipients will submit detailed performance reports quarterly, annually, and at project completion; must keep thorough records; and closely monitor the project against expected outcomes. ***Failure to properly manage a grant award may result in the obligation to repay grant funds and/or exclusion from future grant opportunities.***

Reimbursement of Grant Funds

Grant funds will be paid to recipients for approved expenditures on a ***reimbursement basis***. Grant recipients must have the financial capability to pay project costs up-front, and may not request reimbursement more frequently than monthly.

APPLICATION PROCESS OVERVIEW

Phase I: Concept Proposal

In Phase I, applicants must submit a Concept Proposal online using WSDA's online application submittal site, ***Fluidreview***. To access the site, go to: <https://wsda.fluidreview.com>. The application must be filled out online and submitted no later than 4:00 p.m. on February 5, 2018. Applications may not be submitted on paper or through email.

Applicants may submit more than one Concept Proposal, but each must be submitted using a separate application and each must be a unique project.

Phase II: Grant Proposal

Only applicants from Phase I that have been invited to submit a full proposal will be able to do so. Phase II must also be completed and submitted online through WSDA's online application submittal site, ***Fluidreview***.

CONCEPT PROPOSAL SELECTION PROCESS

WSDA will conduct two levels of review during the Concept Proposal evaluation process:

- 1) An administrative review to determine whether the applicant was responsive to the requirements of the Request for Concept Proposals, and to assess risk factors such as poor grant performance. **Applicants with an existing SCBGP project who are not consistently meeting the requirements of their current grant may not be invited to participate in Phase II, Request for Grant Proposals.**
- 2) A technical review to evaluate the merits of each Concept Proposal using the criteria set forth in the section below – **Concept Proposal Scoring Criteria**. WSDA Subject Matter Experts will perform the technical review. Depending on the nature of the Concept Proposal, WSDA may also seek additional peer review.
- 3) There will be four to five different review committees, each consisting of at least one subject matter expert. As an applicant you will choose which Funding Category your project best fits in (for review purposes). This will be completed at the beginning of the application process.

Concept Proposal technical scores and comments will be incorporated for a final ranking of projects. The WSDA Director will make the final decision regarding which projects are invited to participate in Phase II, Request for Full Proposals. WSDA will notify applicants of the results. (See [Timeline](#)). Applicants will have the opportunity to receive evaluation feedback about their Concept Proposal.

CONCEPT PROPOSAL SCORING CRITERIA

The following are the guidelines and criteria that will be used when scoring all applications:

Project Purpose

- Does this project explain the specific issue, problem or need that the project will address?
- Does the applicant explain how the project is important and timely?
- Do they describe the approach to addressing the issue?

Scoring Criteria: Score will be based on how clearly the proposal states the specific issue, problem, or need the project will address, as well as the timeliness and relevance to the specialty crop industry, and the approach to addressing the issue.

Potential Impact

- Does this project directly benefit Washington's specialty crop industry?
- Does the number benefitting justify the investment?
- Will the project benefit the specialty crop industry within the next five years?

Scoring Criteria: Score will be based on how well the proposal identifies and quantifies the potential positive impact and describes how the project will impact the specialty crop beneficiaries and how many it will impact.

Funding Priorities

- Does the project address a funding priority?
- Is addressing that priority a primary focus of the project?
- How well will the project address the issue?

Scoring Criteria: Score will be based on the extent to which the project demonstrates a link to one or more of the program funding priorities identified in the 2018 RFCP.

Budget

- Is the amount of the grant request reasonable? Are the costs reasonable and appropriate?
- Does the Budget Narrative explain the costs and why they are necessary?

Scoring should be based on whether the costs are reasonable and appropriate and the narrative explains why the costs are necessary.

MULTI-STATE PROJECTS

A Multi-State project is a project proposed to at least two states requesting that the states fund separate budget items using SCBGP funds. Multi-State project applicants must clearly describe the multi-state nature of their project in the Concept Proposal and must identify the other states from which funds will be requested. If invited to submit a Full Proposal, additional information will be required. Please note that a Multi-State proposal submitted to states other than Washington must meet the other states' application requirements. If interested in proposing a Multi-State project, please contact the applicable states prior to submittal for specific instructions.

FUNDING PRIORITIES AND FUNDING CATEGORIES

Funding Priorities

Listed below are the 2018 funding priorities.

2018 Funding Priorities (in no ranking order)

- Control Pests and Diseases
- Develop and Enhance International and Local/Regional Markets
- Improve Production Practices through Innovative Technologies
- Increase the Nutritional Knowledge and Consumption of Specialty Crops

- Improve Food Safety
- Develop Organic and Sustainable Production Practices
- Preserve and Increase Farmland

Projects that address one of the above funding priorities will be able to receive up to 5 points. Projects that do not address one of the above priorities will not receive any points for this category, however, they are still eligible for funding, as long as they meet all of the other program requirements. Examples of other funding areas may include but are not limited to: Develop New and Improved Seed and Crop Varieties; Sustain and Enhance the Agricultural Workforce.

Funding Categories

There will be technical review groups structured around the categories listed below, so it is important to choose the category that best fits your project. Subject matter expert(s) for each category will be included in each review group.

Please select the category that best fits your project.

Environmental Stewardship

In this funding category, WSDA will consider projects that enhance soil health, conservation of agricultural land and water, and address specialty crops contribution to adaptation and/or mitigation of climate change, as well as any other projects that demonstrate environmental stewardship. Project examples include:

- Evaluation of genetic differences among honey bee subspecies for pollination improvement.
- Develop an irrigation water strategy and identify reliable mechanisms to move irrigation water to where specialty crop growers can access it.
- Implement a biological control in western Washington to establish a parasitoid wasp to control Lilly Leaf Beetle.
- Identify barriers that reduce the ability to use manure to improve soil quality and support potential solutions that will increase opportunities for growers to use this application.

Research: Plant Health or Pest Management

In this funding category, WSDA will consider projects that address pests and diseases that affect the production of Washington's specialty crops. Projects submitted to the Plant Health and Pest Management category should include applied research related to the probability and impact of invasive pests, disease, and weed threats to specialty crops, and research to develop tools to detect, eradicate, and control pests and diseases. Project examples include:

- Develop disease resistant sources of Nordmann and Turkish fir Christmas trees to sustain future markets.
- Develop and implement practical disease management approaches that will optimize economic, horticultural and environmental aspects related to the management of hop powdery mildew.
- Evaluating new asparagus varieties for disease resistance.
- Develop a management strategy for Little Cherry Disease.
- Quantify economic impacts and financial implications of grapevine leaf roll disease on grape yield and fruit quality and determine financial benefits yielded from disease prevention and control strategies.

