

# SCBG 2025

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*New York Farm Viability Institute*

## *Overview and Technical Notes*

### **2025 Specialty Crop Block Grant Program for New York State**

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This RFP for the 2025 Specialty Crop Block Grant (SCBG) program is utilizing a new application and [scoring criteria](#). It is aligned with the USDA application which will be submitted by New York State Department of Agriculture and Markets (AGM) to the USDA. Please read all instructions carefully. **All applications must be submitted by 11:59 pm on Friday December 20, 2024.**

The SCBG process does not allow specific conversation between applicants and NYFVI staff about their proposals. Applicants are strongly encouraged to [register](#) to attend a webinar to learn more about the application. If you have any questions, they may be submitted via email to Penny Heritage at [pheritage@nyfvi.org](mailto:pheritage@nyfvi.org).

All proposals will be evaluated by farmers with expertise in the proposed crop. The NYFVI [board of directors](#) will also evaluate the proposals and review the input from the panels. NYFVI will submit a ranked list to AGM who will discuss the proposals with its Specialty Crop Advisory Group and they will make the final funding decisions.

If you are selected for inclusion in the NYS application, an abridged version of this proposal, formatted as a project profile will be used. It is anticipated that all applicants will be notified by April.

The full RFP is available as a PDF file by clicking the Question List box in the upper right hand corner of the screen. Instructions are also provided in each question group.

#### **Recent Program Changes**

- As noted above, with the prior grant cycle, NYFVI significantly revised the RFP to better correspond with the federal program's [outcomes and measurable indicators](#).
- Projects may focus on market/marketing based research projects that improve the competitiveness of specialty crops.
- The [scoring criteria](#) for the program has also been adjusted to better reflect the program's goals.
- Additionally, the budget template has been revised to reflect the federal program requirements.

- Other significant changes include a new grant size. Applications between \$50,000 to \$200,000 will now be accepted for consideration.

### **Projects must benefit more than one product or organization.**

All proposals must seek to enhance the competitiveness of specialty crops. Applicants should describe how the project potentially affects and produces measurable outcomes for the specialty crop industry rather than a single organization, institution or individual.

#### *Examples of Acceptable Projects:*

- A non-profit organization, or an extension educator requests funds to demonstrate the viability of organic small fruit production and partners with a farm to conduct a demonstration project and publicize the working model of diversification to other regional growers.
- A non-profit organization leads a market research or marketing project to provide information to growers to support their marketing efforts.
- A researcher develops or evaluates packaging for a specific type of product and shares the results with growers.

#### *Examples of Unacceptable Projects:*

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop to make a profit or to expand production of a single business or organization.
- A single specialty crop organization requests grant funds to market its organization so that it can increase its membership.

### **Legislative Authority for USDA Funding**

Legislative authority is provided under section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. § 1621 note) and amended under section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-343 (the Farm Bill).

### **Key Dates**

Tuesday November 12, 2024	RFP opens
Thursday November 14, 2024	Grant Writing Webinar 2:00pm-3:30 pm
Wednesday, November 20, 2024	Grant Writing Webinar 9:00am-10:30 am
11:59 pm Friday December 20, 2024	<b>Applications due</b>
Monday March 24, 2025	Anticipated notification date. Project leaders must be available to make any requested revisions to proposals.

Monday April 14, 2025	Anticipated date for revised project profiles submitted to AGM
October 1, 2025	Anticipated Grant Awards Announcement by USDA

### Definition of Specialty Crops.

For this RFP, “specialty crops” means fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture). A detailed list of commonly recognized specialty crops can be found on USDA’s web site:

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

### Available Funding

It is anticipated that there will be approximately \$600,000 available through NYFVI for the competitive grant portion of the 2025 SCBG Program. Funding is contingent upon the award of funds to AGM by the USDA. Final grant awards will be made upon final approval of the AGM application to the USDA and execution of NYFVI’s contract with AGM.

### Applicant Eligibility

Eligible applicants include:

- Not-for-profit organizations (NFP)
- Not-for-profit educational institutions
- Local and Indian tribal governments

Ineligible applicants are encouraged to participate as project partners.

Projects should have general applicability and statewide significance to the specialty crop industry. They should not benefit a sole commercial product or single business.

### Project Duration, Funding Amount and Eligible Costs

- Projects may choose their start date. Work may start no earlier than January 1, 2026, and must be completed by June 30, 2028. All projects must complete in 8 quarters.
- Funding requests for individual projects must be between \$50,000 and \$200,000.

**Eligible costs include:** personnel, fringe benefits, travel, special purpose equipment, supplies, and contractual costs and services directly related to an eligible project.

Indirect costs are allowed at a rate not to exceed the federal maximum of 8% of the direct cost amount requested. Indirect costs are any costs incurred for common or joint objectives that therefore cannot be readily identified with an individual eligible project, program, or activity. Indirect costs generally include facilities operation and maintenance costs, depreciation and

general administrative expenses. If a subcontract is used, no more than the federal maximum can be charged among both entities.

**Ineligible costs include:** political activities, lobbying activities, capital expenditures for general purpose equipment, buildings, and land, and any activities that support non-specialty crops. General purpose equipment means equipment that is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, motor vehicles, etc. [This USDA document provides more detailed information on eligible and ineligible costs.](#)

NYFVI shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of a proposal or for any work performed prior to the agreed upon start date of the project.

