

SCBGP GRANT ADMINISTRATION TEMPLATE

AWARD YEARS 2022 FORWARD

The State department of agriculture must include the following information once at the beginning of the State Plan.

RECIPIENT INFORMATION

State Department of Agriculture: New Mexico Department of Agriculture/New Mexico State University

STATE PLAN COORDINATOR

List the person at the State department of agriculture directly responsible for administering the state plan.

Coordinator Name: Felicia C. Frost & Alyssa Pearson

Title: Manager/Lead, Marketing & Sales; Marketing Specialist

Phone Number: (575) 646-4929

Email: specialtycrops@nmda.nmsu.edu

OUTREACH

OUTREACH TO SPECIALTY CROP STAKEHOLDERS TO IDENTIFY FUNDING PRIORITIES

States are encouraged to conduct outreach to specialty crop stakeholders to receive and consider public comment to identify state funding priority needs in enhancing the competitiveness of specialty crops prior to development of your request for proposals or applications.

OUTREACH TO IDENTIFY FUNDING PRIORITIES

Provide the steps you took to conduct outreach to identify funding priorities.

NMDA funding priorities are not limited to specific topics or crops, however, project proposals are based on the following:

- Potential Impact
- Potential Return on Investment
- Sustainability (the likelihood that a project will continue after federal funding has ceased)

The history of an applicant who has been funded in the past is also taken into consideration by the committee as they make their recommendations: have they invoiced and submitted all required reports in a timely manner; was the work plan and budget followed; were records kept according to NMDA's and USDA's expectations, etc.

IDENTIFIED FUNDING PRIORITIES

Provide the funding priority needs identified through your outreach to specialty crop stakeholders. Include as many funding priorities as needed.

Funding Priority 1:

N/A

Funding Priority 2:

N/A

Funding Priority 3:

N/A

Funding Priority 4:

N/A

Funding Priority 5:

N/A

Funding Priority 6:

N/A

Funding Priority 7:

N/A

Funding Priority 8:

N/A

Funding Priority 9:

N/A

Funding Priority 10:

N/A

OUTREACH NOT CONDUCTED (IF APPLICABLE)

If outreach was not conducted to identify funding priorities, provide an explanation why it was not conducted.

(See details in previous section.) In general, NMDA has elected not to identify funding priorities based on specific topics or crops, because by not doing so, NMDA receives a broader selection of proposals to select from based on the above-mentioned criteria.

OUTREACH TO UNDERSERVED AND BEGINNING FARMERS

IDENTIFYING UNDERSERVED AND BEGINNING FARMERS

Describe the methods used to identify underserved and beginning farmers within your state.

The methods used to identify and reach underserved and beginning farmers in New Mexico are booths at all annual specialty crop related meetings/tradeshows, workshops conducted by NMDA staff (both scheduled and by request), materials distributed (summary of projects funded in previous three cycles, performance measures, proposal template, calendar of grant deadlines, etc.) to specialty crop related organizations as well as other service agencies, a press release, website and social media postings, and an updated animated video.

The following are examples of each:

- NM/Regional Chile, Pecan, and Wine Conferences
- Virtual Workshops (3 conducted, see schedule listed on the following page: <https://www.elevatenmag.com/specialty-crop-block-grant-program/>)
- Materials distributed to:
- NM Farmers' Marketing Association Members



ENGAGING UNDERSERVED AND BEGINNING FARMERS

Describe the methods used to reach out to these groups to inform them about the SCBGP.

Same as above.

OUTREACH NOT CONDUCTED (IF APPLICABLE)

If outreach was not conducted to underserved farmers and beginning farmers, provide an explanation why it was not conducted.

N/A

COMPETITIVE REVIEW PROCESS

PROPOSAL SOLICITATION

Describe the methods you used to solicit proposals that met the identified specialty crop funding priority needs.

The methods used to solicit proposals are the above mentioned booths, workshops, and distribution of information through press releases, and printed and digital materials.

GRANT PROPOSALS RECEIVED

Number of Grant Proposals Received: 11

APPLICATION REVIEW PANEL

REVIEWER SELECTION

Describe how you selected reviewers to ensure the review panel consisted of technical experts from various fields, who were qualified and able to perform high quality and fair reviews.

The evaluation committee members are recommended by NMDA staff as well as past committee members and are approved by the New Mexico Secretary of Agriculture. There is no formal process, metrics, or mechanism as one is not needed at this time. Past recommendations have proven to be qualified, non-biased, and diverse in their professional expertise and background.

REPRESENTED FIELDS OF EXPERTISE

Provide the fields of expertise the review panel members represented (i.e., botanists, food nutrition experts, commodity association representatives, etc.).

This year, there were three members on the evaluation committee and their fields of expertise are as follows:

- Member 1—Agricultural Communications
- Member 2— Specialty Crop Production & Marketing
- Member 3—Agribusiness Finance/Accounting

PREVENTING REAL OR PERCEIVED CONFLICT OF INTEREST

Describe how you documented and ensured reviewers were free from conflicts of interest (i.e., reviewers signed a conflict-of-interest statement).

All members of our evaluation committee completed and signed a conflict of interest form.

SHARING THE RESULTS OF COMPETITIVE PROCESS WITH APPLICANTS

Describe how you will provide or did provide results of the peer review panel to the grant applicants while ensuring the confidentiality of the review panel members.

As part of all letters that are sent to all applicants, they receive a list of strengths and weaknesses as well as their average score. Upon request, NMDA shares all final and approved proposals, annual and final reports, and other related documents as they are considered public record.

COMPETITIVE PROCESS NOT CONDUCTED (IF APPLICABLE)

If you did not conduct a competitive grant process, provide an explanation as to why you did not.

N/A

OVERALL STATE PLAN BUDGET SUMMARY

Please ensure the total budget equals the State's available grant allocation and that the total indirect costs do not exceed 8 percent of your total grant request.

#	Project Title	Direct	Indirect	Total
1	Agri-Nature Center Demonstration Kitchen	\$27,500.00	0	\$27,500.00
2	VetCorps Veteran Farmers Beekeeping and Extended Season Crops Program +	\$56,691.78	0	
3	Phase 2: Increasing access and expanding opportunities for the success of New +	\$139,724.00	0	\$139,724.00
4	New Mexico LandLink: Enhancing New Mexico's Specialty Crop Industry with Land Access. +	\$223,128.35	0	
5	Improving access to specialty +	\$114,482.30	\$0.00	\$114,482.30
6				\$0.00
7				\$0.00
8				\$0.00
9				\$0.00
10				\$0.00
11				\$0.00
12				\$0.00
13				\$0.00
14				\$0.00
15				\$0.00
16				\$0.00
17				\$0.00
18				\$0.00
19				\$0.00
20				\$0.00
21				\$0.00
22				\$0.00
23				\$0.00
24				\$0.00
25				\$0.00

#	Project Title	Direct	Indirect	Total
26				\$0.00
27				\$0.00
28				\$0.00
29				\$0.00
30				\$0.00
31				\$0.00
32				\$0.00
33				\$0.00
34				\$0.00
35				\$0.00
36				\$0.00
37				\$0.00
38				\$0.00
39				\$0.00
40				\$0.00
41				\$0.00
42				\$0.00
43				\$0.00
44				\$0.00
45				\$0.00
46				\$0.00
47				\$0.00
48				\$0.00
49				\$0.00
50				\$0.00
51				\$0.00
52				\$0.00
53				\$0.00

#	Project Title	Direct	Indirect	Total
54				\$0.00
55				\$0.00
56				\$0.00
57				\$0.00
58				\$0.00
59				\$0.00
60				\$0.00
61				\$0.00
62				\$0.00
63				\$0.00
64				\$0.00
65				\$0.00
66				\$0.00
67				\$0.00
68				\$0.00
69				\$0.00
70				\$0.00
71				\$0.00
72				\$0.00
73				\$0.00
74				\$0.00
75				\$0.00
76				\$0.00
77				\$0.00
78				\$0.00
	Grant Administration	\$48,828.38	\$0.00	\$48,828.38
	Subtotals	\$610,354.81	\$0.00	

Total Budget:

\$ 610,354.81

STATE DEPARTMENT OF AGRICULTURE OVERSIGHT

If you are using grant funds for direct administration of the grant agreement, provide the start and end dates for the use of these funds.

Start Date: 09/30/2023

End Date: 09/29/2026

GRANT ADMINISTRATION BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with administration expenses for the SCBGP. Applicants should review the Request for Applications section 4.7 Funding Restrictions prior to developing their budget narrative.

AMS encourages all grant recipients to include the grant administrative funds in their budget narrative, which can be used for costs such as monitoring subrecipients, ensuring grant recipient and subrecipient compliance with regulations and requirements, and grant management training. Grant recipients are encouraged to conduct periodic site visits to review project accomplishments and monitor progress, to review financial and performance records, organizational procedures and financial control systems and to provide technical assistance to subrecipients as required. These recommended site visits are meant to support accountability, compliance with regulations and requirements, and achievements of subrecipients.

Please review previous State Plans to ensure that you are not requesting grant administration costs for the same activities for the same period as previously awarded. The Specialty Crop Block Grant Program (SCBGP) will not fund duplicative costs. Your administrative costs, which consist of indirect expenses associated with grant administration and individual project indirect costs, must not exceed 8 percent of your total grant request.

Budget Summary

Expense Category	Funds Requested
Personnel	\$24,267.74
Fringe Benefits	\$14,560.64
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$10,000.00
Other	\$0.00
Direct Costs Sub-Total	\$48,828.38
Indirect Costs	\$0.00

Total Budget: **\$48,828.38**

Budget Breakdown by Year

Year 1	Year 2	Year 3	Year 4
\$16,276.13	\$16,276.13	\$16,276.12	

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.2.1 for further guidance. Fill personnel information in space below as needed.

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Felicia C. Frost	*	\$12,133.87
2	Desiree Stephens	*	\$12,133.87
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Personnel Subtotal:

\$24,267.74

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Example: Personnel 1: Description and Justification
Personnel 2: Description and Justification

*FTEs are omitted as NMDA prefers not to disclose salaries of individuals in this context. NMDA/NMSU utilizes an online system for monitoring and acknowledging efforts associated with sponsored projects (grants). More information can be found at https://drive.google.com/file/d/1vOonZaC70Vq6dMWAR8r9_tOYUvRPR338/view?usp=sharing

Felicia Frost, manager/lead in marketing & sales, will be the liason between USDA-AMS, NMSU, NMDA and all sub-recipients as well as the public in terms of outreach, etc.

Desiree Stephens, program coordinator, will be responsible for the administrative responsibilities such as, but not limited to, assisting with the drafting of all formal communications, coordination of meetings, assisting with outreach, initial review of invoices and backup documentation, sending reminders, managing electronic files, assisting with reporting, etc.

FRINGE BENEFITS

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

#	Name/Title	Fringe Benefit Rate	Funds Requested
1	Felicia C. Frost	37.5	\$7,280.32
2	Desiree Stephens	37.5	\$7,280.32
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fringe Subtotal:

\$14,560.64

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	Number of Units	Cost per Unit	Number of Travelers Claiming the Expense	Funds Requested
1	N/A						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Travel Subtotal:

\$0.00

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

CONFORMING WITH YOUR TRAVEL POLICY

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



EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

#	Item Description	Rental or Purchase	Acquire When?	Funds Requested
1	N/A			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Equipment Subtotal:

\$0.00

EQUIPMENT JUSTIFICATION

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

Example: Equipment 1: Description and Justification
Equipment 2: Description and Justification

N/A

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Item Description	Per-Unit Cost	Number of Units/Pieces Purchased	Acquire Date?	Funds Requested
1	N/A				\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
18					\$0.00
19					\$0.00
20					\$0.00

Supplies Subtotal:

\$0.00

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).

Example: Supplies 1: Description and Justification
Supplies 2: Description and Justification

CONTRACTUAL/CONSULTANT

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

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of 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.

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	Submittable	Flat Rate	\$10,000.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractual/Consultant Subtotal:

\$10,000.00

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. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Example: Contractual 1: Description and Justification
Contractual 2: Description and Justification

Contractual 1: Submittable-- NMDA has made the decision to use Submittable as our grant management system. The NMDA Marketing & Development Division will be splitting the overall cost with other divisions as it is less expensive to do so. Currently, NMDA's contract and purchase order with Submittable is approximately \$30,000 annually. We estimate that 1/3 of the total cost, or \$10,000, will be charged to this SCBGP cycle to cover the first year only (NM fiscal year 2023/2024). NMDA will also include this expenditure in future SCBGP applications so that the cost can be spread out through the various cycles that will be managed using Submittable.

CONFORMING WITH YOUR PROCUREMENT STANDARDS

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



OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.3

Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1	N/A				\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
18					\$0.00
19					\$0.00
20					\$0.00

Other Subtotal:

\$0.00

OTHER JUSTIFICATION

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

Example: Other 1: Description and Justification

Other 2: Description and Justification

N/A

INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of your total grant request.

Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested
0.00%	\$0.00

Indirect Subtotal:

\$0.00

Clear Form



**United States
Department of
Agriculture**

SCBGP PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

ORGANIZATION DETAIL

Organization Name: The Village of Los Ranchos +

Project Contact Name: Joshua O'Halloran +

Mailing Address: 6718 Rio Grande Blvd NW Los Ranchos, NM 87107

Phone: (505) 220-3230

Email: johalloran@losranchosnm.gov

PROJECT TITLE

Agri-Nature Center Demonstration Kitchen

DURATION OF PROJECT

Start Date: 9/30/2023

End Date: 9/29/2026

PROJECT PARTNER AND SUMMARY

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

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

FOR EXAMPLE:

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

The Agri-Nature Center will educate farmers, students, and adults on food processing and preservation techniques through the development of a demonstration kitchen that will provide classes to the public. The specialty crops used in the demonstration kitchen will include vegetables from the community garden that are grown on site, fruit from the orchard on site, and flowers that are grown at the Agri-Nature Center. The focus of this kitchen will be to teach how to use and preserve these specialty crops in different ways.

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

Currently the Agri-Nature Center provides programming for children and adults of all ages around agricultural topics in the North Valley of Albuquerque. As our classes, camps, and programming has expanded, the lack of equipment for cooking and food processing classes has greatly limited the scope of the education we can offer. The Agri-Nature Center serves over a thousand children and adults every year, and there is a demand for classes on topics such as canning, dehydration, fermentation, and cooking that we are unable to offer in our current kitchen space. Additionally, there is no other demonstration kitchen in the North Valley of Albuquerque providing this education. Although there is another kitchen in Albuquerque, all of them are at capacity for their programming and there is a demand for more kitchen education. This project would create a space where farmers could come and learn how to extend their marketing season by making products from their specialty crops they could sell in the winter. The Agri-Nature Center hosts week-long farm camps with school age children 10 weeks out of the year and hosts field trips throughout the school year. This project would provide the opportunity for children to harvest specialty crops on the farm and learn different ways to prepare them on site.

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

Include as many objectives as needed.

Objective 1: The Agri-Nature Center will provide 10 food processing and cooking classes to children in the first year.

Objective 2: The Agri-Nature Center will offer 10 food processing classes to farmers over two years.

Objective 3: The Agri-Nature Center will provide training to Youth Conservation Corps students on creating value added products with specialty crops.

Objective 4: The Agri-Nature Center will promote specialty crops using the kitchen through 3 large annual events such as a matanza, harvest festival, and earth day festival.

Objective 5:

Objective 6:

Objective 7:

Objective 8:

Objective 9:

Objective 10:

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: 500

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

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

STATEMENT OF ENHANCING SPECIALTY CROPS

By checking the box to the right, 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 www.ams.usda.gov/services/grants/scbgp.

CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGP project? Yes No

If you have selected "yes", please address the following:

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

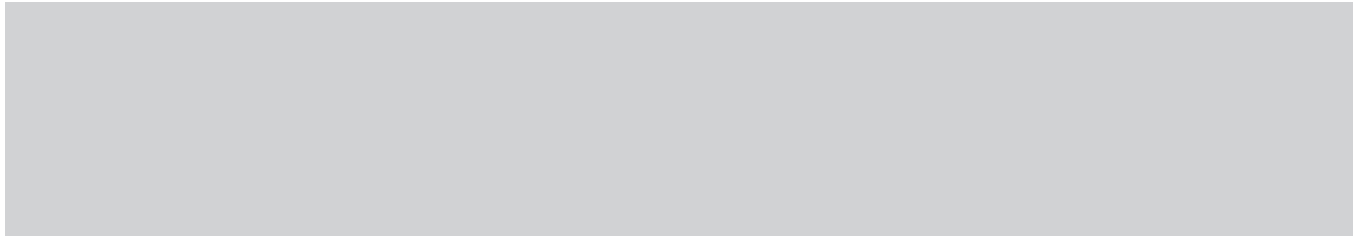
[Empty text area for describing how the project will differ from and build on previous efforts]

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

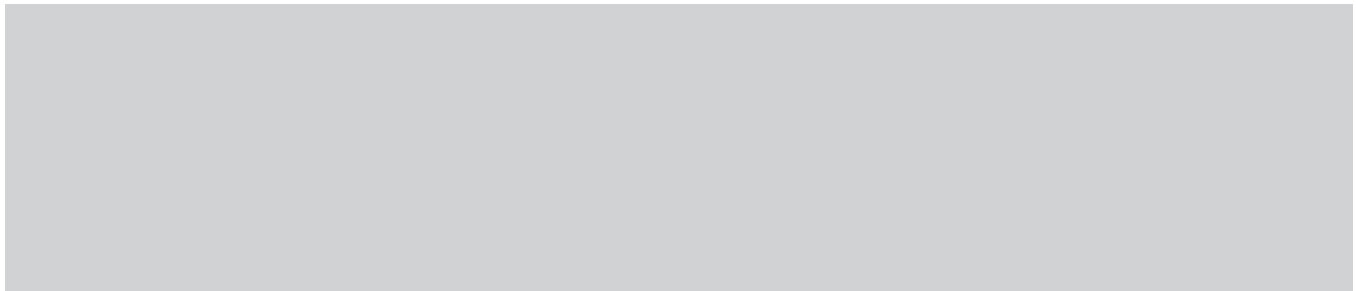
[Empty text area for providing a summary of previous outcomes]

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

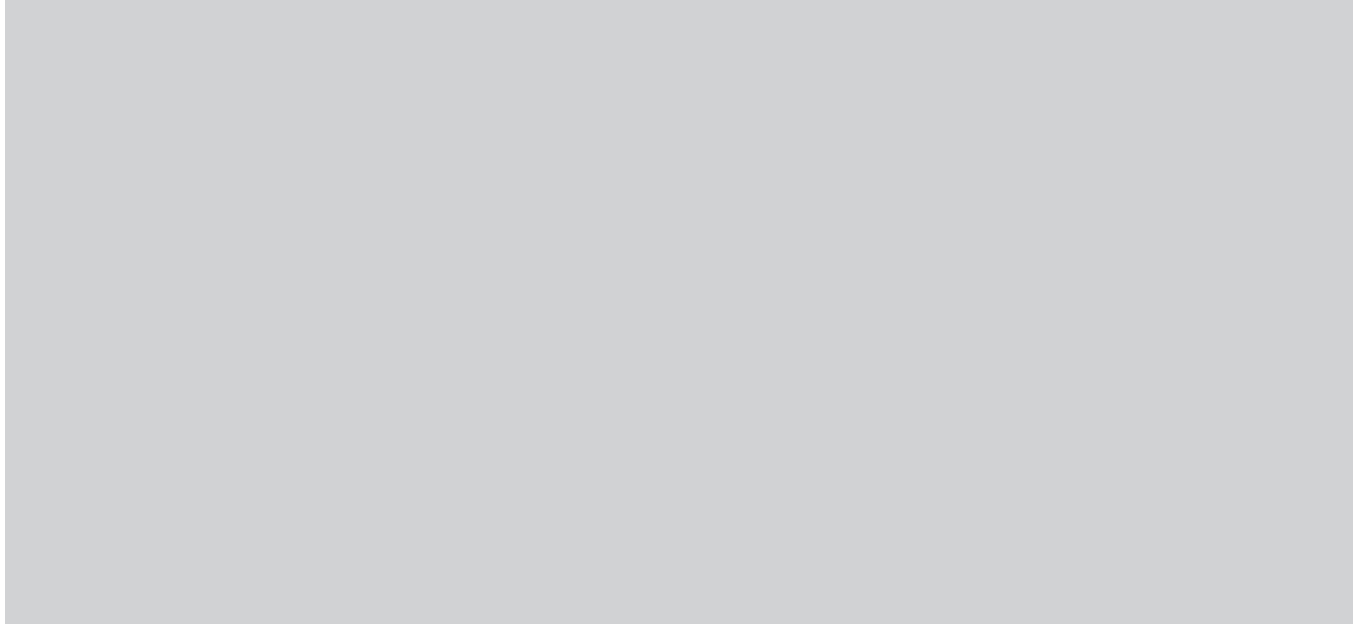


How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?



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

The Agri-Nature Center staff are supported by the Village of Los Ranchos and already provides programming and education opportunities to children, farmers, and adults. Once the demonstration kitchen is built, the programming efforts will continue and be self-sustaining through the staff at the center and their partners through the funding provided by the Village of Los Ranchos.



OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

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

Yes

No

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

Identify the Federal or State grant program(s).

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

EXTERNAL PROJECT SUPPORT

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

The specialty crop stakeholders who support this project are small-scale vegetable farmers in the region, orchard owners, and cut flower farmers. In addition to farmers, NMSU extension in Bernalillo county supports this project as a way of expanding their mission in helping specialty crop farmers in the region. This project has support from the city of Albuquerque Open Space farmers including Rio Grande Community Farm and Tres Hermanas Refugee Farm since this will further their work in providing farmer training and a space for learning how to extend the season for marketing specialty crops.

EXPECTED MEASURABLE OUTCOMES

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

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

OUTCOME MEASURE(S)

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

- Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- Outcome 3:** Increase Food Safety Knowledge and Processes
- Outcome 4:** Improve Pest and Disease Control Processes
- Outcome 5:** Develop New Seed Varieties and Specialty Crops
- Outcome 6:** Expand Specialty Crop Research and Development
- Outcome 7:** Improve Environmental Sustainability of Specialty Crops

OUTCOME INDICATOR(S)

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

FOR EXAMPLE:

Outcome	Indicator	Indicator Description	Value
1	1.1a	Total number of consumers who gained knowledge about specialty crops, Adults	132

Outcome	Indicator	Indicator Description	Value
1	1.1a	Total number of consumers who gained knowledge on how to prepare specialty crops, adults/children	150.00
1	1.1b	Total number of consumers who gained knowledge about preservation of specialty crops, adults/children	150.00
3	3.1a	Total number of consumers who increased food safety knowledge on food preservation, adults/children	150.00

Outcome	Indicator	Indicator Description	Value

MISCELLANEOUS OUTCOME MEASURE

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS.

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Explain how you will collect the required data to report on the outcome and indicator in the space below.

1.1a Data will be collected for indicator 1.1a by administering before and after surveys with participants at workshops at the demonstration kitchen to determine how many gained knowledge on preparing specialty crops.

1.1b Data will be collected for indicator 1.1b by administering before and after surveys with participants at workshops to determine how many gained knowledge regarding preserving specialty crops.

3.1a Data will be collected for indicator 3.1a by administering before and after surveys with participants at workshops to determine how many gained knowledge on food safety techniques regarding food preservation.

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.0 Funding Considerations prior to developing their budget narrative.

BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	\$ 27,500.00
Contractual	
Other	
Direct Costs Sub-Total	\$ 27,500.00
Indirect Costs	
Total Budget	\$ 27,500.00

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance. Fill personnel information in space below as needed.

#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Joshua O'Halloran/Agricultural Program Manager	90	\$ 0.00
2	Sabrina Apodaca/Administrative Assistant	80	\$ 0.00
3	Will Allen/Explora Educator	40	\$ 0.00
4	Jon Young/Chef Ambassador NMDA	46	\$ 0.00
5	John Garlisch/Agricultural Extension Agent	12	\$ 0.00
6	Bill Shen/Master Gardener	8	\$ 0.00
7	Rachel Zollinger/Explora Educator	40	\$ 0.00
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Personnel Subtotal: \$ 0.00

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Example: Personnel 1: Description and justification
Personnel 2: Description and justification

Personnel 1: Joshua O'Halloran/Agricultural Program Manager: Joshua will oversee the use of the demonstration kitchen. He will schedule the workshops, camps, and all activities that will be held there. Joshua will oversee the work on the project, approve the costs and monitor project progress. This will be ongoing throughout the term of the grant. Joshua's salary is paid by the Village of Los Ranchos and therefore no funds are being requested.

Personnel 2: Sabrina Apodaca/Administrative Assistant: Sabrina will advertise the workshops and events at the demonstration kitchen and perform all the administrative tasks associated with the kitchen. Sabrina will assist in data collection and analysis, as well as annual and final performance reporting. This will be ongoing throughout the term of the grant. Sabrina's salary is paid by the Village of Los Ranchos and therefore no funds are being requested.

Personnel 3: Jon Young/Chef Ambassador NMDA: Jon will teach classes on food preparation and cooking. He will teach two classes in the Spring and Fall each year.

Personnel 4: John Garlisch/Agricultural Extension Agent: John will coordinate and provide canning workshops and food preservation workshops. One workshop in the spring and one in the fall of each year.

Personnel 5: Bill Shen/Master Gardener: Bill Shen teaches and coordinates the master gardener program that is taught weekly at the Agri-Nature Center throughout the growing season. He will teach the master gardeners how to take the produce and grapes from the vineyard and prepare them for use in the demonstration kitchen.

Personnel 6: Rachel Zollinger/Explora Educator: Rachel will provide education to school age children during week long camps at the Agri-Nature Center throughout the summer months. She will develop a curriculum focused on cooking with the specialty crops grown in the fields at the nature center to use in the demonstration kitchen.

Personnel 7: Will Allen/Explora Educator: Will also will run farm camps during the summer months and use the demonstration kitchen as part of the education with the camp children.