Research: Food Safety

In this funding category, WSDA will consider projects that address food safety for specialty crops. Such projects might include: applied research projects that address "real world" food safety issues related to food and agricultural practices in the specialty crop industry, the impact of agricultural practices on subsequent

specialty crop food processing; science-based practical and transferrable research projects that focus on food safety issues related to food-borne pathogen detection. Project examples include:

- Evaluate sanitation practices for reducing overall microbial levels and food safety risks in tree fruit storage bins (wood and plastic).
- Study the feasibility of sanitizing soft fruits with ultraviolet (UV-C) light to improve microbial safety.
- Validate non-pathogenic surrogates for *Listeria monocytogenes* antimicrobial intervention in fresh apple.
- Develop baseline of comparative data for indicator *E. coli* and *Salmonella* in surface water sources used for irrigation management, foliar contact and other pre-harvest applications.

Innovative Technologies

In this funding category, WSDA will consider projects that address any innovative technology that will increase the competitiveness of specialty crops. Project examples include:

- Develop mechanization technologies for reducing labor requirements for red raspberry production.
- Integrate high spatial and detailed weather predictions into the AgWeatherNet system to provide enhanced models and decision aids for planning by specialty crop growers.
- Evaluate photoselective anti-hail nets as an alternative to irrigated overhead cooling to reduce sunburn in tree fruit orchards and reduce orchard water use.
- Investigate season extension production technology, implement research trials for extended season production of leafy greens and improve processing techniques to ensure year-round availability.
- Create a mobile phone “app” to assist consumers in identifying Washington apple varieties, characteristics of the specific variety, usage and recipes by simply scanning the barcode or entering the PLU number of the apple at both the retail level and at home.

Training and Education

In this funding category, WSDA will consider projects that address training and/or education that will increase the competitiveness for Washington’s specialty crop industry. Projects might include food safety education and outreach projects to help compliance with the new Food Safety Modernization Act (FSMA). Project examples include:

- Food safety training and education for small producers and value-added food processors.
- Bridging the GAP between voluntary and required food safety standards.
- Acreage survey for tree fruits and grapes.
- Expand farmworker education in pesticide safety training.

Marketing: Domestic

In this funding category, WSDA will consider projects that address domestic marketing for Washington’s specialty crops. Projects submitted can pertain to any type of domestic marketing project. Project examples include:

- Promoting healthy USA Pears to children in partnership with an entertainment company.
- Improve market access and development programs for pulses as mainstream ingredients through the training and education of food industry professionals.
- Market development and production research for the cider/perry industry.
- Developing and enhancing local and regional markets of Washington specialty nursery crop producers.

Marketing: International

In this funding category, WSDA will consider projects that will enhance or increase the opportunity for the exports of Washington's specialty crops to foreign markets, increasing the competitiveness of specialty crops. Project examples include:

- Market research to support blueberry exports to Asia.
- Consumer promotions of Washington cherries in Mexico.
- Increase market awareness and distribution for Washington wines in emerging markets in India and Mexico.
- Build consumer awareness and promote Washington fruit in cooking recipes and demonstrations through a NW Fruit Promotion Road Show in major cities of Indonesia.
- Conduct a trade development mission to Vietnam, the Philippines and Myanmar to extend market penetration and introduce fresh potato products.

Marketing: Small Farm/Regional

In this funding category, WSDA will consider projects that enhance and develop small farm/regional markets for Washington's specialty crop industry. Project examples include:

- Beginning farmer marketing and workplace CSA engagement initiative.
- Increasing access to wholesale markets for small and mid-sized farms in Washington.
- Farmer-buyer trade meetings to connect Washington's specialty crop producers with food buyers to increase market opportunities and sales.
- Develop a model for incubating beginning specialty crop growers, accessing new regional markets and teaching sustainable farming practices.
- Improving access to institutional markets by reducing regulatory barriers.
- Reducing market barriers for floricultural products to Puget Sound area mass merchandisers.

QUESTIONS AND ASSISTANCE

WSDA staff is available to provide applicants with an understanding of the grant selection process and requirements; however, to ensure that all applicants receive equal treatment, WSDA staff cannot provide assistance with individual Concept Proposals. Should you have any questions about the process or requirements, please call WSDA at (360) 902-2091, or email specialtycrop@agr.wa.gov.

To view a list of Frequently Asked Questions (FAQ) click [here](#). Any updates or additional resources to assist you with your Concept Proposal will also be posted to <https://wsda.fluidreview.com>.

REQUEST FOR RECONSIDERATION

If a grant application is not invited to Phase II, Request for Grant Proposal, the applicant may request reconsideration based on concern for bias, discrimination, conflict of interest, and/or non-compliance with the procedures described in the Request for Concept Proposal.

The request must:

1. State the grounds for the request for reconsideration.
2. Identify specific information in the proposal the applicant believes were misinterpreted by WSDA.

The request for reconsideration must be in writing to the Department of Agriculture, post marked within seven (7) calendar days of the date of notification, and mailed to:

Washington State Department of Agriculture
Specialty Crop Block Grant Program
Attn: Leisa Schumaker

1111 Washington St SE/Natural Resources Building, 2nd Floor
PO Box 42560
Olympia, WA 98504-2560

Designated staff will review the request for reconsideration within seven (7) days of its receipt to ensure compliance with this policy and will review it to determine if the claims laid out in the appeal letter warrant reconsideration for invitation to Phase II, Request for Grant Proposals.

The applicant will be notified of the result of the reconsideration within 14 days of its receipt of the request for reconsideration.

HOW TO APPLY

To access the SCBGP Fluidreview Application site go to: <https://wsda.fluidreview.com>

- Save this link in your Favorites or create a shortcut to your desktop.

You will need to create a profile if you are **new** to Fluidreview.

- Once you complete the profile you will receive a confirmation email. Click on the confirmation link in the email to complete your profile setup.
- Once your profile is completed, you will be at the Home page.

If you are a returning user and have forgotten your password, click on the blue hyperlink: “*Forgot your password?*” in the Sign In box.

- Enter your email and click the green “*Send Instructions*” button.
- You’ll receive a Password Recovery email from ‘WSDA’ with a link that opens a new webpage to reset your password.

Once on the Home page you will click the green “*Get Started*” button.