## Project Selection and Scoring Criteria

Proposals submitted to the SCBG Program will first undergo review by NYFVI staff to check for completeness. Incomplete or inaccurate applications may be ineligible for grant funds and eliminated from consideration.

Proposals will be reviewed and scored by a select panel of specialty crop farmers with expertise appropriate to the proposal. The Scoring Criteria is outlined [here](#).

The NYFVI board of directors will review and discuss all proposals, along with review panel scores and comments, and make a final funding ranking. This ranking of top proposals will be sent to AGM for review and final selection by the New York Specialty Crop Block Grant Advisory Committee.

NYFVI staff and board members reserve the right to request information or seek information or review of proposals or sections of proposals from person/s participating in the project or from those experienced or knowledgeable about aspects relevant to the proposal.

NYFVI staff and board members also reserve the right to request additional information from project leaders.

## Other Considerations

NYFVI reserves the right to:

- reject any or all proposals received with respect to this RFP.
- waive or modify minor irregularities in proposals received after prior notification and concurrence of the applicant.
- utilize any or all ideas submitted in the proposals received unless those ideas are covered by legal patent or proprietary rights.
- request from an applicant additional information as deemed necessary to evaluate the proposal more fully.

- amend the program's specifications after their release, with appropriate written notice posted on the Department's website.
- select only certain portions of proposals for funding.
- make all final decisions with respect to the amount of funding and the timing of payments to be provided to an applicant.
- negotiate the terms of the scope of work and budget.

## Freedom of Information

All proposals submitted and all related contracts and reports may be subject to disclosure under the Freedom of Information Act.

## Risk Assessment

Applicants should be advised that if their project is selected for funding, the applicant organization will undergo a formal risk assessment based on standards adopted by AGM. This assessment will ensure applicants are financially responsible and have had no prior issues in their state contracting history or federal grant performance history. The assessment will also determine whether the applicant has had prior audit findings and evaluate the funding characteristics of the currently approved project. Applicants that are deemed to be 'high risk' based on factors in the assessment linked below, may or may not be awarded SCBG funding, even if their proposal scores highly among reviewers. [Please click the following link to view the risk assessment guidelines.](#)

## Federal Conditions

Funds for this program will be provided to NYFVI through the AGM, pursuant to an agreement with the USDA, Agricultural Marketing Service. Successful applicants will be required to comply with all applicable Federal statutes, regulations and policy requirements. A list of applicable statutes, regulations and policy requirements as well as a summary of the potential impact of certain National Policy Requirements on certain grants can be found at Rules & Regulations | Agricultural Marketing Service ([usda.gov](https://www.usda.gov))

## Reporting Requirements

Funded projects will be required to report on their activities on a quarterly basis to provide appropriate justification for the accompanying reimbursement requests. Reimbursement requests will not be processed until the progress report has been submitted. Effort should be made to submit documentation of all costs that were incurred in the correct quarter.

An annual report is required in November of every year for inclusion in the NYS report to the USDA.

A final report is required at the project's conclusion. It will be included in the NYS report to the USDA that is due November of 2028. Please be aware that there is no leeway to deliver the annual report or final report past the deadline. *Note: the USDA may request follow-up*

*information to these reports and project leaders are expected to make responding to these inquiries a priority.*

NYFVI will withhold ten percent (10%) of the total grant award until approval of the final report.

NYFVI reserves the right to conduct site visits as well as follow-up surveys of funded projects to determine long-term impacts.

The template for the annual and final report is available [here](#).

### **NYFVI Contact Information**

All questions about the RFP must be submitted via email to [pheritage@nyfvi.org](mailto:pheritage@nyfvi.org).

### **Technical Notes**

This online platform is new to NYFVI. We are pleased that it will allow us to better align this New York specific SCBG RFP with the USDA goals and requirements.

If you would like to collaborate on this request with other individuals, you may use the blue "Collaborate" button in the top-right corner of the page. Type in their email address and a brief message inviting them to edit the application. Click here for Collaborator troubleshooting.

The RFP uses branching questions to help reduce the number of fields that are visible to all applicants and reviewers. To facilitate the branching process, there are a number of yes/no questions built into the application. Yes answers will bring up additional fields for completion. If you find you need more space, in any area please let us know.

We would also appreciate your feedback on the platform and application.

## ***Project Title and Dates***

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Create a title for the project. Keep in mind the title of the project will appear in program publications. Generally, a title that is brief but descriptive of the project and its goals, works best.

Projects may start at the beginning of each quarter between January and October of 2026.

- All projects must be completed by June 30, 2028
- No project may last longer than 8 quarters, shorter projects are permissible.

Use the drop-down menus to select a start and end date for your project. Please select your timeframe carefully.

**Project Title\****Character Limit: 250***Project Start Date\*****Choices**

January 1, 2026  
April 1, 2026  
July 1, 2026  
October 1, 2026

**Project End Date\*****Choices**

September 30, 2026  
December 31, 2026  
March 31, 2027  
June 30, 2027  
September 30, 2027  
December 31, 2027  
March 31, 2028  
June 30, 2028

**Organizational Tracking System\***

If your organization uses a number system for proposals, please provide that information. If your organization does not use a numbering system, please enter NA.

Note: Per an agreement with Cornell University, NYFVI will not review an application unless an OSP number is provided.

*Character Limit: 250*

## *USDA Project Partner and Summary*

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

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

**Project Partner and Summary\****Character Limit: 1500*

## *Agricultural Production Sector and Target Beneficiaries*

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In this section, your selection will determine the type of farms that will review your proposal.