FRINGE BENEFITS

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

#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fringe Subtotal: \$ 0.00

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

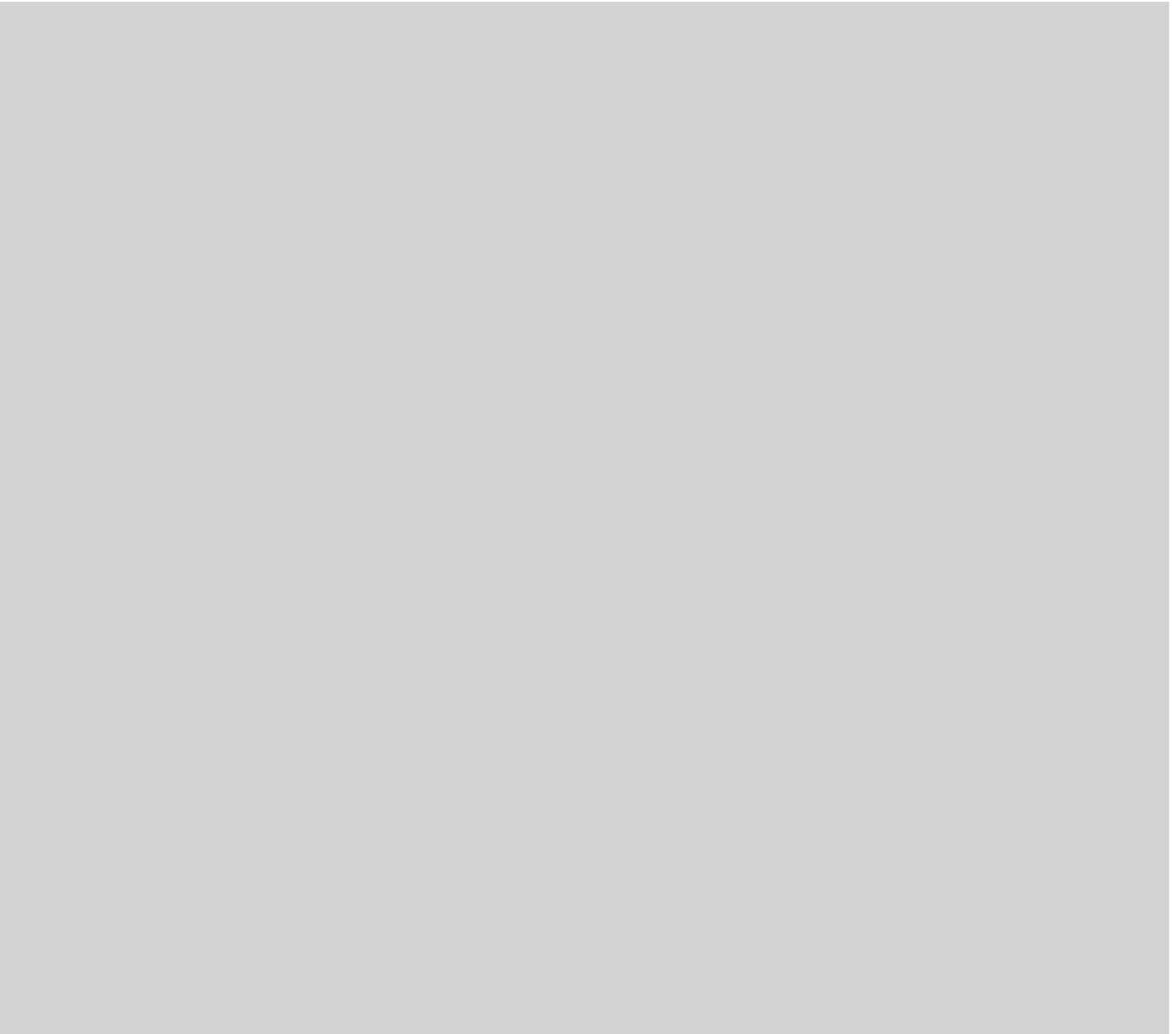
Travel Subtotal: \$ 0.00

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



CONFORMING WITH YOUR TRAVEL POLICY

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



EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

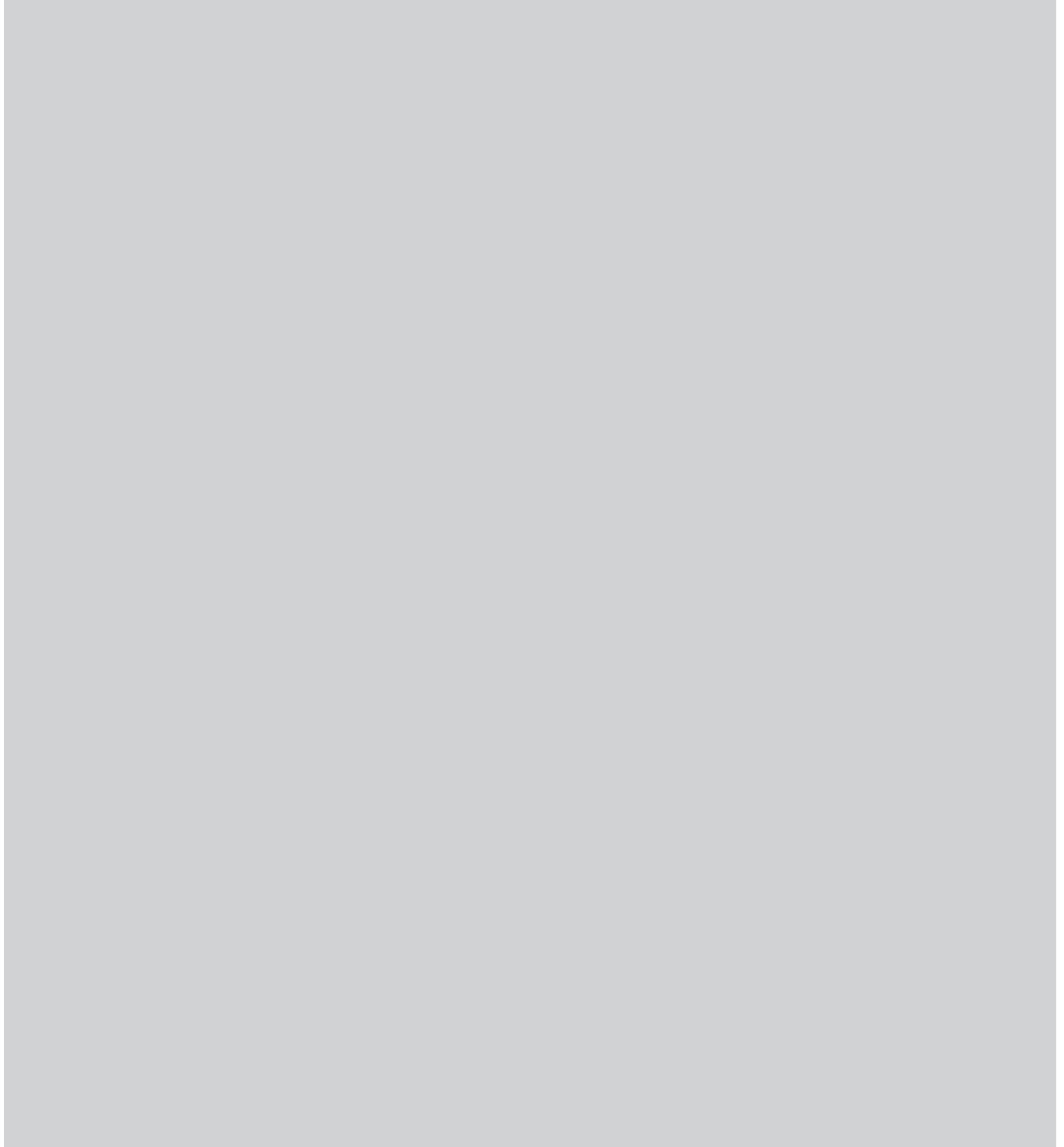
#	Equipment Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Equipment Subtotal: \$ 0.00

EQUIPMENT JUSTIFICATION

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

Example: Equipment 1: Description and justification
Equipment 2: Description and justification



SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date?	Funds Requested
1	gas range	\$4700	1	11/2023	\$ 4,700.00
2	hood	\$4300	1	11/2023	\$ 4,300.00
3	wireless microphone	\$300	1	12/2023	\$ 300.00
4	voice amplifier	\$100	1	12/2023	\$ 100.00
5	stainless steel work table	\$400	3	1/2024	\$ 1,200.00
6	4k camcorder	\$1200	1	1/2024	\$ 1,200.00
7	hot hold cabinet	\$2000	1	1/2024	\$ 2,000.00
8	tri-pod	\$250	1	1/2024	\$ 250.00
9	double door refrigerator	\$3700	1	2/2024	\$ 3,700.00
10	interactive smart tv	\$2500	1	2/2024	\$ 2,500.00
11	demonstration kitchen mirror	\$800	1	2/2024	\$ 800.00
12	water bath canner	\$200	1	2/2024	\$ 200.00
13	canning accessories	\$300	1	2/2024	\$ 300.00
14	chili roaster	\$2000	1	3/2024	\$ 2,000.00
15	acoustical sound panels	\$370	10	3/2024	\$ 3,700.00
16	fermentation supplies	\$250	1	3/2024	\$ 250.00
17					
18					
19					
20					

Supplies Subtotal: \$ 27,500.00

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).

Example: Supply 1: Description and justification
Supply 2: Description and justification

Supply 1: Gas range: This will be used for cooking demonstrations, canning demonstrations, and to support larger events such as the annual matanza for heating food products.

Supply 2: Hood: This goes above the stove to assure proper ventilation for the gas stove. It is a required safety feature.

Supply 3: Wireless microphone: This will be used for presenters who are teaching classes in the kitchen, but need their hands to work with during the demonstrations.

Supply 4: Voice amplifier: This is a small device for teaching classes with small groups.

Supply 5: Stainless steel work table: This table will function as a food prep table that is easily sanitized.

Supply 6: 4k camcorder: This will be used to record classes so that they can be shared digitally to reach more people with these presentations.

Supply 7: Hot hold cabinet: This cabinet keeps food warm before it is served to adhere to food safety guidelines.

Supply 8: Tri-pod: This will be for holding the recording device to record classes that are taught in the demonstration kitchen.

Supply 9: Double door refrigerator: This will be necessary for keeping food products cold.

Supply 10: Interactive smart tv: This will be used to enhance the classes that are taught in the kitchen with multi-media presentations and also so that presenters can teach remotely.

Supply 11: Demonstration kitchen mirror: This mirror goes above the counter so that the audience can watch what the instructor is doing on the counter top.

Supply 12: Water bath canner: A water bath canner will allow the demonstration kitchen to teach canning techniques on specialty crops.

Supply 13: Canning accessories: Having the jars, lids, and utensils for canning will facilitate canning workshops.

Supply 14: Chili roaster: This will be used for classes on processing chili.

Supply 15: Acoustical sound panels: The acoustics and sound in the room where the

CONTRACTUAL/CONSULTANT

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

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of 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.

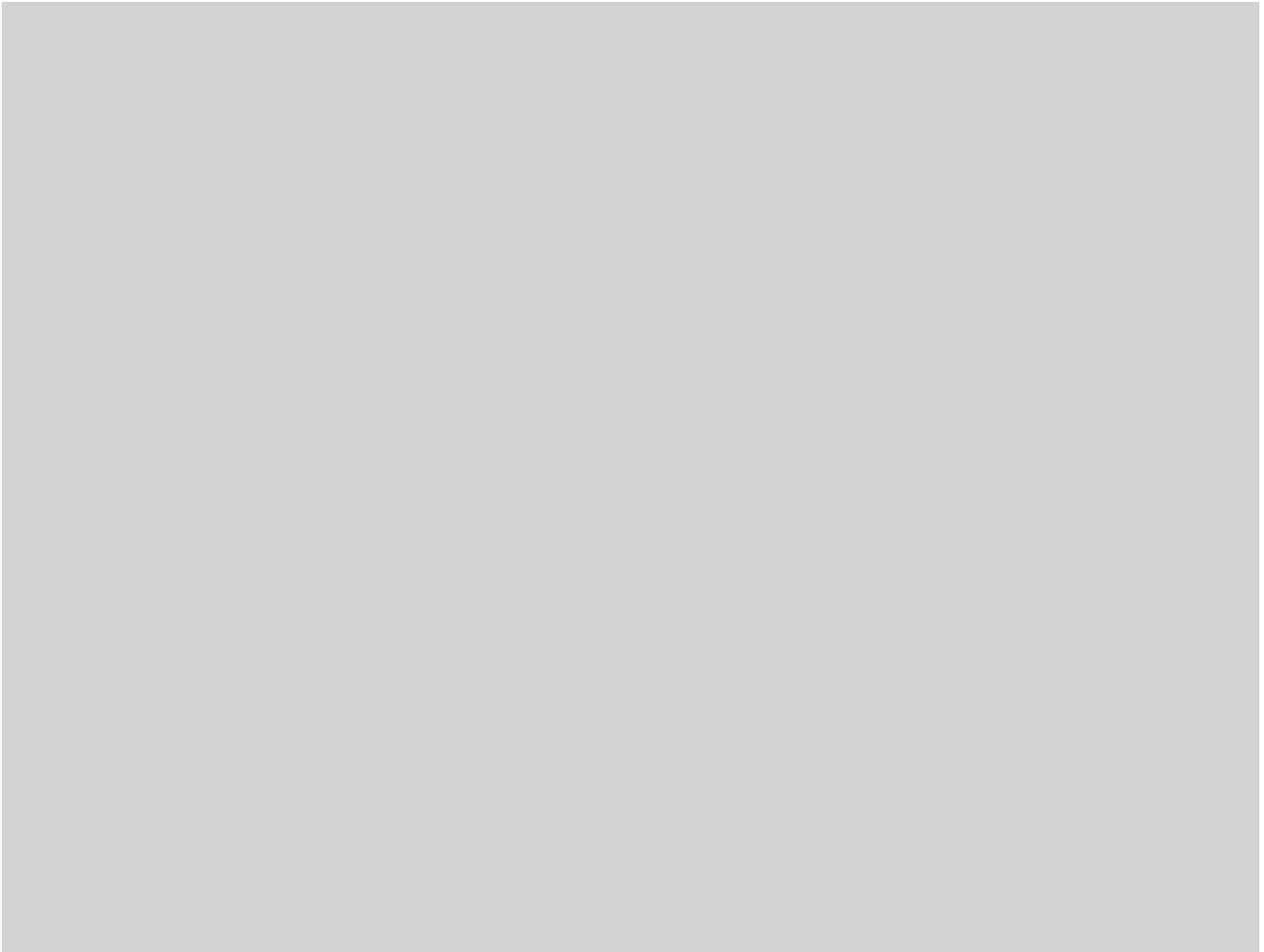
#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractual/Consultant Subtotal: \$ 0.00