You are now on the Concept Proposal page. You will see two concept proposal tasks and a right hand menu. The right hand menu is where you will add additional members/partners to your project, upload documents or create additional project proposals (if submitting more than one unique project). **NOTE:** If you are applying from a college or university, you may want to add a member from your grants or contracts office.

The New Concept Proposal Eligibility task is currently incomplete.

- Click the blue “*New Concept Proposal Eligibility*” hyperlink or click the *Start* button.
- Read the Eligibility Form. If your project falls within the required parameters click the button under the Certification and provide a signature using the cursor. Click *Save & Exit*.

The Concept Proposal page will now show the 2018 Concept Proposal Form task as incomplete.

- To get started on the concept proposal application click the blue “*2018 Concept Proposal Form*” hyperlink or click the *Start* button.
 - Most fields in the application are required. If you would like to view the full application prior to filling out the required fields, use the ***Go to*** hyperlinks located below the ***2018 Concept Proposal Form header***. Note: If you complete any fields on the Cover Page and use the *Go to: PROJECT NARRATIVE* hyperlink without clicking *Save & Continue Editing*, you will lose the information you provided.
 - Click *Save & Continue Editing* before clicking *Next* while filling out the Concept Proposal Form.

- The Back button located at the top right of your screen will take you to the Home Page. The Back button located at the bottom of your screen, next to Save & Continue Editing, will take you to the previous page in the application form.

Once you have completed the 2018 Concept Proposal form it will take you back to the Concept Proposal page. To submit your 2018 Concept Proposal Form you MUST click on the green *Submit Concept Proposal* button.

You are now submitting your 2018 Concept Proposal application.

- Click the *Continue* button to submit your 2018 Concept Proposal application. Once you hit Continue, NO FURTHER CHANGES CAN BE MADE.

Congratulations, your application has been submitted! Your Home page and Concept Proposal page will now show your application as submitted or completed.

CONCEPT PROPOSAL APPLICATION INSTRUCTIONS

COVER PAGE INSTRUCTIONS

Applicant Organization:

Please fill in all fields provided.

Organization Name: The name of the organization that will receive funding and manage the project.

DUNS#

A DUNS # will be required if the applicant is invited to submit a full grant proposal. A DUNS number is a unique number established and assigned by Dun and Bradstreet, Inc. (D&B) to identify organizations.

Potential applicants and sub-applicants may acquire a DUNS number at no cost online at

<http://fedgov.dnb.com/webform>. This process should take 1-2 business days. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select option 2, then option 1)

Monday – Friday 7 a.m. to 8 p.m., CST

Address, city, state, zip: Please provide all for the organization applying

Contact 1:

Provide the contact name and information for the lead on the project

Contact 2:

Provide the contact name and information for the co-applicant (if applicable).

Project Information:

Please fill in all fields provided.

Title – provide a descriptive title in 75 characters or less (Note: this title will remain the same throughout the whole application process).

Multi-state project - Answer yes or no. If yes, state the names of the partnering states

Amount of Grant Request – provide the \$ amount for the funds you're requesting. Any match should be provided separately in the Match field.

Amount of Match (if applicable) - (Cash or In-kind are viewed as equal): Matching funds or in-kind contributions are not required, but are strongly encouraged. There is no preference for a cash or in-kind match. Applicants are encouraged to develop these partnerships now. The proposals including match can receive up to 5 points. Documentation for matching funds will be required if invited to submit a Full Proposal.

Are you applying from a university: - Answer yes or no

Specialty Crops to Benefit from this Project:

Please check and list all that apply.

Statement of Solely Enhancing Specialty Crops:

If your project solely enhances the competitiveness of specialty crops, then check this box.

Project Start Date:

Provide the date the project will start. The project can start no earlier than September 30, 2018.

Project End Date:

Provide the date the project will end. The project must end no later than September 29, 2021.

Funding Categories:

In practice, concept proposals might seem to address elements from multiple funding areas and funding categories. However, applicants *must* select one funding category to identify the primary focus of their concept proposal. Identifying a funding category ensures that concept proposals are evaluated by reviewers with the appropriate area of expertise. The selected funding category cannot be changed once the concept proposal is submitted. Applicants should not submit multiple concept proposals for a single project or submit the same project over multiple funding categories.

PROJECT NARRATIVE INSTRUCTIONS

All of the following must be addressed within the text boxes provided.

Project Summary:

Include a project summary of 250 words or less.

Project Purpose:

- Provide the specific issue, problem or need that the project will address.
- Describe how the project is important and timely.
- Describe the approach to addressing the issue.

Provide two (2) or more objectives that this project hopes to achieve.

Objective 1 (*required*):

Objective 2 (*required*):

Potential Impact:

- Explain how the project will directly benefit Washington's specialty crop industry.
- Provide an estimate for the number of specialty crop beneficiaries, as well as the justification for your number.
- Explain how the project will benefit the specialty crop industry within the next five years.

FUNDING PRIORITIES/BUDGET TABLE AND BUDGET NARRATIVE INSTRUCTIONS

Funding Priorities:

- Describe the link between your project and your chosen funding priority.

See list of 2018 funding priorities [here](#).

Budget Table and Narrative Instructions

Below are the available budget category options for your project. Choose all that apply to your project. For the narrative portion of the budget explain how the funds will be used for each category you are requesting funding for and why they are necessary.

- **Personnel:** Salaries/wages for individuals employed by your organization. Individuals not employed by your organization should be included under “Contractual.”
- **Benefits:** Fringe benefits for each project participant in the Personnel category.
- **Travel:** Ground transportation, lodging and meals, mileage, and air transportation. Travel rates may not exceed the reimbursement rates allowed by Washington State and the Federal government. For these rates, please view [Travel and Reimbursement Rates](#). Travel costs for contractors should be included under “Contractual.”
 - **Foreign Travel:** It is recommended that applicants search the FAS (Foreign Agriculture Service) database of Global Agricultural Information Network (GAIN reports (<http://gain.fas.usda.gov/Pages/Default.aspx>) to ensure that proposals will not duplicate information that already exists. Any proposal involving foreign travel must be well justified.
- **Special Purpose Equipment:** Items with a useful life of more than one year and an acquisition cost of \$5,000 or more. If under \$5,000, the item is considered a “supply” and should be included under “Supplies.”
- **Supplies:** Items with an acquisition cost under \$5,000. Includes items such as lab supplies, software, and field supplies. Supply costs for contractors should be included under “Contractual.”
- **Contractual:** Services to be provided under a contract. Hourly rates should not exceed the salary of a Federal employee (GS-15 step 10) in your area. For current rates, please view [Salaries and Wages](#).
- **Other:** Includes all other costs. “Other” costs for contractors should be included under “Contractual.”