### **Agricultural Commodity\***

Please indicate which type of NY specialty crops your work will benefit.

#### **Choices**

Apples and other tree fruit (cider)  
Apples and other tree fruit (non cider)  
Aquaculture  
Berries  
Christmas Trees  
Culinary and/or medicinal herbs  
Grapes  
Green Industry – Nursery and Landscape plants  
Hops  
Maple Syrup  
Pollinators - Honey  
Sod  
Vegetables or Fruit--Controlled Environment Agriculture crop  
Vegetables or Fruit--High tunnel Specialty crop  
Vegetables—Field grown  
Other

### **Other response**

If you selected other in the list above, please provide the name of the crop your proposal will support. Please consult the [USDA list](#) to ensure it is eligible.

*Character Limit: 100*

### **Production Systems\***

This work will benefit:

#### **Choices**

Organic production only.  
Conventional production only.  
Both organic and conventional production.

### **Target Beneficiaries\***

Use specifics to describe the agricultural production sector that will benefit from this work. Demonstrate a thorough understanding of the scale of the crop in NYS, where it is grown, the size of the farms growing the crops and the types of production systems that are used. If you are proposing the development of a new crop, discuss the types of farm operations that would be most likely to benefit from producing it.

*Character Limit: 1500*



## USDA Outcomes Alignment

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Although the USDA SCBG program includes seven outcomes, this RFP seeks work that is focused only on achieving the four outcomes listed below.

As you consider your selection, keep in mind the following:

- All outcomes are associated with [measurable indicators](#).
- Proposals must provide specific numerical target values for any indicator that will be used to measure the impact of their work.
- All activity in a proposal must be associated with achieving an indicator.
- If a proposal is funded, it will be required to measure and report on each indicator selected.

### ***Outcome 4: Improve Pest and Disease Control Processes***

*This priority is focused on driving practice adoption of existing management practices. None of the anticipated results/indicators associated with this priority include development or research trials. If your work includes late-stage research trials as well as practice adoption, you should also select Outcome 6.*

### ***Outcome 5: Develop New Seed Varieties and Specialty Crops***

*This priority is focused on plant breeding. Later stage work will be expected to measure the adoption of new seeds or crops by farmers.*

### ***Outcome 6: Expand Specialty Crop Research and Development***

*This priority is focused directly on agricultural research, including market/marketing research. Later stage research would be expected to also seek to drive and track adoption of the findings using the measures in Outcome 4.*

### ***Outcome 7: Improve Environmental Sustainability of Specialty Crops***

*This priority encompasses both driving awareness and adoption of practices as well as developing or improving new tools or technologies.*

## USDA Outcomes\*

Please select one or more of the USDA Outcomes that are aligned with your proposal.

### Choices

Improve Pest and Disease Control Processes

Develop New Seed Varieties and Specialty Crops

Expand Specialty Crop Research and Development

Improve the Environmental Sustainability of Specialty Crops

## *NYS Priorities*

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### **NYS Priorities\***

The New York Specialty Crop Block Grant Advisory Committee, composed of farmer members of specialty crop organizations and associations, and other industry stakeholders, has developed specific research and education priorities that are aligned with the USDA outcomes.

1. Research and/or education that addresses a key production problem or need specific to NYS.
2. Developing and increasing the utilization of IPM strategies and programs.
3. Addressing native and exotic pests and disease threats through development of pest risk assessments.
4. Plant breeding for the development of crops resistant to exotic and native pests.
5. Applied R&D focused on extending the growing season through new technologies or improved practices.
6. Developing new seed varieties and specialty crops with optimal performance under NYS conditions.
7. Market based research that enhances the competitiveness of a NY specialty crop.
8. Research, demonstration and training involving specialized equipment for mechanical weed control or new technologies that increase production efficiency.
9. My proposal is aligned with the USDA outcomes, but not a specific NYS priority.

Please check any of the priorities that are aligned with your proposal.

### **Choices**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

## *USDA SCBG Outcomes and Measurable Indicators Branching Questions*

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These questions will allow the system to tailor the online application to the Outcomes selected.

#### Outcome 4\*

*This priority is focused on driving practice adoption of existing management practices. None of the anticipated results/indicators associated with this priority include development or research trials. If your work includes late stage research trials as well as practice adoption, you should also select indicators in Outcome 6.*

Is Outcome 4: **Improve Pest and Disease Control Processes** aligned with your project?

##### Choices

Yes

No

#### Outcome 5\*

*This priority is focused primarily plant breeding. Later stage work will be expected to measure the adoption of new seeds or crops by farmers.*

Is Outcome 5: **Develop New Seed Varieties and Specialty Crops** aligned with your project?

##### Choices

Yes

No

#### Outcome 6\*

*This priority is focused directly on agricultural research. Later stage research would be expected to also seek to drive and track adoption of the findings using the measures in Outcome 4.*

Is Outcome 6 **Expand Specialty Crop Research and Development** aligned with your project?

##### Choices

Yes

No

#### Outcome 7\*

*This priority encompasses both driving awareness and adoption of practices as well as developing or improving new tools or technologies.*

Is Outcome 7: **Improve Environmental Sustainability of Specialty Crops** aligned with your project?