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. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Example: Contractual 1: Description and justification
Contractual 2: Description and justification



CONFORMING WITH YOUR PROCUREMENT STANDARDS

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



OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Other Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

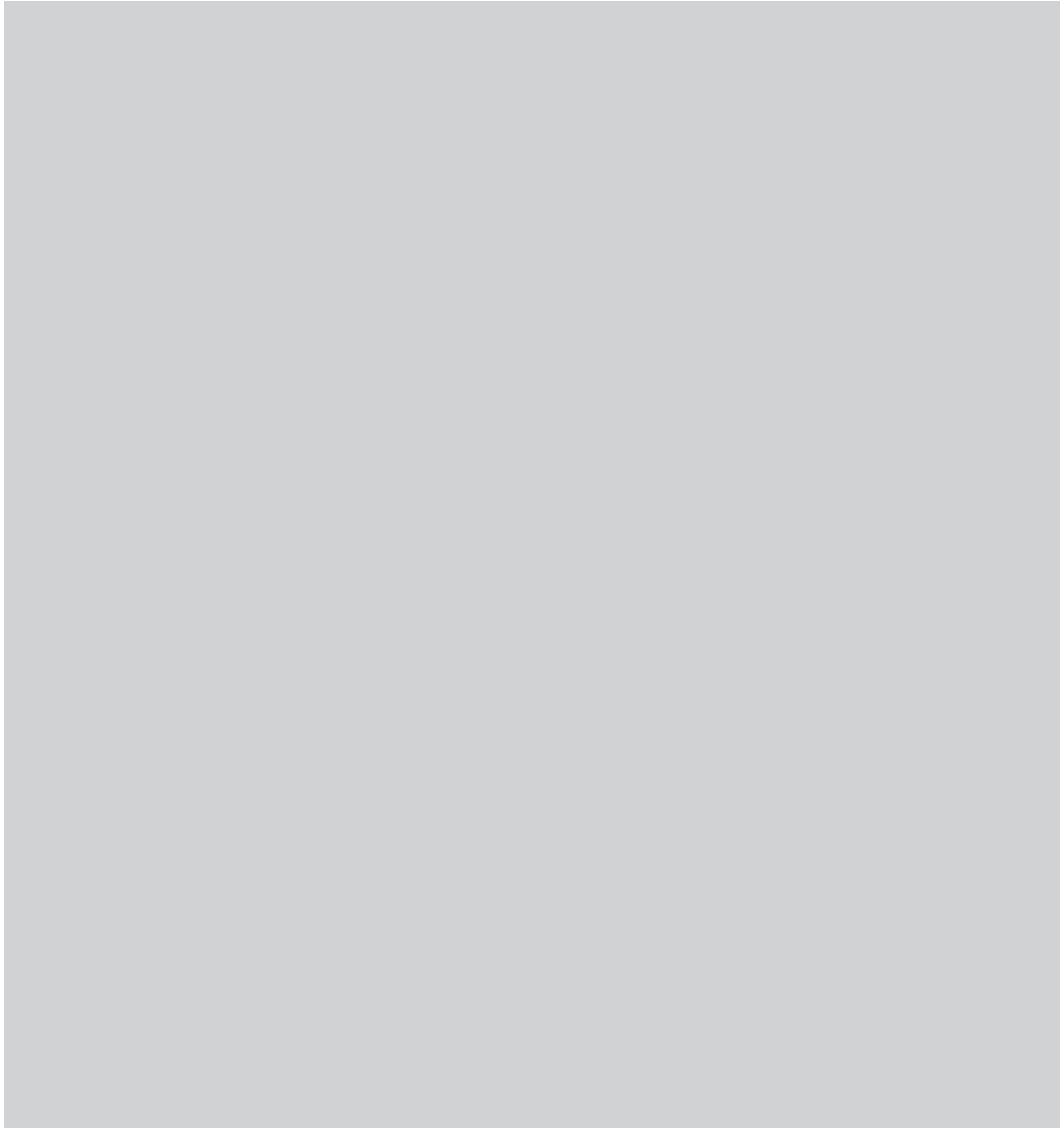
Other Subtotal: \$ 0.00

OTHER JUSTIFICATION

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

Example: Other 1: Description and justification

Other 2: Description and justification



INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of any project’s budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested

Indirect Subtotal: \$ 0.00

PROGRAM INCOME

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

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to enhance the competitiveness of specialty crops	Estimated Income
workshop ticket sales	All income from sales will go back in to the	\$ 2,000.00

Program Income Total: \$ 2,000.00

Clear Form



SCBGP PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

ORGANIZATION DETAIL

Organization Name: Not Forgotten Outreach, Inc. +

Project Contact Name: Patrick Million +

Mailing Address: 610 Paseo Del Pueblo Norte
Taos, NM 87571

Phone: (575) 758-0433

Email: patrick@notforgottenoutreach.org

PROJECT TITLE

VetCorps Veteran Farmers Beekeeping and Extended Season Crops Program

DURATION OF PROJECT

Start Date: 9/30/2023

End Date: 9/29/2026

PROJECT PARTNER AND SUMMARY

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

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

FOR EXAMPLE:

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

Not Forgotten Outreach, Inc. trains VetCorps members and community members to perform the maintenance of honey bee colonies and hives, in order to collect their honey and other products that the hive produces (including beeswax, propolis, pollen), while protecting and improving pollinator health. Additionally, VetCorps members will be trained to grow and harvest extended season crops through hydroponics, hoop houses, and low tunnel row crop systems.

The Not Forgotten Outreach's VetCorps program provides Veterans, Military Families, and Gold Star Families (survivors of fallen Heroes) with dirt therapy, business and agriculture education helping them become successful farmers. VetCorps members are aspiring beginning farmers and ranchers interested in scaling up their agriculture operations.

All produce from the project will be marked and distributed to local districts, schools, restaurants, and community members. This will increase consumption of specialty crops to local youth in northern New Mexico.

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

Northern New Mexico has some of the most beautiful scenery in the state. It is a unique area, as it is predominantly rural with many open fields and few people. Yet, there are many suburban areas located between the city and the countryside where people raise their families.

Additionally, there are urban areas with human-made structures and an exceptionally high population density, such as the case with Taos (5822%), with a legendary art scene and innovative agricultural community. However, northern New Mexico, specifically Taos County, and its surrounding counties, are concentrated in wealth, poverty, and wages inequality in which those issues will exacerbate existing problems of displacing a shrinking labor force, paying low wages, and producing a lack of economic opportunity. Due to the geography, northern New Mexico has a lack of resources, (in funding, affordable housing, and response times), available to its residents. Taos has been identified by the USDA as a rural and persistent poverty community.

Whereas, according to the New Mexico Workforce Connections (2022), agriculture is the highest paying industry and the fastest growing industry in northern New Mexico.

According to Forward Cities," (Growing Food Hubs Throughout Northern New Mexico, New Mexico Harvest)," New Mexico exports something like 95 percent of the food it produces, and imports around 97 percent of the food New Mexicans eat, so there is a lot of room for improvement to grow foods locally, and to sell right from the farm directly to the consumer.

Those issues, establish a need for this project. The need for Military Family agricultural training services and Veteran centric services in Taos County is large. Currently 2,495 Veterans live in Taos County, comprising of 9.2% of the adult population compared to 7.5% nationally (U. S. Census Bureau 2017). New Mexico ranks 13th in the nation for concentration of Veterans, with 150,650 Veterans representing 9.6% of the adult population, (U.S. Census 2018).

The project will address how Not Forgotten Outreach target audience for this proposal are Veterans and their families in Taos County and northern New Mexico, which has a deeply rooted culture of Military Service, who need resources for transitioning from Military to civilian life. Job creation through Vet Corps agricultural training will also address Taos' higher than national average unemployment rate of 4.7%, (Bureau of Labor Statistics 2023).

Additionally, current U. S. principal farm operators are retiring, creating a need for new farmers. In 2017, more than 34% of principal farm operators were age 65 or older. The average age of principal operators in 2017 was 57.5 and has been greater than 50 since at least the 1974 Census of Agriculture. New Mexico has the second highest average age of producers in the U. S. at 59.8. However, according to the 2017 Census of agriculture, 13% of New Mexico's principal producers have a past Military service which shows a strong interest in farming and ranching from Veterans (NMDA 2019).

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

Include as many objectives as needed.

- Objective 1:** Protecting and improving pollinator health while teaching VetCorps and community members the best practices of beekeeping. Training conducted by experts on topics of apiculture, extended season crops, and farm business.
- Objective 2:** Growing and harvesting extended season crops through hydroponics, hoop houses, and low level tunnel systems, including tomatoes, peppers, kale, lettuce, cabbage, spinach, and basil. Teaching all members best practices techniques.
- Objective 3:** Providing hydroponics supplies, seeds, nutrients, and packaging supplies in order for hands on training to all members on how to produce an income from extended season crops.
- Objective 4:** Providing nucleus hives in order for hands on training to VetCorps and community members on how to produce an income from beekeeping.
- Objective 5:** Host food safety classes for VetCorps and community members in northern New Mexico to teach food safety best practices.
- Objective 6:** Create an atmosphere for Veterans to become more comfortable socializing with the public to facilitate the reintegration process.
- Objective 7:** Determine a baseline of sales for honey, tomatoes, peppers, kale, lettuce, cabbage, spinach and basil, and other specialty crops. Increase sales of specialty crops through marketing efforts.
- Objective 8:** Introduce specialty crops into Taos Municipal schools to increase consumption of specialty crops in the school districts.
- Objective 9:** Continue the improvement of the People's Garden in conjunction with specialty crops, through facilitation and promotion of the garden in the community, it strengthens the re-integration process, and builds relationships between the +
- Objective 10:**

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: 954

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

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

STATEMENT OF ENHANCING SPECIALTY CROPS

By checking the box to the right, 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 www.ams.usda.gov/services/grants/scbgp.

CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGP project? Yes No

If you have selected "yes", please address the following:

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


The project will continue the work of training Vet Corps Members and the community members on how to grow, harvest, and sell specialty crops (honey and extended season crops) so that they effectively apply these skills to their own farm operations. This is a continuation of the work of the 2016 project, "Taos Veterans Farmers Beekeeping (Apiculture) Program." The program will provide specialty crops to Taos Municipal Schools, and increase youths consumption of healthy, locally grown food. Through the collaborations of the Taos Growers Coop, the Taos Farm to School Collaborative, and additional Agricultural Grant Funding, NFO has helped improve the capacity of specialty crops to the Taos Municipal Schools, and plans to contribute to the Shared Table Commodities Program with volunteers from the Vet Corps Experiential Agricultural training. Furthermore, NFO continues to participate and sell its products at the Taos

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

During the "Taos Veterans Farmers Beekeeping (Apiculture) Program" (2016) program, NFO introduced 23 Military family members (Veteran, spouses, and their children) to land reclamation, planting specialty crops, and preparing the crops for both wholesale and retail sales.

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

NFO has learned to screen workshop instructors and train them in our policies including working with Veterans and Military Families. Additionally, NFO learned to incentivize the VetCorps members by adding a stipend that will be sufficient to maintain people's interests in the agricultural training they are receiving. In order to keep VetCorps Members engaged in agricultural education, we had to increase the stipend from \$14.21/hour to \$15.00/hour after the pandemic. 


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?

NFO will continue to provide a stipend, (provided the funding institutions agree), that is compatible to the economy and possibly increase the number of hours each VetCorps member may work and or make their schedule more flexible. We recommend the hourly stipend increase to \$17.00/hour, which is based on the Taos economic status and a better and more comfortable quality of life. It reduces turnover and attrition, and increases retention.