Matching Funds (Cash or In-kind are viewed as equal): Matching funds or in-kind contributions are **not required**, but are strongly encouraged. There is no preference for a cash or in-kind match. Applicants are encouraged to develop these partnerships now and provide an estimated match. If invited to submit a Full Proposal, documentation for any matching funds will be **required**.

Allowable Costs

To be eligible for grant funding, costs must be *allowable* as defined by the federal government. Requirements vary depending on the type of organization. For details about allowable and unallowable costs, see [Additional Guidance](#).

Indirect Costs

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

Indirect costs, including administrative overhead, are *not allowed* as part of your grant request. Indirect costs (also known as “facilities and administrative costs”) are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Below are typical indirect costs for specific types of organizations. The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate where all of the following conditions are met:

- Administrative or clerical services are integral to a project or activity
- Individuals involved can be specifically identified with the project or activity
- Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency
- The costs are not also recovered as indirect costs

The following are considered indirect and should not be included in the Budget as direct costs:

- Information technology services
- Rent
- Utilities and internet service
- Telephone service (mobile and land-line)
- General office supplies
- Insurance
- Maintenance

Program Income

Estimate the amount of income (if any) that may be generated by a supported activity or earned as a result of the award. In the description column, explain how the program income will be generated and how it will be used to further support the project objectives. Program income must be spent on activities that support the goals and objectives of the project and must comply with restrictions on allowable and unallowable costs and activities.

Continuation of project (if applicable)

If the proposed project is a continuation of a previously funded Specialty Crop Block Grant project, fill out the requested information.

APPENDIX A: ADDITIONAL GUIDANCE/ALLOWABLE-UNALLOWABLE COSTS

Federal Requirements and Cost Principles

Federal administrative requirements and cost principles are policies used to determine which costs of an activity, project, or program should be borne by the Federal Government.

All costs must be associated with project activities that enhance the competitiveness of specialty crops. Please refer to the applicable cost principles when developing your project activities and budget. Please see [2 CFR 200 Uniform Guidance Subpart E Section 9.2](#) for further guidance on cost principles.

Additionally, the Council on Financial Assistance Reform (COFAR) has information about this matter that can be found on [COFAR's web site](#).

Allowable/Unallowable Costs

Capital expenditures for general purpose equipment, buildings, and land are ***unallowable***.

Capital expenditures for special purpose equipment are allowable, provided that items have the prior approval of USDA.

- **Capital expenditures** means expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life.
- **Equipment** means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.
- **Special purpose equipment** means equipment which is 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.

ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES TABLE

Item	Description
Alcoholic Beverages	<i>Unallowable</i> for alcoholic beverages except when the costs are associated with enhancing the competitiveness of an eligible processed product (products prepared or created for the purposes of promoting a specialty crop but that require other ingredients are considered a processed product). A processed product is defined as a product that constitutes greater than 50% of the specialty crop by weight, exclusive of added water.
Aquaponics	<i>Allowable</i> as long as the cultivated crops are eligible specialty crops and the focus of the project is on the specialty crops and not the fish. <u>Projects that are Acceptable</u> <ul style="list-style-type: none">• A project to determine whether carp, catfish, or tilapia are best for growing lettuce is acceptable.• A project to market broccoli grown through aquaponics is acceptable.• A project to compare the quality of lettuce grown in water to lettuce grown in a greenhouse is acceptable. <u>Projects that are NOT Acceptable</u> <ul style="list-style-type: none">• A project to study whether lettuce or tomato produced the highest yield of tilapia is not acceptable.• A project to farm fish using an aquaponics system and then sell the fish is not acceptable.• A project to grow specialty crops where both the specialty crops and the fish are sold is not acceptable. For more information on constructing or purchasing an aquaponics system, see Equipment-General Purpose and Equipment – Special Purpose .
Conferences	<i>Allowable</i> for costs of conferences as defined in 2 CFR 200.432 . Allowable conference costs paid by the non-Federal applicant or subapplicant as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals (see meals for restrictions), and refreshments, local transportation, and other items incidental to such conferences with the exception of entertainment costs

	<p>that are unallowable. If registration fees are collected, the applicant or subapplicant must report fees as program income (See Program Income).</p> <p>The SCBGP encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room.</p>
Construction and Renovation and Land or Building Acquisition	<p><i>Unallowable</i> for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations of an existing building or facility (including site grading and improvement, and architecture fees).</p> <p>Building means any permanent structure that is designed or intended for support, enclosure, shelter or protection of person, animals or property having a permanent roof that is supported by columns or walls.</p>
Contractual/Consultant Costs (Professional Services)	<p><i>Allowable subject to limitations below.</i> 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.</p> <p><i>Allowable</i> for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/generalschedule/). This does not include fringe benefits, travel, indirect costs, or other expenses. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.</p> <p>If rates exceed this amount, one of the following justifications must be provided:</p> <ul style="list-style-type: none"> • A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis. The purpose of the analysis is to review and evaluate each element of cost to determine reasonableness, allocability, and allowability. <p style="text-align: center;">OR</p> <p>Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Therefore, the selected contractor's specialized qualifications necessitate hiring at a rate beyond a GS-15 step 10. (Please outline the unique qualifications of the contractor.)</p>
Contributions and Donations	<p><i>Unallowable</i> for contributions or donations, including cash, property, and services, from the applicant or subapplicant to other entities.</p> <ul style="list-style-type: none"> • A non-profit entity using grant funds to purchase produce to donate to other entities and individuals is unallowable.
Entertainment	<p><i>Unallowable.</i> Entertainment costs include amusement, diversion, and social activities and any costs directly associated with such costs (such as bands, orchestras, dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities).</p>
Equipment, Buildings, and Land	<p><i>Unallowable</i> for acquisition costs of general purpose equipment, vehicles, buildings and land.</p> <p><i>Allowable with conditions</i> for renting or leasing of general purpose equipment, buildings, vehicles, and with prior approval for land. Vehicles may be leased, but not purchased. The lease or rental agreement must terminate at the end of the grant cycle.</p> <p><i>Unallowable</i> for lease agreements to own (i.e., lease-to-own or rent-to-own). The lease or rental agreement must terminate at the end of the grant cycle.</p> <p>For vehicle and equipment leases or rentals with an acquisition cost that equals or exceeds \$5,000, rates should be in light of such factors as: rental costs of comparable vehicles and equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the vehicle or equipment leased.</p> <p><i>Allowable</i> with prior approval for acquisition costs and rental costs of special purpose equipment provided the following criterion is met:</p> <ul style="list-style-type: none"> • Necessary for the research, scientific, or other technical activities of the grant award; • Not otherwise reasonably available and accessible; • The type of equipment is normally charged as a direct cost by the organization; • Acquired in accordance with organizational practices; • Must only be used to solely enhance the competitiveness of specialty crops; • More than one single commercial organization, commercial product, or individual must benefit from the use of the equipment; • Must not use special purpose equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services; and • Equipment is subject to the full range of acquisition, use, management, and disposition requirements under 2 CFR part 200.313 as applicable.