##### Choices

Yes

No

## Outcome 4 Indicators

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Every outcome has USDA indicators that are associated with the work. Previously you selected *Outcome 4 Improve Pest and Disease Control Processes* as one of your project outcomes. Please review the indicators that are associated with Outcome 4 then select all indicators that your project will track and measure.

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

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

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

4.3a Number of additional acres managed using integrated pest management..

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

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

4.5a Reduction in product lost to pest and diseases

4.5b Improved crop quality.

4.5c Reduction in labor costs .

4.5d Reduction in pesticide use.

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

4.6a Improving speed.

4.6b Improving reliability.

4.6c Expanding capability.

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

### Outcome 4 Indicators Numerical Targets

For each indicator that you will be using, please provide a numerical target. It is expected that your project will track and report on these indicators.

#### Indicator 4.1

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

*Character Limit: 6*

**Indicator 4.2.**

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

*Character Limit: 5*

**Indicator 4.3**

Number of stakeholders trained in early detection and rapid response practices to combat pests and diseases.

*Character Limit: 5*

**Sub-Indicator 4.3a**

If you provided a number in 4.3, what is the number of additional acres managed using integrated pest management?

*Character Limit: 5*

**Indicator 4.4**

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

*Character Limit: 5*

**Indicator 4.5**

Total number of producers/processors that enhanced or maintained pest and disease control practices.

*Character Limit: 5*

**Sub-indicator 4.5a**

Of the number provided in Indicator 4.5, how many reported a reduction in product lost to pest and disease?

*Character Limit: 5*

**Sub-Indicator 4.5b**

Of the number provided in Indicator 4.5, how many reported improved crop quality?

*Character Limit: 5*

**Sub-Indicator 4.5c**

Of the number provided in Indicator 4.5, how many reported a reduction in labor costs?

*Character Limit: 5*

**Sub-Indicator 4.5d**

Of the number provided in Indicator 4.5, how many reported a reduction in pesticide use?

*Character Limit: 5*

### Indicator 4.6a

Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by **improving speed**.

*Character Limit: 5*

### Indicator 4.6b

Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by **improving reliability**.

*Character Limit: 5*

### Indicator 4.6c

Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by **expanding capability**.

*Character Limit: 5*

### Indicator 4.6d

Number of producers/processors improving the efficiency of pest and disease control diagnostics and response testing, as reported by **increasing testing (i.e, survey work for pests)**.

*Character Limit: 5*

## Outcome 5 Indicators

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Every outcome has USDA indicators that are associated with the work. Previously you selected *Outcome 5 Develop New Seed Varieties and Specialty Crops* as one of your project outcomes. Please review the indicators that are associated with Outcome 5, then select all indicators that your project will track and measure.

5.1 Number of cultivar and/or variety trials conducted.

Of those:

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

5.2 Number of cultivars and/or seed varieties developed.

5.3 Number of cultivars and/or seed varieties released.

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

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

### Outcome 5: Numerical Targets for Indicators

For each indicator that you will use, please provide a numerical target. It is expected that your project will track and report on these indicators.

### Indicator 5.1

Number of cultivar and/or variety trials conducted:

*Character Limit: 5*

### Sub Indicator 5.1a

Of the number provided in your response to indicator 5.1, what is the number that advanced to further stages of development?

*Character Limit: 5*

### Indicator 5.2

Number of cultivars and/or seed varieties developed:

*Character Limit: 5*

### Indicator 5.3

Number of cultivars and/or seed varieties released:

*Character Limit: 5*

### Indicator 5.4

Number of growers adopting new cultivars and/or varieties:

*Character Limit: 5*

### Indicator 5.5

Number of acres planted with new cultivars and/or varieties:

*Character Limit: 5*

## Outcome 6 Indicators

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Every outcome has USDA indicators that are associated with the work. Previously you selected *Outcome 6 Expand Specialty Crop Research and Development* as one of your project outcomes. Please review the indicators that are associated with Outcome 6, then select all indicators that your project will track and measure.

6.1 Number of research goals accomplished .

6.2 For research conclusions, the number that:

6.2a Yielded findings that supported continued research.

6.2b Yielded findings that led to completion of study.

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

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

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

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

6.4b Number of citations counted.

## **Outcome 6: Numerical Targets for Indicators**

For each indicator that you will use, please provide a numerical target. It is expected that your project will track and report on these indicators.

### **Indicator 6.1**

Number of research goals accomplished:

*Character Limit: 5*

### **Indicator 6.2a**

For research conclusions, the number that **yielded finding that supported continued research.**

*Character Limit: 5*

### **Indicator 6.2b**

For research conclusions, the number that **yielded finding that led to the completion of study.**

*Character Limit: 5*

### **Indicator 6.2c**

For research conclusions, the number that **yielded findings that allow for implementation of new practice, process or technology.**

*Character Limit: 5*

### **Indicator 6.3**

Number of industry representatives and other stakeholders who engaged with research results:

*Character Limit: 5*

### **Indicator 6.4**

Total number of research outputs published to industry publications and/or academic journals:

*Character Limit: 5*

#### **Sub-Indicator 6.4a**

For each published research output estimated in indicator 6.4, provide the number of views/reads of published research/data.

*Character Limit: 5*

#### **Sub-indicator 6.4b**

For each published research output estimated in indicator 6.4, provide the number of citations counted.

*Character Limit: 5*



## Outcome 7 Indicators

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Previously you selected *Outcome 7 Improve Environmental Sustainability of Specialty Crops* as one of your project outcomes. Following is the list of indicators that are associated with Outcome 7.