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

The SCBGP request includes training, supplies for 12 hives and commodity production capability, when funded, this project will allow for the NFO and the VetCorps members to produce honey consistently. As a hive matures over three years, they produce more honey allowing them the capability of effortlessly producing up to forty (40) gallons of honey per hive. Forty (40) gallons produces four hundred twenty-six (426) twelve (12) ounce bottles sold at \$8.50 per bottle, which is \$3,621.00 in sales harvest per hive. Currently, NFO's hives are on their second and third season, so they will produce as much as a mature hive. However, this year, NFO projects we will produce 40-50 gallons of honey per year. NFO plans to continue scaling up the income from beekeeping to create a self sustaining project. Although honey is seasonal, and sold mostly in early summer, honey is in high demand, and NFO has historically and traditionally sold out all its honey immediately, even before the end of the season.

The demographics of Taos County, the diversity of its community, the lifestyle of its people, and despite the small size of the community, it's become a major New Mexico hotspot for festivals and cultural activities. Almost every week, you'll find an art event, a festival, or a farmer's market event. Raw Honey has become a hot commodity, in high demand, in this town. According to our Program Director, NFO sells out of Honey every season before the season is over. NFO has only one competitor in town, the Taos Honey Company, and they are one of our collaborative vendors.

Additionally, Hydroponics sales of lettuce will increase this year to \$4,160 at a level of 100%, thus having a rapid increase in income the next three years to total approximately \$8,320.00 at 

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

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

Yes

No

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

Identify the Federal or State grant program(s).

Currently NFO is on its final year with the NIFA (National Institute of Food and Agriculture) Grant, in which we plan to re-apply when we are eligible at the end of the year.

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

The NIFA Grant primarily funds the VetCorps Members experiential training stipend program which is an extension of this program. The NIFA Grant contributes to the growth of the VetCorps members, the community garden, the farm, its equipment, and taking care of the animals, goats, llama, and chicken. Additionally, we will be receiving more goats, in which other Grants will be instrumental in helping NFO remain sustainable. Additional grants will be necessary to continue with outreach, education, and compensation for beginning Veterans farmers and ranchers.

EXTERNAL PROJECT SUPPORT

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

Zia Queen Bee - Beekeeping supplies and hives.
Taos Honey Co. - Beekeeping workshops.
NMSU Cooperative Extension Services-Workshops on Hoop houses.
Santa Fe Community College -Workshops on hydroponics lettuce and other season crops.
UNM - Workshops on hydroponics lettuce and other season crops.
i2i - Third party evaluations.
Taos Ski Valley - Buyer.
Taos Inn - Buyer.
Taos School Districts - Buyer.
Farmhouse Cafe - Buyer and partner farmer.

EXPECTED MEASURABLE OUTCOMES

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

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

OUTCOME MEASURE(S)

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

- Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- Outcome 3:** Increase Food Safety Knowledge and Processes
- Outcome 4:** Improve Pest and Disease Control Processes
- Outcome 5:** Develop New Seed Varieties and Specialty Crops
- Outcome 6:** Expand Specialty Crop Research and Development
- Outcome 7:** Improve Environmental Sustainability of Specialty Crops

OUTCOME INDICATOR(S)

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

FOR EXAMPLE:

Outcome	Indicator	Indicator Description	Value
1	1.1a	Total number of consumers who gained knowledge about specialty crops, Adults	132

Outcome	Indicator	Indicator Description	Value
1	1.5a	Increased sales measured in dollars	4,160.00
3	3.1	Number of stakeholders that gained knowledge about prevention, detection, control, and/or intervention food safety practices, including relevant regulations (to improve their ability to comply with	36.00
7	7.3	Number of producers that adopted environmental best practices or tools	36.00

Outcome	Indicator	Indicator Description	Value

MISCELLANEOUS OUTCOME MEASURE

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS.

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Explain how you will collect the required data to report on the outcome and indicator in the space below.

For 1.5a - NFO keeps and tallies product code, cost per item/quantity and per units sold. This will be our indicator of increased sales. This will be balanced against our sales from the 2022 season.

Data for 3.1 & 7.3 will be collected by the Program Director at the following times: when participants commence training, after workshops, after field days, and after completion of the five-month VetCorps program which includes sections on food safety and sustainable practices. The data will include the number of Veterans and Military Families that completed the program and went out to gain employment in the agricultural field. Our program will also collect qualitative data on member experience and indicators through interviews and focus groups with our VetCorps members at various stages in the project to understand knowledge gained and practices adopted.

i2i Institute is currently contracted by Not Forgotten Outreach. Inc. i2i is a third party evaluation team and uses a convergent mixed method program evaluation of the benefits of an ecotherapy (farming and ranching) initiative for VetCorps members and staff.

Quantifiable data for outputs and outcomes will be collected online in Qualtrics, Excel Database, paper surveys and Vetcorps Member files. Data will be collected through pre and post surveys including an agricultural questionnaire and the Military to civilian transfer

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.0 Funding Considerations prior to developing their budget narrative.

BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	\$ 20,012.78
Fringe Benefits	\$ 0.00
Travel	\$ 0.00
Equipment	\$ 0.00
Supplies	\$ 12,590.00
Contractual	\$ 22,950.00
Other	\$ 1,139.00
Direct Costs Sub-Total	\$ 56,691.78
Indirect Costs	\$ 0.00
Total Budget	\$ 56,691.78

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance. Fill personnel information in space below as needed.

#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Patrick Million/Executive Director	10%	\$ 4,716.20
2	Stephanie Waters/Program Director	10%	\$ 4,272.58
3	Nina Scalora/Finance Director	78 hours @\$28.00	\$ 2,184.00
4	VetCorps Members (36)	520 hrs @\$17.00	\$ 8,840.00
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Personnel Subtotal: \$ 20,012.78

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Example: Personnel 1: Description and justification
Personnel 2: Description and justification

Personnel 1: Patrick Million, Executive Director

Patrick will direct and lead staff members in project activities. Patrick will lead communication with Media Desk, all marketing activities, and Taos Municipal Schools. Patrick will conduct outreach activities to beginning Veteran Farmers, purchase supplies, coordinate and schedule specialty crops trainings, conduct finance and performance reporting in conjunction with the Finance Director. Patrick is the overall person responsible for the complete functions and operations of the organization. Patrick will commit 10% of his time to the project over the grant period.

Personnel 2: Stephanie Waters, Program Director

Stephanie will be in charge of day to day supervision and direction of VetCorps members and will work with Patrick Million to ensure the program meets the objectives. Stephanie will complete all necessary data collection and reporting for this project. Stephanie will commit 10% of her time to the project over the grant period.

Personnel 3: Nina Scalora, Finance Director

Nina will work 78 hours over the life of the grant. Duties include:

Service/Training payroll for military family participants.

Maintaining SCBGP project records.

Reviewing SCBGP vendor invoices for payment processing, maintaining SCBGP accounting books, and records, e.g., general journals, general ledgers, and other records and reports related to centralized bookkeeping services, including bank reconciliation.

Compile SCBGP financial data for mandatory reporting.

VetCorps Members are employed as part-time/temporary employees of NFO during their experiential training period. We anticipate each VetCorps Member to report for experiential training at least 4 hours per day, 20 hours per week. Each Cohort will consist of 6 VetCorps Members. NFO plans to manage and train 2 Cohort units per year, (one winter/one summer). The total number of VetCorps members to be employed and trained for the life of the grant will be 18.

FRINGE BENEFITS

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

#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
1	Not Applicable		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fringe Subtotal: \$ 0.00

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Not Applicable						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Travel Subtotal: \$ 0.00

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

Not Applicable



CONFORMING WITH YOUR TRAVEL POLICY

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



EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

#	Equipment Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Equipment Subtotal: \$ 0.00

EQUIPMENT JUSTIFICATION

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

Example: Equipment 1: Description and justification
Equipment 2: Description and justification

Not Applicable

SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date?	Funds Requested
1	Starter Nucleus Hives Colonies	250	7	10/23	\$ 1,750.00
2	Seeds	30	30	10/23	\$ 900.00
3	Vegetable Boxes	80	10	10/23	\$ 800.00
4	Bushel Baskets	25	10	10/23	\$ 250.00
5	Harvesting Tools	40	25	10/23	\$ 1,000.00
6	Seed Planter Tools	100	5	10/23	\$ 500.00
7	Rock Wool	15	240	10/23	\$ 3,600.00
8	Water Regulators & Monitor	42	15	10/23	\$ 630.00
9	Water	570	2	10/23	\$ 1,140.00
10	Hydroponic Nutrients & Cleaning	34	30	10/23	\$ 1,020.00
11	Low Tunnel Plastic	75	8	10/23	\$ 600.00
12	Low Tunnel Wire Hoops	100	4	10/23	\$ 400.00
13					
14					
15					
16					
17					
18					
19					
20					

Supplies Subtotal: \$ 12,590.00

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).

Example: Supply 1: Description and justification
Supply 2: Description and justification

The requested supplies are essential to meeting the objectives and outcomes of the Vet Corps Program.

Supply 1: The Hives are necessary for the hands on training of Vet Corps Members in apiculture. Specifically, the bees and queens needed for this project are unique to the Taos climate. The harsh winters require hardened, localized bees that can endure fluctuating temperatures. This can make the bees required at NFO sometimes more expensive. The addition of peripheral bee equipment such as hive wraps, will help ensure due diligence in the survival of the hives.

Supply 2: The figure mentioned for seeds may seem high but the seeds required for hydroponics are specialized and tend to be more expensive. To ensure the success of the hydroponics program, NFO intends to purchase quality seeds meant for hydroponics.

Supply 3: Vegetable Boxes - These are needed to package and transport product for sale

Supply 4: Vegetable Bushels - Required for moving product from field to cleaning and packaging areas to keep product from being damaged.

Supply 5: The harvesting tools are necessary for the hands on training of Vet Corps Members in production, harvest, and post-harvest of extended grow season crops.

Supply 6: The Seed Planter Tools - Seed planting tools are necessary for the hands on training of Vet Corps Members in introduction to seed and seed types, depth and spacing of seeds in order to harvest a productive crop.

Supply 7: Quantity-wise, a sheet of rock wool that immerses into a hydro tray generally has 60 holes for seeds. One planting could involving 300 seeds. To make a difference to the Taos community with donations of produce, seeds will be used in large quantities. The rock wool mentioned is the medium by which seeds grow in hydroponic rooms. It is a one time use tool. Six sheets of rock wool generally run \$80. If the hydroponics room runs as intended, a good deal of rock wool will be required.

Supply 8: Water regulators and monitors often run 24/7. While high quality water regulators and monitors can be found at reasonable prices, the nature of the operation leads to the failure of this equipment over time. At present, NFO is in need of monitoring equipment.

Supply 9: Water - Water paid for in order to grow crops is on the county water supply and NFO gets billed a total of \$570.00 2 times per year.

Supply 10: The hydroponics supplies are necessary for the hands on training of Vet Corps Members in production, harvest, and post-harvest of extended grow season crops. Pests attack weak plants and they invade areas that have not been sanitized or protected. In order to avoid outbreaks of aphids or other detrimental pests, hydro plants must be kept healthy with the frequent addition of nutrients, namely magnesium. The hydroponics operation must also be kept to the highest standard of cleanliness with a liberal cache of cleaning supplies. This will include enzymes to be flushed through the system during periodic shut downs of the entire system for cleaning. The enzymes are effective in mitigating algae build up.

CONTRACTUAL/CONSULTANT

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

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of 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.

#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	Michael O'Gorman	\$75/hr X 42hrs	\$ 3,150.00
2	Melinda Batemen	\$75/hr X 42hrs	\$ 3,150.00
3	Marketing/Media Desk	\$125 X 60 hrs	\$ 7,500.00
4	Creative Edge/Social Media Desk	\$85.71 X 70 hrs	\$ 6,000.00
5	Melanie Kirby	\$75 X 42hrs	\$ 3,150.00
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractual/Consultant Subtotal: \$ 22,950.00

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. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.


Example: Contractual 1: Description and justification
Contractual 2: Description and justification

Contractual 1: Michael O' Gorman from Farmer Veteran Coalition. Michael will teach 10.5 workshops, at 4 hours each, every year. The total number of hours are 42 per year for 18 months at \$75 per hour. Topics will include: So You Want to Be a Farmer- addresses a wide range of ways to start a career in agriculture and details the things a farmer would research before buying or leasing land to farm. Mathematics of Successful Vegetable Production - covers the principles of yield and productivity and the practices learned for improving each of them. Scaling Your Farm - shares the myriad of things that a farmer would need to watch out for when trying to grow sales and production on their farms.

Contractual 2: Melinda Batemen, Farm Specialist/Owner. Melinda will host 10.5 workshops, extended season crops and growing in New Mexico. The instructor will be provided an hourly rate of \$75 per hour. Melinda will teach Soil 101 Basic Soil Science. Soil Testing, Soil Fertility Strategies, Composting and Cover Cropping for Soil Fertility. Review of Cover Crops for the Taos area. Water will include Drip Irrigations Systems, Use of Acequia's, with practical time spent on setting up a drip system. What to Plant and When to Plant it in Taos. How to Successfully Market What You Grow. Basic Farm or Garden Plans

Contractor 3: Marketing Media Desk - Media Desk will plan and implement activities including social media marketing and website development. This rate is lower than the average \$156/hr GSA rate for a marketing director. All marketing produced will comply with the Terms and Conditions.