	<p>Equipment Definitions</p> <p>Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.</p> <p>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.</p> <p>Special Purpose Equipment is equipment used only for research or technical activities. Examples include grape harvesters, high tunnels, fruit or vegetable coolers, vegetable washing machines, fruit or vegetable processing equipment, etc.</p>
Fines, Penalties, Damages and Other Settlements	<i>Unallowable</i> for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations.
Foreign Travel	For purposes of this provision, “foreign travel” includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions. However, the term “foreign travel” for a governmental unit located in a foreign country means travel outside that country. An applicant with a proposal that involves foreign market development must determine if the project is more appropriate for grant programs administered by the Foreign Agricultural Service or funded through the State-Regional Trade Groups. SCBGP recommends that applicants search the Foreign Agricultural Service database of GAIN reports (http://gain.fas.usda.gov/Pages/Default.aspx) to ensure that proposals will not duplicate information that already exists. Any proposal involving foreign travel must be well justified. See Travel in this table for more information on travel costs.
Fundraising	<i>Unallowable</i> for organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. This includes salaries of personnel involved in activities to raise capital.
General Costs of Government	<p><i>Unallowable</i> for:</p> <ul style="list-style-type: none"> • Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe; • Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction; • Costs of the judicial branch of a government; • Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements); and <p>Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.</p>
Goods or Services for Personal Use	<i>Unallowable</i> for costs of goods or services for personal use of the applicant’s or subapplicant’s employees regardless of whether the cost is reported as taxable income to the employees.
Health & Nutrition Messaging	<p><i>Allowable</i> when health and nutrition information complies with regulations and policies of the:</p> <p><i>Federal Trade Commission</i> http://www.ftc.gov/about-ftc/bureaus-offices/bureau-consumer-protection AND</p> <p><i>U.S. Food and Drug Administration</i> http://www.fda.gov/Food/IngredientsPackagingLabeling/LabelingNutrition/default.htm.</p> <p>Nutrition and health claims must be truthful, not misleading or deceptive, and include adequate disclaimers if appropriate.</p> <p>Health and nutrition information should align with the most up-to-date Dietary Guidelines.</p>
Information Technology Systems	<i>Unallowable</i> for information technology systems having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established in accordance by generally accepted accounting principles (GAAP) by the non-Federal applicant or subapplicant for financial statement purposes or \$5,000. Acquisition cost means the cost of the asset

	<p>including the cost to ready the asset for its intended use. Acquisition costs for software includes those development costs capitalized in accordance with GAAP.</p> <p>Information technology systems include computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. Examples of unallowable information technology systems include service contracts, operating systems, printers, and computers that have an acquisition cost of \$5,000 or more.</p> <p><i>Allowable</i> for website development, mobile apps, etc.</p>
Lobbying	<p>The applicant should consult with the SCBGP to ensure that it is in compliance with Federal assistance regulations and laws if it intends to engage in certain activities intended to influence Federal, State or local government entities.</p> <p><i>Unallowable</i> for:</p> <ol style="list-style-type: none"> 1. Attempts to influence the outcomes of any Federal, state, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity; 2. Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections in the United States; <p>Any attempt to influence:</p> <ol style="list-style-type: none"> a) The introduction of Federal or state legislation; b) The enactment or modification of any pending Federal or state legislation through communication with any member or employee of the Congress or state legislature (including efforts to influence state or local officials to engage in similar lobbying activity); c) The enactment or modification of any pending Federal or state legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign; or d) Any government official or employee in connection with a decision to sign or veto enrolled legislation; <p>Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.</p> <p><i>Allowable</i> activities directly related to the performance of a grant include:</p> <ol style="list-style-type: none"> (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a state legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the non-Federal entity's member of congress, legislative body or a subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings; (2) Any lobbying made unallowable by 2 CFR 200.450(c)(1)(iii) to influence state legislation in order to directly reduce the cost, or to avoid material impairment of the non-Federal entity's authority to perform the grant, contract, or other agreement; or (3) Any activity specifically authorized by statute to be undertaken with funds from the Federal award. (4) Any activity excepted from the definitions of “lobbying” or “influencing legislation” by the Internal Revenue Code provisions that require nonprofit organizations to limit their participation in direct and “grass roots” lobbying activities in order to retain their charitable deduction status and avoid punitive excise taxes, I.R.C. §§501(c)(3), 501(h), 4911(a), including: <ol style="list-style-type: none"> a. Nonpartisan analysis, study, or research reports; b. Examinations an discussions of broad social, economic, and similar problems; and