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

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

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

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

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

7.5a Water quality/ conservation.

7.5b Soil health.

7.5c Biodiversity.

7.5d Reduction in energy use.

7.5e Other positive environmental outcomes (optional).

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

### Indicator 7: Numerical Targets

For every indicator you will use, please establish a numerical target for that you will achieve and measure.

#### Indicator 7.1

Number of stakeholders that gained knowledge about environmental sustainability best practices, tools, or technologies:

*Character Limit: 5*

#### Indicator 7.2

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

*Character Limit: 5*

#### Indicator 7.3

Number of producers that adopted environmental best practices or tools:

*Character Limit: 5*

### Indicator 7.4

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

*Character Limit: 5*

### Indicator 7.5a

Number of additional acres managed with sustainable practices, tools, or technologies that **focused on water quality/conservation**

*Character Limit: 5*

### Indicator 7.5b

Number of additional acres managed with sustainable practices, tools, or technologies that **focused on soil health**.

*Character Limit: 5*

### Indicator 7.5c

Number of additional acres managed with sustainable practices, tools, or technologies that **focused on biodiversity**.

*Character Limit: 5*

### Indicator 7.5d

Number of additional acres managed with sustainable practices, tools, or technologies that **focused on reduction in energy usage**.

*Character Limit: 5*

### Indicator 7.5e

Number of additional acres managed with sustainable practices, tools, or technologies that **focused on other positive environmental outcomes**.

*Character Limit: 5*

### Indicator 7.6

Number of additional acres established and maintained for the mutual benefit of pollinators/specialty crops:

*Character Limit: 5*

## USDA Project Purpose

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Provide detail about the specific issue, problem or need the project will address. Be sure to make clear how the work will increase the competitiveness of NYS specialty crops. Concisely describe the benefits of the potential solution to be developed or practice change to be adopted. Provide a rationale as to why NY growers will prefer the potential solution over other approaches to solving the problem.

If the proposal includes driving adoption of a practice, provide information that demonstrates an understanding of NY grower's attitudes and beliefs about the specific topic.

All proposals should include a synopsis of current practices, previous research, and outreach efforts. The synopsis should focus on the level of applicability, awareness, or comprehension of earlier work within New York State or its regions. Detail how your proposed project builds on existing knowledge or previous efforts.

If understanding of your project's purpose would benefit from the use of images, specifically charts or photos they may be added here. Provide a caption for the information in the text box and clearly name the file. Only one file may be uploaded, and it must be a pdf file.

## Project Purpose\*

*Character Limit: 3500*

## Supplemental images

*Character Limit: 100 / File Size Limit: 10 MB*

## Project Network

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The project network may include producers, collaborators and staff from the applicant organization. Please review each description carefully and add complete information for each individual.

It is anticipated that each category will have at least one person named. If that is not the case for your project, please write "none" in the first row under the "Last name/First name" column of the corresponding table

**Specialty Crop Producers:** Include any specialty crop producer who is, or will be actively engaged with the project team on this project. Please provide ALL information for each individual. If you can not provide an email addresss, it may create doubt that they are committed to the project. Do not include more than one individual from each farm business. *Only growers should be included in this table.*

Use the drop down menu to select the role each individual will have on the project:

- Proposal Development
- Advisory Committee
- Project Implementation

**Collaborators:** Provide the name and contact information for all other individuals from outside of your organization that will be supporting the project in this section. These may include extension educators, consultants, researchers partners from other organizations and agribusiness professionals. While all participants and collaborators should be listed, any non-

staff role that will be financially supported by the grant must be included.

Use the drop down menu to indicate how the individual is participating.

- Project co-lead
- Project advisory committee,
- Project implementation partner: such as conducting research trials, supporting outreach and/or evaluation.

**Project Lead and Staff:** Provide the name and contact information for all individuals employed by the lead organization that will be supporting the project in this table. This should include any role that will be financially supported by the project.

Begin with the project lead, provide titles for each. If a role is currently vacant, indicate that in the last name/first name column.

***Tip:** This application system will allow you to provide others in your network access to this proposal by clicking the collaboration button in the upper right-hand corner.*

### Specialty Crop Producers Initial Application

Last Name, First Name	Farm Name, Town	County	Email	Role on Project

## Collaborators

Last Name, First Name	Organization	Role on Project	Email

## Project Lead and Staff

Last Name, First Name	Title	Email

## Project Administrative Contact

Please provide the name of the individual who will be supporting the reimbursement process at your organization.

Administrative Contact	Last Name, First Name	Email Address
1:		

## *USDA External Project Support*

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### **External Project Support\***

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

*Character Limit: 1500*

## *Workplan:SMART Goals*

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The overall workplan should provide a clear understanding of how the activities of a project will be structured, implemented, tracked and evaluated. It includes three required components and an optional section:

- **SMART goal(s)** that integrate the USDA SCBG Outcomes and Indicators that you selected previously.
- **Project objectives** that provide an understanding of the components of your project and how the work will be structured.
- **Activities** that describe the steps that will be taken to complete each objective.
- **Optional: Materials and Methods section.** This section is provided to allow you to convey more specific information about the methodology used in any research proposal.