Consultant 4: Creative Edge - Creative Edge will implement a social media campaign in Taos County to market veteran-produced specialty crops in northern New Mexico. This rate is less than the average \$106/hr GSA rate for a digital marketing specialist. All marketing produced will comply with the Terms and Conditions.

Consultant 5: Melanie Kirby, Operator-Zia Queenbees, will conduct 10.5 workshops on 

CONFORMING WITH YOUR PROCUREMENT STANDARDS

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



OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Other Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1	Jar Labels	412	2	10/23	\$ 824.00
2	Case of Jars	15	21	10/23	\$ 315.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Other Subtotal: \$ 1,139.00

OTHER JUSTIFICATION

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

Example: Other 1: Description and justification

Other 2: Description and justification

Other 1: Jar Labels - Labeling honey for sale is a requirement by New Mexico Law, HB 177, New Mexico Cottage Food Law. Labels will highlight the product made by veterans. Additionally, the labels will be produced to indicate where the product was packaged and label the ingredients inside the honey jars in order to sell the product to the general public at the local Farmers Market. All labeling will conform to the award terms and conditions, including the conditions applying to "Selling and Marketing Costs."

Other 2: The case of jars will be to package the honey produced.

INDIRECT COSTS



The indirect cost rate must not exceed 8 percent of any project's budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested

Indirect Subtotal: \$ 0.00

PROGRAM INCOME

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

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to enhance the competitiveness of specialty crops	Estimated Income
Hydroponic Sales	Investing in trainings for staff educators to t 	\$ 8,320.00
Honey from Bees	Investing in trainings for staff educators to t 	\$ 7,242.00

Program Income Total: \$ 15,562.00

Clear Form



SCBGP PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

ORGANIZATION DETAIL

Organization Name: The New Mexico Flower Collective +

Project Contact Name: Jessica Shoemaker-Montoya +

Mailing Address: 10308 Manzanillo Ave NE, Albuquerque, NM 87111

Phone: (505) 259-6549

Email: newmexicoflowercollective@gmail.com

PROJECT TITLE

Phase 2: Increasing access and expanding opportunities for the success of New Mexico-grown specialty cut flowers.

DURATION OF PROJECT

Start Date: 11/1/2023

End Date: 9/29/2025

PROJECT PARTNER AND SUMMARY

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

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

FOR EXAMPLE:

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

In Phase 2, the New Mexico Flower Collective will expand the network of cut flower producers, increase sales opportunities, and improve distribution throughout the state. It will increase support for New Mexico's cut flower farmers and buyers through farmer education, aggregation and distribution channels, and promotion of local farmers and flowers across the state.

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

The New Mexico Flower Collective (NMFC) has spent the last two years (2021-2022) and will continue in 2023 building the NM community of cut flower farmers, floral professionals, and floral enthusiasts. Our Phase 1 grant titled: Enhancing the visibility and success of New Mexico-grown specialty cut flowers had the goal to “form a network to support and expand cut flower production, sales, and distribution throughout the state of New Mexico. It will add profitable income streams for participating New Mexico farmers and engage in marketing and outreach to raise the profile of New Mexico grown flowers.” We fulfilled these initial goals by formalizing the NMFC entity, conducting market research, forming a steering committee to create a vision and plan of operation, building stakeholder commitment and knowledge, and, most importantly, creating a local flower aggregation location and marketplace for NM farmers to sell flowers to wholesale and retail buyers.

Through the initial work of Phase 1, the NMFC has identified three key issue areas to address in order to achieve long-term success: education, promotion, and distribution.

FARMER EDUCATION

Problem: Lack of Understanding and Meeting Market Needs

The NMFC's Phase 1 market research identified a disconnect between what new and less experienced flower farmers are growing and what floral designers want to buy. New flower farmers start by growing the lowest investment flowers (e.g. zinnias, cosmos, sunflowers) which are easy to grow but are generally only needed in small quantities by designers. The NMFC's market research has found that the NM floral market is low in locally grown focal flowers and foliage which are floral professionals' largest material expense and are a fantastic opportunity for farmers to increase revenue and sales volume.

Problem: Lack of New Farmers Understanding Market Value

The proliferation of online courses, webinars, and podcasts have increased the number of people interested in starting a flower farm - this includes vegetable farmers beginning to grow flowers. The persistent challenge remains that new flower farmers go through a steep learning curve of both growing and selling specialty cut flowers. This naivete and stress of being a new farmer leads to farmers underpricing their product out of ignorance or need to bring in revenue. This devalues the entire market for both farmers and floral professionals as well as making it difficult for entry flower farmers to see a path towards a profitable business.

Solution: Education + Mentorship

The need for a robust education program is critical to establishing cut flowers as a specialty crop with a high earning potential. In Phase 2, the NMFC will create and implement an education program that connects experienced growers with those less experienced, will reimburse farmers for online training sessions that diversify offerings and increase the ability to meet demand, and will continue to host educational sessions where we share market research and analysis. Continuing to build and strengthen a network where we share knowledge and experience will help all farmers develop a consistent offering in type, colors, and volume so that buyers will rely on the local flower farmers for their needs instead of sourcing outside of NM or the US.

DISTRIBUTION

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

Include as many objectives as needed.

- Objective 1:** Increase the operational capacity of the central aggregation and distribution location to expand access to locally grown flowers for wholesale and retail buyers. +
- Objective 2:** Increase farmers' access to markets and consumers by continuing to improve transportation efficiency and reduce cost.
- Objective 3:** Increase direct support of flower farmers in advising on prices, expanding crop selection, understanding markets, adopting best practice production and distribution methods, and exploring sustainable business practices through education and mentorship.
- Objective 4:** Create educational materials to help floral professionals incorporate NM grown flowers into their offerings.
- Objective 5:** Work with partner organizations to create promotional material to: a) shift perspectives away from selecting imports and b) build loyalty to NM grown flowers by telling the stories of the farmers and visually showcasing the products.
- Objective 6:**
- Objective 7:**
- Objective 8:**
- Objective 9:**
- Objective 10:**

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: 55

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

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

STATEMENT OF ENHANCING SPECIALTY CROPS

By checking the box to the right, 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 www.ams.usda.gov/services/grants/scbgp.

CONTINUATION PROJECT INFORMATION

Does this project continue the efforts of a previously funded SCBGP project? Yes No

If you have selected "yes", please address the following:

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

The next phase of growing the NM cut flower industry will focus on direct farmer support through education, distribution, and promotion of NM-grown cut flowers as an unrivaled specialty crop. This project continues to build upon the work from Phase 1 which sought to create an organization for NM cut flowers: to understand market forces; to expand sales outlets; and for the narrative of NM-grown flowers. The NMFC will continue to build upon the success of the Farmer to Florist market as an educator, and by the aggregation and distributional hub and sales outlet. This project will build on the previous marketing efforts via general education and awareness building to create documents and visuals that support floral professionals and other flower consumers in transitioning to the purchase and use of locally-grown fresh cut flowers over imports. While continuing the success and momentum of Phase 1, this grant differs in its focus by using the deliverables of Phase 1 to directly support farmers in cut flower specialty crop education and development. Growing market share through education, access, and promotion is the next step. +

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

The NMFC successfully expanded the flower farmer community from 14 as noted in the 2020 cycle under the project title, "Enhancing the Success and Visibility of New Mexico Grown Cut Flowers", to 25 in 2023 (12 of whom are new to flower farming with 3 years or less of growing experience). Much of the community building took place during the NMFC hosted meet-ups where farmers discussed business development, crop planning, growing practices, market opportunity, and the vision for NM grown flowers. The relationship building between farmers in the last two years has led to increased partnerships amongst flower farmers in shared labor/labor swaps, tool sharing, shared sales avenues (eg. sharing booths at retail outlets), and joint/bulk crop orders (increasing access and lowering prices of inputs). We created the Farmer to Florist Market in 2022 with 6 participating growers in the pilot year (2022) and anticipate 12-15 farms for the 2023 market. We have cultivated and enriched the relationships with floral professionals which has increased our understanding of the opportunities for NM grown flowers in volume, availability, +

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

Organizational structure: The original grant included the exploration and anticipation of forming a cooperative entity. After several educational meetings as a group and via one-on-one discussions, and by learning how other flower collectives/cooperatives run, the NMFC leadership and farmer members determined that the formal organizational structure of a cooperative was not the right path for the near future. The steering committee recognized that building a new system often requires quick decision making, and the farmers did not have the time or desire to participate in a long and detailed process. The

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?

After reviewing the 16-week pilot year of the Farmer to Florist Market in 2022 and listening to feedback from farmers and floral professionals, the NMFC steering committee is reallocating funds of the Phase 1 award to:

- Hire a dedicated market manager with a greater capacity (# of paid hours per week).
- Exploring new partnership opportunities to increase customer access with multiple sales locations.

Support farmers with the cost of getting their product to the market with a transport allowance

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

The market research conducted in Phase 1 supports the original belief that the NMFC flower hub can be self-sustaining within 5 years of a full-season launch (2023). Examples of other flower collectives/cooperatives in the US reinforce that the growing demand for local flowers supports a 4-5 year path to achieve or surpass operational break even.

The path to achieving a self-sustaining NM flower market includes:

Educating farmers in key areas to help increase volume, crop selection, and expand the production period. An example of this includes learning about and incorporating season extension practices and/or controlled environment structures so that farmers can maximize the number of weeks per year that NM grown flowers are available in order to fulfill high-demand holidays (Thanksgiving, Christmas, Valentine's Day, and Mother's Day). Sustainable collectives are completely dependent on high volume and this requires a network of farmers who can produce at scale with consistency.

Increasing customer access by expanding market hours to accommodate more wholesale and retail buyers, increasing retail sales, and having a consistent presence via digital marketing and key print media. Supporting floral professionals with the transition to using all or majority local flowers by creating educational and marketing tools, and continuing to build the list of professionals and work with them on multiple levels to foster a loyal cadre of customers.

The NMFC is in the early stages of self-funding through farmer and buyer membership, and will continue to seek private funding.

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

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

Yes

No

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

Identify the Federal or State grant program(s).

N/A

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

EXTERNAL PROJECT SUPPORT


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

Flower Farmers

Flower farmers have long worked to sell their product to members of the floral industry. Before establishing the NMFC, each farmer needed to develop their own list of buyers, create and distribute weekly flower availability lists, then process and deliver any orders. Conversely, any floral professional had to reach out to any farmers and place multiple orders. The NMFC has streamlined ALL of these components, allowing farmers more time to farm. Farms who are participating in the 2023 season include Calhoun Flower Farm, Farm 47, Calabacita Senorita Flower Farm, Rowan and Wren Flowers, The Harvest Trail, 2 Willows Farm, Petal Pushers, Sign of the Dragon Farm, and Yappy Dog Farm.

Floral Professionals

This group is largely composed of the sectors listed below. The NMFC has made accessing florals grown in New Mexico incredibly easy and efficient - transforming the buyer experience.

- *event florists* - market segment is primarily weddings and corporate events; this segment generally does not have a retail presence. The customer base is often looking for a uniquely New Mexico aesthetic. Examples 

EXPECTED MEASURABLE OUTCOMES

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

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

OUTCOME MEASURE(S)

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

- Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- Outcome 3:** Increase Food Safety Knowledge and Processes
- Outcome 4:** Improve Pest and Disease Control Processes
- Outcome 5:** Develop New Seed Varieties and Specialty Crops
- Outcome 6:** Expand Specialty Crop Research and Development
- Outcome 7:** Improve Environmental Sustainability of Specialty Crops

OUTCOME INDICATOR(S)

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

FOR EXAMPLE:

Outcome	Indicator	Indicator Description	Value
1	1.1a	Total number of consumers who gained knowledge about specialty crops, Adults	132

Outcome	Indicator	Indicator Description	Value
1	1.4	Number of additional business transactions executed	3,000.00
2	2.1	Number of stakeholders that gained technical knowledge about producing, preparing, procuring, and/or accessing specialty crops	50.00
2	2.2	Number of stakeholders that reported producing, preparing, procuring, and/or accessing more specialty crops	50.00

Outcome	Indicator	Indicator Description	Value

MISCELLANEOUS OUTCOME MEASURE

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS.

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Explain how you will collect the required data to report on the outcome and indicator in the space below.

For 1.4 - The NMFC uses the Rooted Farmers sales platform which includes both online ordering and mobile Point of Sale. The Rooted Farmers platform has full product transparency by having farmers create independent accounts and list their farm's inventory. This allows buyers to source based on both floral needs and relationship with or preference for farm if that is important to them. Individual farmers are able to see their farm's sales data, and enables the NMFC to see the aggregate and detailed information of all farms participating in the Farmer to Florist Market. This robust sales system supports inventory control, sales management, order processing, and sales analytics. This system helps us understand buyer habits by separating pre-order vs day-of purchases, mapping wholesale vs retail (with different markups), tracking sales across the growing season and between years, and analyzing sales by flower volume/color/type. This platform allows us to report specifics on increased consumption for individual wholesale buyers, across sectors, and map growth patterns over time.