	c. Information provided upon request by a legislator for technical advice and assistance, as defined by I.R.C. §4911(d)(2) and 26 CFR 56.4911-2(c)(1)-(c)(3) .
Meals	<p><i>Unallowable</i> for business meals when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered an entertainment cost.</p> <p><i>Allowable</i> for lunch or dinner meals if the costs are reasonable and a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.</p> <p><i>Unallowable</i> for breakfasts for conference attendees because it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.</p> <p><i>Unallowable</i> for meal costs that are duplicated in meeting participant’s per diem or subsistence allowances.</p> <p><i>Allowable</i> for meals consumed while in official travel status. They are considered per diem expenses and should be reimbursed in accordance with the organization’s established written travel policies.</p>
Memberships, Subscriptions, and Professional Activity Costs	<p><i>Unallowable</i> for costs of membership in any civic or community organization.</p> <p><i>Allowable</i> for costs of membership in business, technical, and professional organizations.</p>
Participant Support Costs	<p><i>Allowable</i> for such items as stipends or subsistence allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, and focus groups.</p> <p>See also Selling and Marketing - Coupons, Incentives or Other Price Discounts.</p>
Political Activities	<i>Unallowable</i> for development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).
Salaries and Wages	<p><i>Allowable</i> as part of employee compensation for personnel services in proportion to the amount of time or effort an employee devotes to the grant-supported project or program during the period of performance under the Federal award, including salaries, wages, and fringe benefits. Such costs must be incurred under formally established policies of the organization, be consistently applied, be reasonable for the services rendered, and be supported with adequate documentation.</p> <p>Salary and wage amounts charged to grant-supported projects or programs for personal services must be based on an adequate payroll distribution system that documents such distribution in accordance with generally accepted practices of like organizations. Standards for payroll distribution systems are contained in the applicable cost principles (other than those for for-profit organizations).</p> <p><i>Unallowable</i> for salaries, wages and fringe benefits for project staff that devote time and effort to non-specialty crop specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. where costs cannot be specifically identified and easily and accurately traced to activities that solely enhance the competitiveness of specialty crops.</p> <ul style="list-style-type: none"> • Example: Salaries and wages for a farmers’ market manager to manage and advertise a farmers market that includes non-specialty crop items is unallowable, while salaries and wages for personnel to conduct a cooking demonstration on how to prepare fruits and vegetables is allowable.
Selling and Marketing Costs	<i>Allowable with conditions (see specific costs below)</i> if the primary purpose is to promote the sale of an eligible specialty crop by either stimulating interest in a particular specialty crop or disseminating technical information or messages for the purpose of increasing market share for the specialty crops.
Selling and Marketing Costs – Promotion of an Organization’s Image, Logo, or Brand Name	<p><i>Unallowable</i> for costs designed solely to promote the image of an organization, general logo, or general brand rather than eligible specialty crops.</p> <ul style="list-style-type: none"> • A promotional campaign to increase sales of “STATE/COUNTY Grown” Watermelon is acceptable while increasing brand awareness of “XYZ Grown” generically is not. • Promoting tomatoes while including an organization’s logo in the promotion is acceptable, while generally promoting an organization’s logo is not. • Promotional items could say “Buy STATE/COUNTY Grown Apples” but not “XYZ Grown”, which promotes XYZ generically. <p>A promotional campaign to increase producer sales of “STATE/COUNTY Grown fruits and vegetables” is acceptable while increasing membership in “STATE/COUNTY Grown” generally is not.</p>
Selling and Marketing Costs – Promotion of Non-Specialty Crop Activities	<p><i>Unallowable</i> for costs for promotion at non-specialty crop specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc.</p> <ul style="list-style-type: none"> • Advertisements could say “Buy Sweet Corn! It is the Best!” but not “Buy Local!” <p>Advertising educational sessions at a conference that solely benefits specialty crop growers are acceptable, while advertising a non-specialty crop specific local food conference is not.</p>

Selling and Marketing Costs – Promotional Items, Gifts, Prizes, etc.	<i>Unallowable</i> for promotional items, swag, gifts, prizes, memorabilia, and souvenirs.
Selling and Marketing Costs - Sponsorships	<i>Unallowable</i> for costs associated with sponsorships. A sponsorship is a form of advertising in which an organization uses grant funds to have its name and/or logo associated with certain events and where the organization does not necessarily know how the funds associated with sponsorship costs will be used. These costs are considered a contribution or donation and only benefit the organization offering funding. This limits the beneficiaries to the sponsor organization, which conflicts with the restriction that projects affect and produce measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual.
Selling and Marketing Costs – Coupons, Incentives or Other Price Discounts	<i>Unallowable</i> for costs of coupon/incentive redemptions or price discounts. Costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (i.e., a print advertisement that contains a clip-out coupon) are allowable only if they solely promote the specialty crop rather than promote or benefit a program or single organization. See also Participant Support Costs.
Selling and Marketing Costs – Use of Meeting Rooms, Space, Exhibits for Non-Specialty Crop Activities	<i>Unallowable</i> for costs associated with the use of trade shows, meeting rooms, displays, demonstrations, exhibits, and the rental of space for activities that do not solely promote specialty crops. <ul style="list-style-type: none"> Supporting the participation of raspberry and blueberry producers at a nonspecialty crop specific international trade show to promote berries to an international audience is allowable, while renting a booth space for berry producers as well as wheat producers at an international trade show is not allowable. Supporting the participation of farmers’ market managers at a national conference that is not specific to specialty crops is not allowable. Supporting a portion of a national conference that is not specific to specialty crops is not allowable, while supporting a session on specialty crops at a national conference that is not specific to specialty crops is allowable. Funding an “XYZ State Grown” booth at a specialty crop-specific venue where all exhibitors in the booth are specialty crop producers is allowable, but funding an “XYZ Grown” booth at a non-specialty crop specific venue is not allowable.
Selling and Marketing Costs – Cookbooks, Cooking Demonstrations, Recipe Cards, Food Pairings	<i>Allowable</i> for costs promoting the specialty crops in processed products (products prepared or created for the purposes of promoting a specialty crop but that require other ingredients are considered a processed product). A processed product is defined as a product that constitutes greater than 50% of the specialty crop by weight, exclusive of added water. <i>Unallowable</i> for costs of separate complementary non-specialty crop products. A separate complementary non-specialty crop product means a product closely associated with a specialty crop product, the purchase of one encouraging consumers to buy the other (i.e., cheese and wine).
Supplies and Materials, Including Costs of Computing Devices	<i>Allowable</i> for costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award. Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs. Only materials and supplies actually used for the performance of a Federal award may be charged as direct costs. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the applicant or subapplicant for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as direct cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award. Where federally-donated or furnished materials are used in performing the Federal award, such materials will be used without charge.
Training	<i>Allowable</i> when the training is required to meet the objectives of the project or program.
Travel	<i>Allowable</i> when travel costs are limited to those allowed by formal organizational policy; in the case of air travel, the lowest reasonable commercial airfares must be used. <i>Allowable</i> with prior approval for government officials per 2 CFR part 200.444 . Applicants and subapplicants that do not have formal travel policies and for-profit subapplicants’ allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at http://www.gsa.gov . If a applicant or subapplicant organization has no formal travel policy, those regulations will be used to determine the amount that may be charged for travel costs.

	<p>Applicants and subapplicants are strongly encouraged to take advantage of discount fares for airline travel through advance purchase of tickets if travel schedules can be planned in advance.</p> <p>Consideration should be given to the use of alternative technologies such as teleconferencing or videoconferencing if they are available, appropriate for the project, and less costly.</p> <p><i>Unallowable</i> for travel costs for conferences, venues, tradeshow, events, meetings, programs, conventions, symposia, workshops seminars, etc. that include non-specialty crop activities such as farmers' market annual conferences and general marketing tradeshow where these costs cannot be specifically identified and easily and accurately traced to activities that solely enhance the competitiveness of specialty crops.</p> <ul style="list-style-type: none"> • Example: Travel costs for personnel to travel to a farmers' market conference is unallowable, while travel to a vegetable food safety educational session is allowable.
--	--

Other Applicable National Policy Requirements

In addition to the above mentioned federal statutes and regulations that apply to grant applications considered for review and to project grants awarded under this program there are additional national policy requirements including, but are not limited to the ones listed below.