**SMART goal(s):** SMART goals are Specific, Measurable, Attainable, Relevant and Time-Bound. *Each of the USDA outcomes you select should have its own goal that integrates the indicators you will use to measure the impact of your project.*

*Example:* By the conclusion of this project, 50 growers will learn about new scouting guidance for integrated pest management of onion thrips. 30 growers will be trained in the practice, and 15 growers will adopt this practice.

**Objectives:** For each SMART goal, list the objectives that you will achieve during the project. Each objective should be written as a single sentence that establishes a verifiable milestone to understand the steps the project will take to achieve its SMART goals. You are encouraged to have milestones that reflect the work outlined in your evaluation plans as well as your specific education and/or research activities.

**Activities:** For each objective, describe the actions that will be taken to achieve the objective. Be sure to make it clear who will be performing the activity described. Please be sure to include key data collection pieces as Activities in your project work plan.

*Note: Any activity that will be supported by these funds should be directly related to a USDA outcome and indicators.*

**Optional Materials and Methods section:** If you are proposing a research project that would be easier to understand if it included a discussion of your methodology, please complete this section. Do not include this information in your workplan.

## Materials and Methods

If you are submitting a materials and methods document, please upload it here. It must be a single file, PDF is preferred.

*File Size Limit: 25 MB*

## SMART Goal 1\*

*Character Limit: 1500*

**Do you have a second SMART goal?\***

### Choices

Yes

No

## Workplan: SMART Goal 2

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### SMART Goal 2

*Character Limit: 1500*

## Workplan: SMART Goal 1: Objectives & Activities

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**Objectives:** List the objectives that you will achieve during the project. The objectives should be written as single sentences that serve as verifiable milestones to understand the project's progress in achieving its SMART goals. You are encouraged to have objectives that reflect the work outlined in your evaluation plans as well as your specific education and/or research activities.

Each project is different, and the number of Objectives necessary will vary. If you will not need four objectives to complete your work, simply type in "Not Applicable" for any that will not be used. If you need more objective, the form will expand to allow up to ten.

**Activities:** For each objective provide a concise description of the work necessary to achieve the corresponding objective. The use of text formatting is encouraged to allow for easier comprehension.

**Timeframe:** Please add an estimated completion date for the objective. These dates should demonstrate the incremental progress on your project.

**SMART Goal 1: Objective 1\***

*Character Limit: 250*

**SMART Goal 1: Objective 1 Activities\***

*Character Limit: 1500*

**SMART Goal 1: Objective 1 Completion Date\***

*Character Limit: 10*

**SMART Goal 1: Objective 2\***

*Character Limit: 250*

**SMART Goal 1: Objective 2 Activities\***

*Character Limit: 1500*

**SMART Goal 1: Objective 2 Completion Date**

*Character Limit: 10*

**SMART Goal 1: Objective 3\***

*Character Limit: 250*

**SMART Goal 1: Objective 3 Activities\***

*Character Limit: 1500*

**SMART Goal 1: Objective 3 Completion Date**

*Character Limit: 10*

**SMART Goal 1: Objective 4\***

*Character Limit: 250*

**SMART Goal 1: Objective 4 Activities\***

*Character Limit: 1500*

**SMART Goal 1: Objective 4 Completion Date**

*Character Limit: 10*

**Do you have additional objectives for SMART Goal 1?\***

**Choices**

Yes

No



## *Workplan: SMART Goal 1: ADDITIONAL Objectives and Activities*

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### **SMART Goal 1: Objective 5**

*Character Limit: 250*

### **SMART Goal 1: Objective 5 Activities**

*Character Limit: 1500*

### **SMART Goal 1: Objective 5 Completion Date**

*Character Limit: 10*

### **SMART Goal 1: Objective 6**

*Character Limit: 250*

### **SMART Goal 1: Objective 6 Activities**

*Character Limit: 1500*

### **SMART Goal 1: Objective 6 Completion Date**

*Character Limit: 10*

### **SMART Goal 1: Objective 7**

*Character Limit: 250*

### **SMART Goal 1: Objective 7 Activities**

*Character Limit: 1500*

### **SMART Goal 1: Objective 7 Completion Date**

*Character Limit: 10*

### **SMART Goal 1: Objective 8**

*Character Limit: 250*

### **SMART Goal 1: Objective 8 Activities**

*Character Limit: 1500*

### **SMART Goal 1: Objective 8 Completion Date**

*Character Limit: 10*

### **SMART Goal 1: Objective 9**

*Character Limit: 250*

### **SMART Goal 1: Objective 9 Activities**

*Character Limit: 1500*

### **SMART Goal 1: Objective 9 Completion Date**

*Character Limit: 10*

### **SMART Goal 1: Objective 10**

*Character Limit: 250*

### **SMART Goal 1: Objective 10 Activities**

*Character Limit: 1500*

### **SMART Goal 1: Objective 10 Completion Date**

*Character Limit: 10*

## *Workplan: SMART Goal 2 Objectives and Activities*

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### **SMART Goal 2: Objective 1**

*Character Limit: 250*

### **SMART Goal 2: Objective 1 Activities**

*Character Limit: 1500*

### **SMART Goal 2: Objective 1 Completion Date**

*Character Limit: 10*

### **SMART Goal 2: Objective 2**

*Character Limit: 250*

### **SMART Goal 2: Objective 2 Activities**

*Character Limit: 1500*

### **SMART Goal 2: Objective 2 Completion Date**

*Character Limit: 10*

### **SMART Goal 2: Objective 3**

*Character Limit: 250*

### **SMART Goal 2: Objective 3 Activities**

*Character Limit: 1500*

### **SMART Goal 2: Objective 3 Completion Date**

*Character Limit: 10*

### **SMART Goal 2: Objective 4**

*Character Limit: 250*

**SMART Goal 2: Objective 4 Activities***Character Limit: 1500***SMART Goal 2: Objective 4 Completion Date***Character Limit: 10***Do you have additional objectives for SMART Goal 2?\*****Choices**