For 2.1 & 2.2 -

The NMFC will annually survey farmers for data on: sales, revenue and number of transactions outside of the NMFC outlets (e.g. farmers markets, subscription sales, pop-ups, and event design); adoption of new or more effective production and processing methods; new crops or varieties put into production and/or sold; and increases in production acreage and/or capacity.

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.0 Funding Considerations prior to developing their budget narrative.

BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	\$ 0.00
Fringe Benefits	\$ 0.00
Travel	\$ 1,400.00
Equipment	\$ 0.00
Supplies	\$ 0.00
Contractual	\$ 87,720.00
Other	\$ 50,604.00
Direct Costs Sub-Total	\$ 139,724.00
Indirect Costs	
Total Budget	\$ 139,724.00

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance. Fill personnel information in space below as needed.

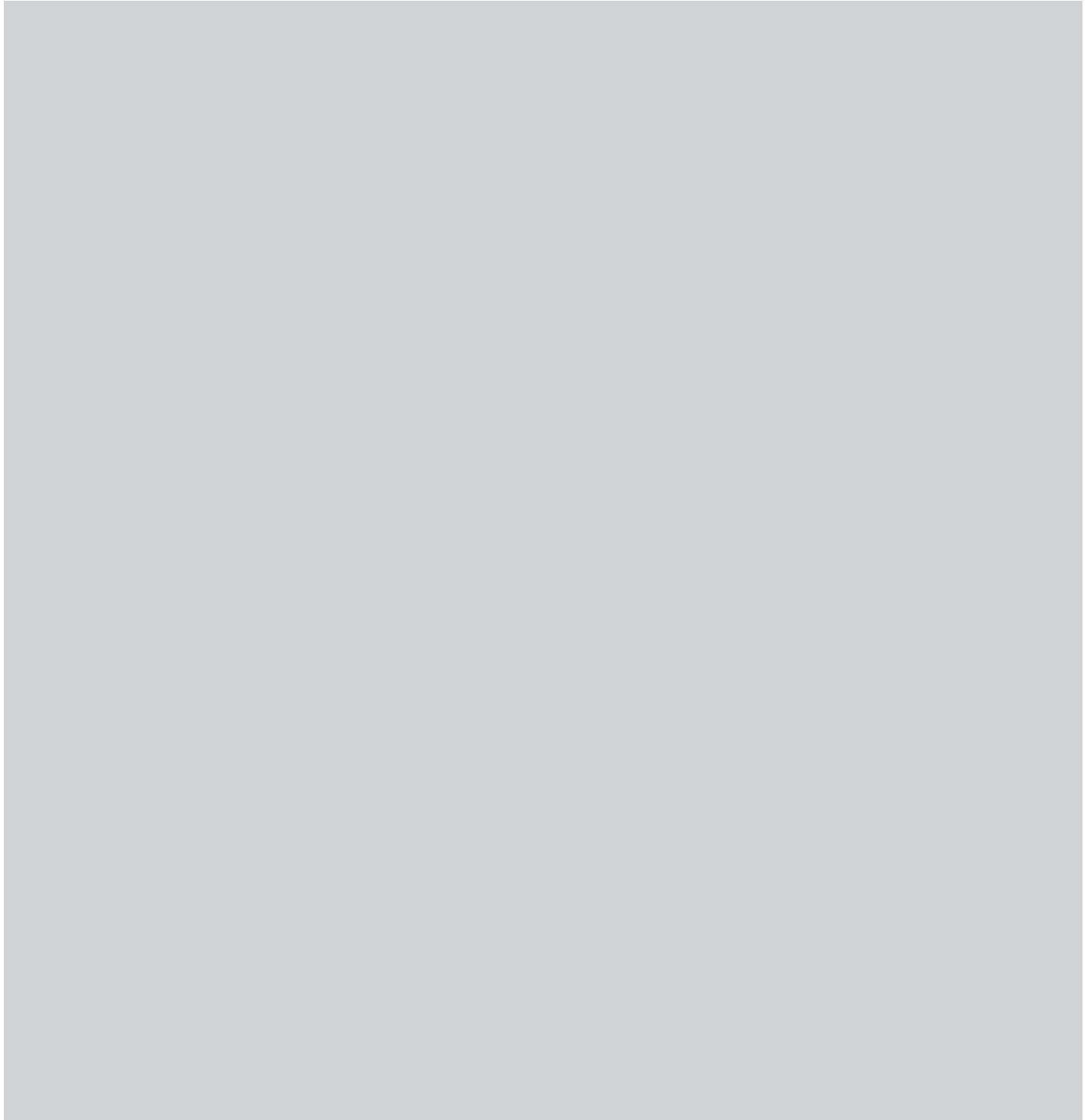
#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Personnel Subtotal: \$ 0.00

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Example: Personnel 1: Description and justification
Personnel 2: Description and justification



FRINGE BENEFITS

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

#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fringe Subtotal: \$ 0.00

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Rooted Farmers Collective Conference 2023	airfare	round trip flight	1	\$ 350.00	2	\$ 700.00
2	Rooted Farmers Collective Conference 2023	hotel	1 night	3	\$ 116.66	2	\$ 700.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Travel Subtotal: \$ 1,400.00

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

Trip 1: December 2023 x 2 people

The Rooted Farmers Collectives Conference in Hanover, NH, is the only event dedicated to the support of and exchange of information for collective/cooperatives dedicated to flower farming. Collectives/cooperatives are increasingly becoming the model for US flower farmers to compete with traditional flower wholesalers who primarily deal in imports. This conference is a valuable opportunity to network, learn best practices, and explore ideas and methods to better serve the New Mexico cut flower market. Attending the 2022 conference has led to the NMFC making key changes and quickly implementing ideas that have been successful for other state collectives that have more years in operation who have had a tremendous amount of success shifting their local markets to purchasing locally grown flowers.

The NMFC would send both the market manager and program director as these are the two key individuals who are the most knowledgeable about the organization's vision and operations. These two individuals would be responsible for reporting information to the board and membership.

CONFORMING WITH YOUR TRAVEL POLICY

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



EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

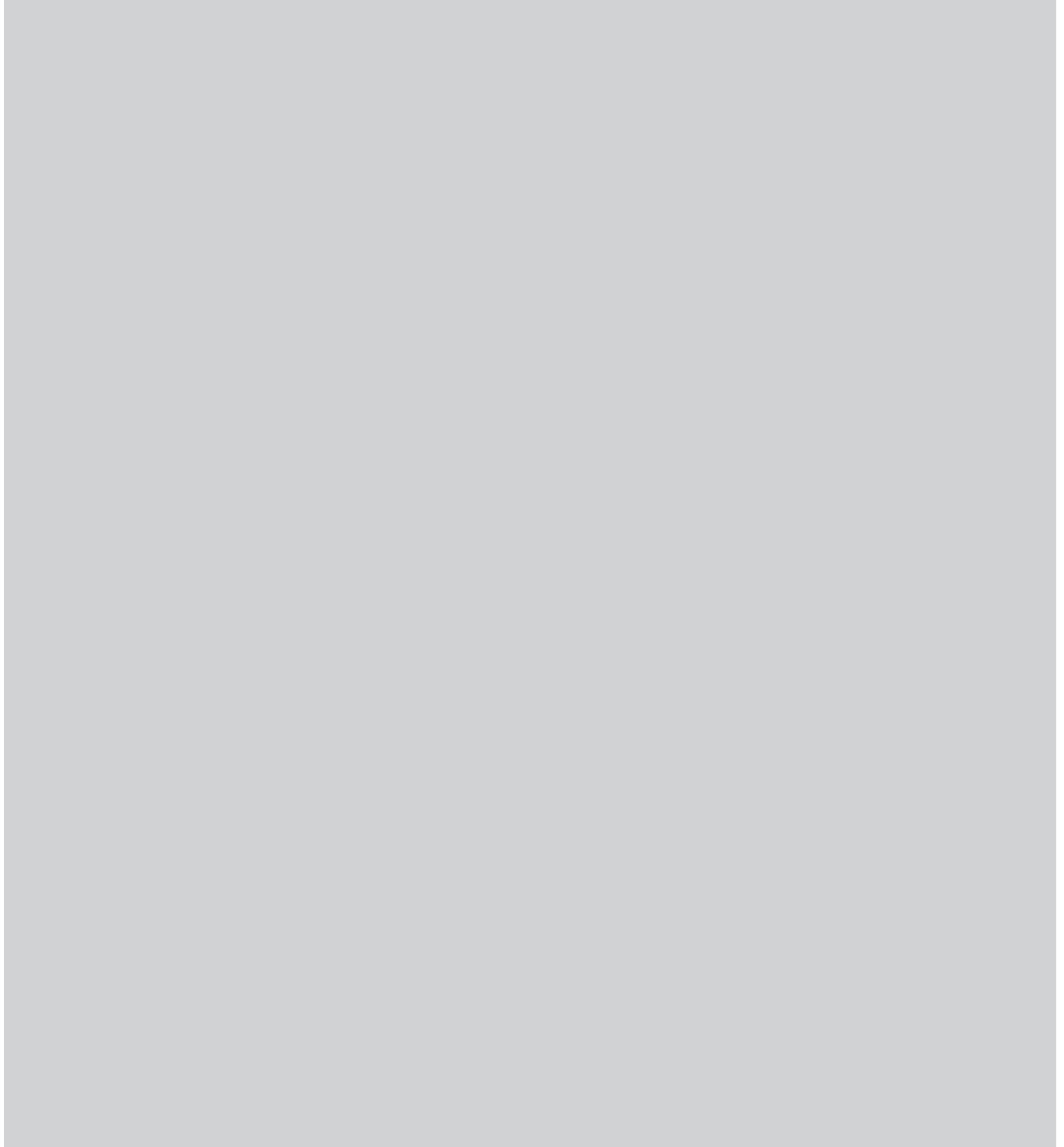
#	Equipment Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Equipment Subtotal: \$ 0.00

EQUIPMENT JUSTIFICATION

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

Example: Equipment 1: Description and justification
Equipment 2: Description and justification



SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date?	Funds Requested
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Supplies Subtotal:

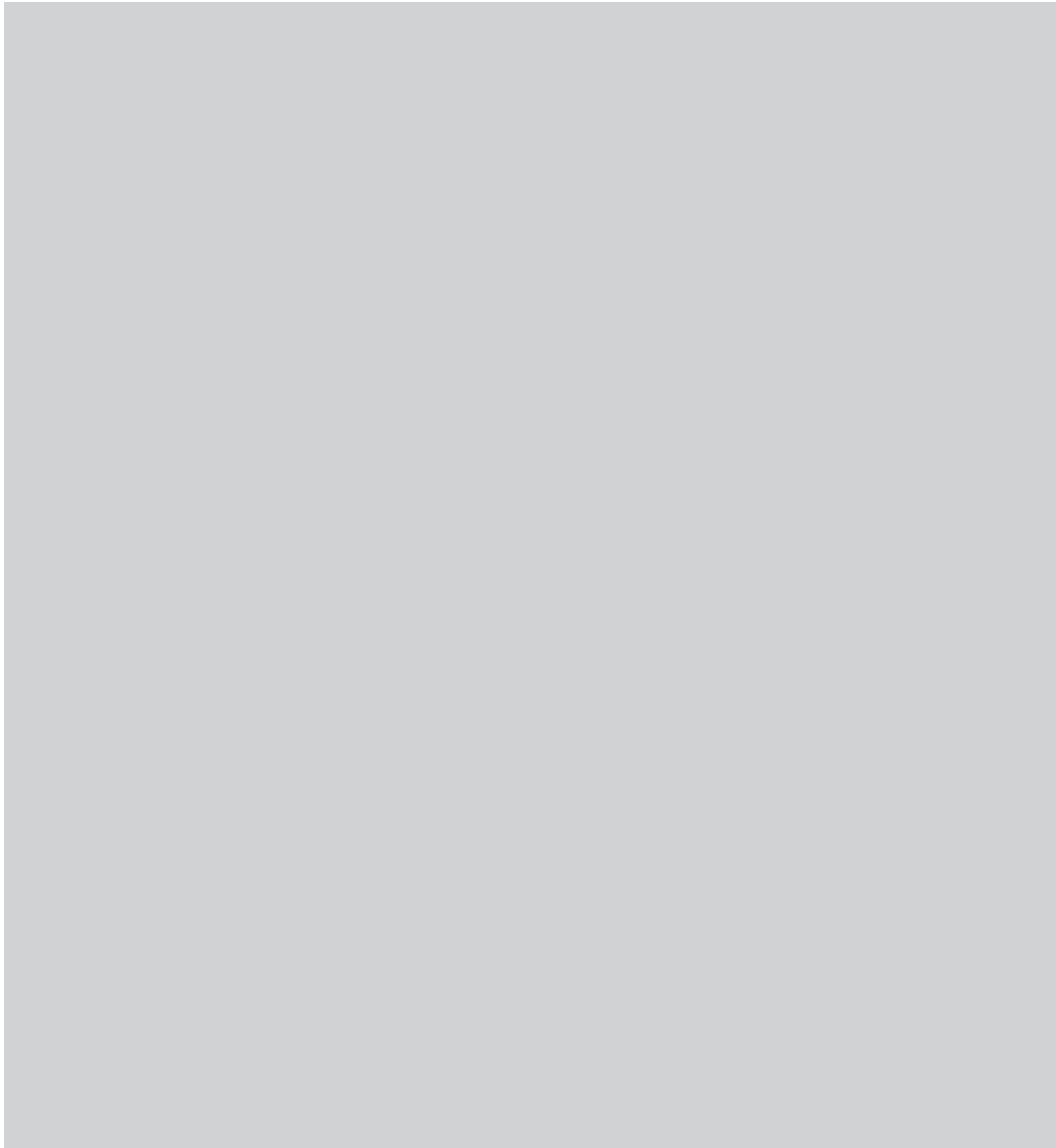
\$ 0.00

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).