[2 CFR part 25](#) – *System for Award Management and Universal Identifier Requirements*

[2 CFR part 175](#) – *Award Term for Trafficking in Persons*, which is the implementation of the Trafficking Victims Protection Act of 2000, as amended ([22 U.S.C. 7104\(g\)](#))

[2 CFR part 415](#) – *USDA General Program Administrative Regulations*

[2 CFR part 416](#) – *USDA General Program Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

[2 CFR part 418](#) – *USDA implementation of Restrictions on Lobbying*

Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of federal contracts, grants, cooperative agreements, and loans.

[2 CFR part 421](#) – *USDA Implementation of Government-wide Requirements for Drug-Free Workplace (Financial Assistance)*

[2 CFR part 422](#) – *Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct* [7](#)

[CFR part 1, subpart A](#) – *USDA implementation of the Freedom of Information Act*

[7 CFR part 1b](#) – *USDA procedures to implement the National Environmental Policy Act of 1969, as amended*

[7 CFR part 3](#) – *USDA implementation of OMB Circular No. A-129 regarding debt collection*

[7 CFR part 15, subpart A](#) – *USDA implementation of Title VI of the Civil Rights Act of 1964, as amended*

[7 CFR part 331](#) and [9 CFR part 121](#)—*USDA implementation of the Agricultural Bioterrorism Protection Act of 2002*

[37 CFR part 401](#) – *Rights to Inventions made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements*

The implementation of the *Bayh Dole Act* ([35 U.S.C. 200 et seq.](#)) controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in federally-assisted programs (implementing regulations are contained in).

[41 CFR part 301-10.131 to 301-10.143](#) – *Use of United States Flag Air Carriers*, which implements the *Fly America Act* ([49 U.S.C. 40118](#))

[48 CFR part 25](#) – *Foreign Acquisition*, which implements the *Buy American Act* ([41 U.S.C. Ch. 83](#))

[48 CFR subpart 31.2](#) – *Contracts with Commercial Organizations*

[44 U.S.C. 3541 et seq. \(Pub. L. 107-347\)](#) – *Federal Information System Security Management Act of 2002* (FISMA)
An Act designed to improve computer and network security within the Federal Government. Applies to awardees if it will collect, store, process, transmit, or use information on behalf of AMS.

Motor Vehicle Safety –

- *Highway Safety Act of 1966*, as amended ([23 U.S.C. 402](#) & [403](#));
- *Government Organization and Employees Act*, as amended ([5 U.S.C. 7902 \(c\)](#));
- *Occupational Safety and Health Act of 1970*, as amended ([29 U.S.C. 668](#));
- *Federal Property and Administrative Services Act of 1949*, as amended ([40 U.S.C. 101, et seq.](#));
- *Increasing Seat Belt Use in the United States* ([E.O. 13043](#)); and
- *Federal Leadership on Reducing Text Messaging While Driving* ([E.O. 13513](#))

Federal statutes and regulations found on the SF-424B “Assurances –Non-Construction Programs” (this form is submitted through Grants.gov with your application package)

APPENDIX B: FREQUENTLY ASKED QUESTIONS (FAQ)

Q: What is a specialty crop?

A: The Farm Bill defines specialty crops as "fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture)." Eligible plants must be cultivated or managed and used by people for food, medicinal purposes, and/or aesthetic gratification to be considered specialty crops. Visit [USDA's Website](#) for a comprehensive list of eligible and ineligible crops.

Q: Who is eligible to apply for SCBGP funds?

A: Non-profit and for-profit organizations; local, state, federal government entities, including tribal governments; and public or private colleges and universities are eligible to apply. There is no limit as to the number of concept proposals submitted.

- The project must clearly and directly impact Washington state specialty crop producers or processors. Eligible organizations include industry associations; producer groups; commodity commissions; non-profit organizations; for-profit organizations; local, state and federal government entities; and educational institutions.
- Projects must benefit more than one product or organization. The SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution or individual. This means that the program will not provide funds to start or expand a farm or other business venture.

Q: Can I apply for the Washington State SCBGP if I am from another state? My project would benefit Washington growers.

A: Yes, you are eligible to apply for Washington State's program. However, your project will need to clearly benefit Washington growers. If selected for Phase II, you will also need to provide documented support for your project from Washington's specialty crop industry.

Q: Is there a limit on how many concept proposals an applicant can submit?

A: No; however, each concept proposal should be for a unique project. Submitting the same concept proposal over multiple funding categories is prohibited.

Q: Will WSDA provide answers to specific questions regarding the eligibility of concept proposals or assist applicants in selecting a funding category, funding priority, and/or outcome measure(s) and indicator(s)?

A: WSDA is unable to advise and/or provide individuals with feedback on specific proposals during the solicitation process. WSDA cannot provide guidance on the most appropriate funding category, funding priority, and/or outcome measure(s) and indicator(s) for a concept proposal.

Q: Do certain organization types or commodities receive higher priority for funding than others?

A: There is no special consideration given to an organization or commodity type in the scoring of proposals. WSDA ensures the review process has no conflicts of interest and reviewers are required to review each project on its individual merits.

Q: Is the SCBGP concept proposal application available as a Word document? Is there a page limit?

A: No, the concept proposal application is not available as a Word document. All applicants must complete and submit the concept proposal application using WSDA's *Fluidreview* application site. As a result, there is no page limit.

Q: Can an organization submit two projects to the same funding category?

A: Yes, an organization may submit more than one proposal to a single funding category as long as the proposals are for unique projects.

Q: Are examples available of projects that would be eligible under each funding category?

A: Yes, there are examples of possible projects for each funding category provided in the 2018 RFCP. Please note that these examples are not intended to be all inclusive.

Q: What is the definition of a Socially Disadvantaged Farmer?

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

Q: What is the definition of a Beginning Farmer?

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

Q: Does WSDA allocate a set amount of funding or number of projects per funding category?

A: No, WSDA does not allocate a set amount of funding or number of projects per funding category.

Q: If an applicant selects the wrong funding category, will they be disqualified?