Yes

No

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*Workplan: SMART Goal 2 ADDITIONAL Objectives and Activities***SMART Goal 2: Objective 5***Character Limit: 250***SMART Goal 2: Objective 5 Activities***Character Limit: 1500***SMART Goal 2: Objective 5 Completion Date***Character Limit: 10***SMART Goal 2: Objective 6***Character Limit: 250***SMART Goal 2: Objective 6 Activities***Character Limit: 1500***SMART Goal 2: Objective 6 Completion Date***Character Limit: 10***SMART Goal 2: Objective 7***Character Limit: 250***SMART Goal 2: Objective 7 Activities***Character Limit: 1500***SMART Goal 2: Objective 7 Completion Date***Character Limit: 10***SMART Goal 2: Objective 8***Character Limit: 250***SMART Goal 2: Objective 8 Activities***Character Limit: 1500*

**SMART Goal 2: Objective 8 Completion Date***Character Limit: 10***SMART Goal 2: Objective 9***Character Limit: 250***SMART Goal 2: Objective 9 Activities***Character Limit: 1500***SMART Goal 2: Objective 9 Completion Date***Character Limit: 10***SMART Goal 2: Objective 10***Character Limit: 250***SMART Goal 2: Objective 10 Activities***Character Limit: 1500***SMART Goal 2: Objective 10 Completion Date***Character Limit: 10*

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***USDA: Data Collection to Report on Outcomes and Indicators***

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**USDA Data Collection\***

Explain how you will collect the required data to report on the outcome and indicator in the space below. This information should be consistent with any data collection activities included in your work plan.

*Character Limit: 1500*

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***Budget: Budget Summary and Overview***

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All expenses included in this budget must be directly associated with the activities described in the workplan.

**Note: All budget tables are required by the USDA application.**

**Budget Summary Table**

This budget is aligned with the USDA requirements. Using the tables below, please complete the individual components of your budget first, then manually enter the subtotals into this summary table.

If you will not incur any costs in a specific category, please enter the number zero.

Please ensure your total request is between \$50,000 and \$200,000. Submitting a request outside of this range may prevent the proposal from being reviewed.

<b>Expense Category</b>	<b>Budget</b>
<b>Personnel</b>	
<b>Fringe Benefits</b>	
<b>Travel</b>	
<b>Equipment</b>	
<b>Supplies</b>	
<b>Contractual</b>	
<b>Other</b>	
<b>Direct Costs Subtotal</b>	
<b>Direct Costs Subtotal (Please Enter Number From Above)</b>	
<b>Indirect Costs</b>	
<b>Total Budget</b>	

## *Budget: Personnel Costs*

List the **lead** organization's employees whose time and effort can be specifically identified and easily and accurately trace to project activities that enhance the competitiveness of specialty crops. Include the individual's name and title, and the level of effort (number of hours or % of full time employee over the duration of the project. If a percentage is used it must be expressed as a decimal. Use the justification section to make it clear which approach is used for each employee.

Provide total of wages requested by individual. If a role is not yet associated with an individual, please indicate "vacant" in the Last name/first name column.

NYFVI may pay fringe benefits at a rate consistent with the applicant's place of employment, for that class of employee. Please include fringe benefits cost and % for each employee.

All organizations seeking reimbursement for salary, wage or fringe benefit expenses must maintain detailed records and will be required to present documentation of the amount of the employee's time devoted to the project.

If no wages will be requested, please enter the word none in the first column of the first row.

### **Personnel Costs: Wages and Fringe Benefits**

Last name/First name (title)	Level of effort: Hours or % expressed as decimal	Wages \$	Fringe Rate %	Fringe Total \$

### **Personnel Justification\***

For each individual listed in the Personnel Costs Table, describe the activities to be completed by name/title including approximately when activities will occur. *This section should be aligned with the description of activities provided in your workplan.*

*Character Limit: 3500*

## *Budget: Travel*

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations.

This information is available at [Home | GSA \(http://www.gsa.gov.\)](http://www.gsa.gov)

Travel outside of NYS requires prior approval by NYFVI and the NYS Department of Agriculture and Markets.

### Travel Costs

Trip #	To/From	Expense/Unit of measure	# of Units	Cost per Unit	Funds Requested
1					
2					
3					
4					
5					
6					
7					
8					

9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total					

### Travel Justification\*

For each trip listed in the above table, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will



occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

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

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

*Character Limit: 3000*

### Travel Policy Confirmation

By checking "Yes" I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with with 2 CFR 200.474 or 48 CFR subpart 31.2 as applicable.

### Choices

Yes

### Budget: Equipment Costs

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities.

Rental of "general purpose equipment" must also be described in this section. **Purchase of general-purpose equipment is not allowable under this grant.**

### Equipment Information Table

#	Equipment Type/Name	Rental or Purchase	Acquisition Date	Funds Requested
1				
2				
3				
Total				

## Equipment Justification

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project.

Example: Equipment 1: Description and justification

*Character Limit: 3500*

## Budget: Supplies

### Supplies Cost Table

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date	Funds Requested
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

9.					
10.					
Total:					

### Supplies Justification

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

*Example:*

Supply 1: Description and justification

Supply 2: Description and justification

*Character Limit: 3500*

### Budget: Other Costs

#### Other Costs

This line should only be used if a cost is both allowable within the USDA guidelines, AND there is no other category for it.

In some academic organizations, it is necessary that a student receive tuition reimbursement to be allowed to work on a project. In other organizations, living stipends are considered payment for work. If either of those scenarios is required by your organization, please provide a description of those costs here and include the total requested below.

*Character Limit: 250*

#### Other Funds, Dollar Amount Requested

*Character Limit: 20*

### Budget: Contractual/Consultant Costs

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. This section will often include internal or external charges for diagnostic testing and subcontracts to support project implementation with external organizations.

Using the table below, list all contractors/consultants, detailing out the name, hourly/flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

Please indicate if any of these contractual organization or consultants will receive indirect as part of their payment.

### Contractual/Consultants Table

#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested	Indirect Included in total?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
<b>Total:</b>				

### Contractual Justification

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Include a justification for why contractual/consultant services are to be used. Include timeframes for each

activity.

*Note: If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in NYS, provide a justification for the expense. This limit does not include fringe benefits, travel, indirect costs or other expenses.*

Example:

Contractual 1: Description and justification

Contractual 2: Description and justification

*Character Limit: 1500*

## ***Budget: Indirect Costs***

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### **Indirect costs\***

Indirect costs are allowed at a rate not to exceed the federal maximum of 8% of the total direct cost amount requested. Indirect costs are any costs incurred for common or joint objectives that therefore, cannot be readily identified with an individual eligible project, program, or activity. Indirect costs generally include facilities operation and maintenance costs, depreciation and general administrative expenses. Indirect, overhead, or F&A charges cannot be levied twice, i.e. if indirect cost are charged on the project direct cost total then they cannot be charged on subcontracts or consulting agreements and vice versa.

The indirect costs that is included in the budget summary table should only include the indirect costs that will be paid to the prime contractor.

Does your budget include any subcontractors or consultants that will be charging indirect costs?

### **Choices**

Yes

No

## ***Budget: Indirect Calculation NO***

---

Your budget summary may include a full 8% of the total direct cost amount requested. Please calculate that number and add it to the budget summary table.

## *Budget: Indirect Calculation YES*

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The indirect costs for your project must be calculated in two steps.

First, develop a total of all costs using the budget summary table.

Next, working offline, subtract any subcontractor or consulting costs that are charging an indirect.

Calculate the indirect costs for your application using the revised total direct costs. Use this number for the indirect costs in your budget summary table.

## *USDA: Program Income*

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### **Program Income\***

Contractor shall report any program income earned as a result of the project. Program income shall be used in accordance with 2 CFR Part 200.80, 7 CFR 3019.24 or 7 CFR 3016.25.

Program income is gross income—earned by a contractor under a grant—directly generated by the grant-supported activity, or earned only as a result of the grant agreement during the grant period. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded with grant funds); registration fees for conferences, workshops, field days, etc. If the Contractor is other than a Federal agency, royalties or equivalent income earned from patents, inventions, trademarks, and copyrighted works is not subject to this section.

If program income is to be earned during the Agreement, it must be pre-approved by the NYFVI and AGM, and used for one or more of the following:

1. Expanding the project or program
2. Continuing the project or program after the grant or subgrant support ends
3. Supporting other projects or programs that further enhance the competitiveness of eligible specialty crops.

Will your project have program income?

### **Choices**

Yes

No

## *USDA Beneficiary Tracking*

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### **Project Beneficiaries\***

Estimate the number of project beneficiaries:

*Character Limit: 5*

## USDA Beneficiary Tracking\*

While not a focus of this program, the USDA requires that projects certify if their work will directly benefit beginning farmers and/or underserved farmers. Those terms are described here:

*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.*

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

If your project will serve these stakeholders you must be prepared to measure participation by these groups.

*Note: Your responses to these questions are not shared with the review panels.*

Does this project directly benefit underserved farmers?

### Choices

Yes

No

Does this project directly benefit beginning farmers?\*

### Choices

Yes

No

## USDA Funding Sources

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### Current or future funding sources\*

If your project is receiving or will potentially receive funds from another Federal or State grant program, list the names of those programs here.

*Character Limit: 250*

### Funding Description\*

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

*Character Limit: 1500*

## *USDA: Additional Information*

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### **Statement of Enhancing Specialty Crops\***

I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at [Specialty Crop Block Grant Program | Agricultural Marketing Service \(usda.gov\)](#)

#### **Choices**

Yes

No

### **Continuation Project Information\***

Does this project continue the efforts of a previously funded SCBG project?

#### **Choices**

Yes

No

## *USDA Continuation Information*

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### **Continuation: Summary of Outcomes\***

Provide a summary ( 3 to 5 sentences) of the outcomes of the previous efforts.

*Character Limit: 1500*

### **Continuation: Description\***

Describe how this project will differ from and build on the previous efforts.

*Character Limit: 1500*

### **Continuation: Lessons Learned\***

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

*Character Limit: 1500*

### **Continuation: Self-Sustaining\***

Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds.

*Character Limit: 1500*

### **Continuation: Improvements to This Project\***

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

*Character Limit: 1500*