A: Applicants will not be disqualified for selecting the wrong funding category. However, each review group is comprised of subject matter expert(s) who may not be as qualified to review proposals submitted to a funding category not relative to the project. This may affect the probability of success for a given project. For this reason, applicants are strongly encouraged to carefully review the funding categories and select the one that aligns closest with their project.

Q: The RFCP states that proposals should demonstrate that the project will become self-sustaining beyond the grant duration and/or that the benefit of the project to Washington's specialty crop industry will continue beyond the grant duration. How can applicants determine the sustainability of their projects?

A: It depends on the nature of the individual project. It is possible for projects to demonstrate either or both types of sustainability. For example, a project may generate income that will allow project activities to continue after the grant duration. Other projects may not need to become self-sustaining after the end of the grant duration, in which case applicants should outline a plan to ensure the results of the project will continue to benefit the industry after the grant is complete.

Q: Can applicants create their own outcome measures and indicators?

A: No, applicants must select at least one outcome measure and associated indicator from the Outcome Measures supplement.

Q: How many outcome measures and indicators are required? Are applicants allowed to choose more than one?

A: All projects must result in at least one outcome measure. Applicants are allowed to identify more than one outcome measure. For each outcome measure identified, applicants must specify at least one associated indicator.

Q: How should an increase in sales be expressed?

A: An increase in sales must be expressed as a dollar value AND percentage increase of one or more specialty crops as a result of marketing and/or promotion.

Q: What is the General Schedule 15 (GS-15), Step 10?

A: The GS-15, Step 10 is the maximum pay allowed annually and hourly for contractors and consultants by the federal government. Applicants should use the GS-15, Step 10 rate for their area when developing contractual cost estimates to ensure rates are reasonable and consistent with fees in the marketplace for similar services. Contractor costs exceeding the GS-15, Step 10 rate must be paid from a source other than SCBGP funds unless a justification is provided and approved by WSDA and USDA. Visit the [General Schedule \(GS\) Locality Pay Tables](#) for more information.

Q: Are indirect costs allowable under Washington's Specialty Crop Block Grant Program?

A: No, only direct costs are allowed. Refer back to the "General Requirements" section of this document for some examples of direct and indirect costs.

Q: What is the review committee and how does the review process work?

A: The review committee is a group of volunteers with knowledge and expertise regarding the Washington specialty crop industry. The committee is broken up by funding category and reviews, evaluates, and makes recommendations to WSDA on proposals submitted for funding to Washington's SCBGP. The reviewers evaluate and score proposals individually, meet as a group to have an open discussion, then present WSDA with the recommendations.

Q: How does the process work between WSDA and USDA for projects that receive funding?

A: WSDA's administrative and technical review process helps to ensure that the projects recommended to USDA for funding are timely and important for Washington's specialty crops and comply with all of the program rules and regulations. USDA has the final say regarding which projects receive funding. USDA may approach WSDA with questions on specific projects, in which case WSDA will work with the applicant to answer any questions USDA may have. In some cases, USDA may ultimately elect to decline a project.

Q: Are matching funds required – cash or in-kind?

A: Matching funds are not required, but are strongly encouraged. Documentation of the match will be required in Phase II (if invited).

APPENDIX C: EXPECTED MEASURABLE OUTCOMES SUPPLEMENT

EXPECTED MEASURABLE OUTCOME(S) AND PERFORMANCE MEASURE(S)

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

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

Outcome Measures

Outcome 1: To enhance the competitiveness of specialty crops through increased sales
THIS IS MANDATORY FOR ALL MARKETING AND PROMOTION PROJECTS.

Outcome Definition:

Marketing and Promotion

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

- Uses of social media to market and promote;
- Specialty crop local, regional and national campaigns;
- Specialty crop only tradeshow;
- Website promotion and development;
- Use/development of billboards, radio, television, magazine and email ads, marketing materials such as direct mail, brochures;
- Agritourism;
- Export market development; 3
- Retail promotions including point-of-purchase items, labels, packaging etc.;
- Farmers market promotions; and
- Marketing and promotion campaigns with an education component directed to consumers.

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

Indicator: Sales increased from \$_____ to \$_____ and by _____ percent, as result of marketing and/or promotion activities

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales

remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

Performance Measure: Explain how you will collect the required data to report on the outcome and indicator.

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

Indicators:

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

Performance Measure: Explain how you will collect the required data to report on the outcome and indicator.

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

Indicators:

1. Of the _____ total number of consumers or wholesale buyers reached,
 - a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
 - b. The number that reported an intention to access/produce/prepare/preserve specialty crops
 - c. The number that reported supplementing their diets with specialty crops that they produced/preserved/obtained/prepared
2. Of the ____ total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached,
 - a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
 - b. The number that reported an intention to access/produce/prepare/preserve specialty crops
 - c. The number that reported supplementing their diets with specialty crops that they produced/prepared/preserved/obtained
3. Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops
 - a. _____ farmers markets
 - b. _____ produce at corner stores
 - c. _____ school food programs and other food options (vending machines, school events, etc.)
 - d. _____ grocery stores
 - e. _____ wholesale markets
 - f. _____ food hubs that process, aggregate, distribute, or store specialty crops
 - g. _____ home improvement centers with lawn and garden centers
 - h. _____ lawn and garden centers
 - i. _____ other systems/access points, not noted
 - j. _____ total (if not reported above)
4. Number of new delivery systems/access points offering specialty crops
 - a. _____ farmers markets
 - b. _____ produce at corner stores
 - c. _____ school food programs and other food options (vending machines, school events, etc.)
 - d. _____ grocery stores
 - e. _____ wholesale markets
 - f. _____ food hubs that process, aggregate, distribute, or store specialty crops
 - g. _____ home improvement centers with lawn and garden centers
 - h. _____ lawn and garden centers

- i. _____ other systems/access points, not noted
- j. _____ total (if not reported above)

Performance Measure: Explain how you will collect the required data to report on the outcome and indicator.

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.

Indicators:

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

Performance Measure: Explain how you will collect the required data to report on the outcome and indicator.

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

Indicators:

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

Performance Measure: Explain how you will collect the required data to report on the outcome and indicator.

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

Indicators:

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

Performance Measure: Explain how you will collect the required data to report on the outcome and indicator.

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

Indicators:

Number of projects focused on:

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

Performance Measure: Explain how you will collect the required data to report on the outcome and indicator.

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

Indicators:

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

Additional information:

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

Performance Measure: Explain how you will collect the required data to report on the outcome and indicator.