Example: Supply 1: Description and justification

Supply 2: Description and justification



CONTRACTUAL/CONSULTANT

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

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of 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.

#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	Market Manager	\$24/hr	\$ 38,400.00
2	Program Director/Education Coordinator	\$20/hr for 501 hours	\$ 10,020.00
3	Delivery Driver	\$18/hr	\$ 32,400.00
4	Photographers	\$60/hour for 80 hours	\$ 4,800.00
5	Graphic Designer	\$70/hour for 30 hours	\$ 2,100.00
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractual/Consultant Subtotal: \$ 87,720.00

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. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Example: Contractual 1: Description and justification
Contractual 2: Description and justification

Contractual 1: Heather Esqueda will serve as the Farmer to Florist Market Manager. This person's primary responsibility is communicating between farmers and customers. This person is constantly talking to both groups of people in order to understand the needs of both buyers and farmers, the challenges each face, and opportunities for farmers to better serve the market. This person's key tasks include receiving flowers and organizing orders, providing excellent customer service on market day, working with farmers on accurate pricing and quality standards, maintaining excellent communication between buyers to make it low burden for farmers, continuous systems improvement, and supporting marketing campaigns through email and social media.


The Market Manager will be paid \$24 per hour. Her contract will be for 25 hours per week for 32 weeks per year.

Contractual 2: The Program Director drives the Collective's efforts of education, promotion, and distribution network. This person works with the market manager, delivery driver, and all contractors to carry out this project. The Program Director will be selected by the NMFC Board of Directors.

The Program Director will be contracted to work 500 hours total spread over the course of the two years.

Contractual 3: The delivery driver will collect flowers from farmers Mondays and Tuesdays during the "blooming season" (April through October) and will deliver orders to buyers in the Albuquerque/Santa Fe area on Wednesdays. Additional delivery areas and days will be added as warranted. This person has yet to be identified. The Market Manager and Program Director will hire for this position in the spring of 2024.

The Delivery Driver will be paid \$18 per hour and will be contracted to work 30 hours per week for 30 weeks per year (2 years total).

Contractual 4: Photographers will document flowers, farms, and farmers throughout the growing season+

CONFORMING WITH YOUR PROCUREMENT STANDARDS

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



OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Other Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1	Farmer Education	500	10	end of	\$ 5,000.00
2	Mentorship Program	500	4	2/year	\$ 2,000.00
3	Location Rental Fees	50	10	5/year	\$ 500.00
4	Tour Hosts Participation Stipend	500	2	1/year	\$ 1,000.00
5	Van rental and fuel	636	64	32 week	\$ 40,704.00
6	Rooted Farmers Collectives Conference - fee	700	2	Dec 202	\$ 1,400.00
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Other Subtotal: \$ 50,604.00

OTHER JUSTIFICATION

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

Example: Other 1: Description and justification
Other 2: Description and justification

Other 1: Farmer Education

The NMFC will support farmer education by expanding learning opportunities specific to flower farming. This includes improving business practices, expanding to new flower types, improving or increasing production, and incorporating techniques for environmental sustainability. Farmers will apply for reimbursement (up to \$500) for desired educational opportunities (on-line or in person courses) with the understanding that they will put this knowledge into practice (aka run a test/experiment) and share their knowledge and findings with the NM flower farmer community via recorded presentation, live presentation at a continuing education meetup, or written documentation. This will serve to create a library of information pertinent to flower farming in the high desert that will be stored on the NMFC website for anyone to access.

The Program Director will conduct a call for applications within the grant period. The NMFC's Board of Directors will review and vote to approve applications based on predetermined criteria. Farmers will be limited to one \$500 reimbursement.

Other 2: Mentor Participation Stipend

The NMFC will strengthen the flower farmer community and knowledge sharing by implementing a mentorship program modeled on that of the Association of Specialty Cut Flower Growers. The program will offer mentor (4+years farming)/mentee (0-3 years farming) pairings with a small stipend (\$250/year) that acknowledges the time and effort an experienced flower farmer will spend supporting a new farmer, as well as financial support with travel to and from their respective farms (for at least one site visit to each farm; up to \$125 for each participant).

The Program Director will conduct a call for applications for both mentors and mentees. The Program Director will facilitate mentor/mentee pairings based on location, production methods, varietal specifics, etc. There will be two pairings per year so a total of 4 mentees by the end of the grant. Each mentor will have only one mentee each round. The Program Director will work to encourage a number of applicants for potential mentors to encourage diversity of experience across New Mexico. However, there are a limited number of farmers who have specialized in cut flower production for 4+ years. A farmer may be a mentor for both years if they are willing and there is an appropriate fit with a mentee.

The travel reimbursement will be based on the travel needs for the mentor/mentee to visit each others farms. The reimbursement may be for fuel and/or overnight accommodations.

Other 3: Location Rental Fees

This is to rent a facility space to hold meetups for continuing education sessions with participants from the flower industry. The NMFC will continue hosting meetups for flower farmers (regardless of membership in the NMFC) with topics relevant to growing and selling cut flowers in New Mexico. Topics focus on sharing market research that supports farmers with crop selection, expansion, and understanding business metrics for sustainability. These in-person sessions will primarily take place in the late fall and winter months to

INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of any project’s budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested

Indirect Subtotal: \$ 0.00

PROGRAM INCOME

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

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to enhance the competitiveness of specialty crops	Estimated Income
Farmer membership fee – 17% <input type="checkbox"/>	Income will go towards maintaining vehicle <input type="checkbox"/>	\$ 32,000.00

Program Income Total: \$ 32,000.00

Clear Form



**United States
Department of
Agriculture**

SCBGP PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

ORGANIZATION DETAIL

Organization Name: New Mexico State University Department of Extension Economics +

Project Contact Name: Dr. Michael Patrick +

Mailing Address: 1780 E University Ave
Las Cruces, NM 88003

Phone: (575) 202-4253

Email: jmpat@nmsu.edu

PROJECT TITLE

New Mexico LandLink: Enhancing New Mexico's Specialty Crop Industry with Land Access, Technical Training, and Digital Marketplace Development

DURATION OF PROJECT

Start Date: 10/1/2023

End Date: 9/29/2025

PROJECT PARTNER AND SUMMARY

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

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

FOR EXAMPLE:

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

New Mexico LandLink is a project of the NMSU Department of Extension Economics and a coordinated effort of NMSU county Extension agents and specialists to increase the supply of specialty crops across the state and increase market access for consumers. The NM LandLink project is designed to address three of the most critical challenges for NM's specialty crop industry: access to agricultural lands, education and technical assistance for producers, and the digital infrastructure that connects specialty crop supply to meet market demand. The land access component will provide specialty crop producers with the technical assistance needed to successfully access and obtain the agricultural land needed for their operation. Building upon the first component, NM LandLink will organize five, in-person, NMSU specialists led, Specialty Crop Master Class series across the state to provide producers with the education and training for their specific operation needs. The third component will be to create Path-to-Plate, an online local food marketplace that will allow New Mexico specialty crop producers to seamlessly connect with buyers across the state. NM LandLink is uniquely positioned to administer these initiatives by leveraging the community outreach enterprise of NMSU Extension in all 33 NM counties.

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

Agriculture is one of New Mexico's cornerstone economic drivers, but for many years, its multi-billion-dollar industry has been dependent on out-of-state markets and thus fails to capitalize on the demand across the state. New Mexico's agricultural industry disproportionately exports 95% of its agricultural products, while 90 percent of food eaten by New Mexicans comes from out of state, amounting to over \$4 billion in import costs. If we consider the multiplier effects of local food economies, we see the potential to recirculate billions of dollars within New Mexico. For example, by increasing New Mexico's consumption of local food by just 15 percent, would contribute an estimated \$725 million to New Mexico's economy. According to the 2019 NMDA agricultural data, vegetables and tree nuts exports alone total over \$222 million, while only \$12 million of NM food products are sold by farmers directly to consumers. Moreover, because this imbalance of NM's production versus in-state consumption, New Mexico remains as one of the top ten states for food insecurity.

While these disparities may be attributed to several factors, many of the challenges and opportunities have been identified in the 2017 Resilience in New Mexico Agriculture Strategic Plan.

This project was a statewide collaboration that mobilized over 600 stakeholders across 13 regional meetings that assessed New Mexico's most critical agricultural needs and developed a thorough, five-to-ten-year strategic plan to enhance New Mexico's agricultural resiliency and strengthen current systems. This detailed report draws on industry research from New Mexico State University (NMSU), the New Mexico Department of Agriculture (NMDA), the United States Department of Agriculture (USDA), and various published journals and articles. The three key components of NM LandLink (land access, technical training opportunities for producers, and equitable access to markets) are strategically designed to encompass several of the most critical needs outlined in the Resilience in New Mexico Agriculture Strategic Plan. More specifically, NM LandLink addresses six of the report's sixteen top priorities, including (1) Land Access, (2) Economics (producer profitability), (3) Production (technology, infrastructure diversity, supply/demand), (4) Developing the Next Generation of Producers, (5) Markets and Supply Chains, and (6) Industry Education and Training.

The three core components of the New Mexico LandLink project are:

1. Land access assistance for beginning and expanding specialty crop producers: The average age of New Mexico farmers is 61.5 years old, which threatens the sustainability of New Mexico agriculture and poses a risk of losing agricultural lands if aging farmers are unable to find a successor. NM LandLink will directly address this challenge by breaking down the barriers for land access for specialty crop producers. The land access work will be implemented in two ways: the website platform, and NMSU's Extension program. The completely redesigned NM LandLink website will launch in the summer of 2023 and allow producers to easily find agricultural land, resources for financial assistance, and a comprehensive database of educational materials and online production trainings. Landowners will have the same capability of finding producers and even farm operation successors to ensure that agricultural

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

Include as many objectives as needed.

Objective 1: Connect 40 specialty crop producers with available land in New Mexico

Objective 2: Develop and distribute New Mexico Land Access Guide: Specialty Crop Edition to all county NMSU Extension offices and provide land access trainings for all county agriculture agents

Objective 3: Host five Specialty Crop Master Class series for 100 producers across the state

Objective 4: Develop and launch Path-to-Plate by May 2024 with \$300,000 in specialty crop sales by September 2025

Objective 5:

Objective 6:

Objective 7:

Objective 8:

Objective 9:

Objective 10:

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: 3,000

Does this project directly benefit underserved farmers as defined in the RFA?

Yes No

Does this project directly benefit beginning farmers as defined in the RFA?

Yes No

STATEMENT OF ENHANCING SPECIALTY CROPS

By checking the box to the right, 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 www.ams.usda.gov/services/grants/scbgp.



CONTINUATION PROJECT INFORMATION

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

Yes No

If you have selected "yes", please address the following:

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

NM LandLink will build upon the lessons of success from the Northwest New Mexico New Farmer Network program in San Juan County (2019 SCBGP recipient) by developing a state-wide network that leverages the NMSU Extension Service to administer land access, farmer training and development, and expand market access for specialty crop producers. NM LandLink will differ from and build upon the New Farmer Network in several ways, including:

(1) The utilization of NM LandLink website platform: The redesigned NM LandLink platform will stand alone from NMSU's website with several enhancements, including better security, secure messaging portal for user communications, optional text and/or email "match alert" notifications, extensive filtering tools for easy navigation, automated matches based on compatibility, state wide events calendar, and a comprehensive educational resources page.

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

The New Farmer Network outcomes included: (1) Enhance the competitiveness of specialty crops through increased access, and (2) Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development. More specifically, these outcomes resulted in the development of 12 beginning specialty crop producers and successfully connected these farmers with available farmland across San Juan County. The New Farmer Network project connected 17 specialty crop producers to new markets in the county, with an aggregate total of \$129,550 in specialty crop sales. In addition to these achievements, the New Farmer Network was able to develop a new farmer incubator program which provided hands-on, technical assistance to 15 beginning specialty crop farmers and the program remains active to this day.

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

The New Farmer Network project was the first of its kind for the NMSU Extension Service that provided invaluable learning opportunities that are applicable to the NM LandLink project. The lessons learned from the New Farmer Network include:

- Identifying matches and facilitating communications between land-seekers and landowners: The New Farmer Network did not have the convenience of a public-facing +

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?

The lessons learned above serve as the precursors for the development of NM LandLink. The NM LandLink website will resolve many of the inefficient processes of New Farmer Network by putting the matching, decision-making power in the hands of the land-seekers and landowners and allow communications between users to be fluid and secure and not dependent upon the capacity of the program's personnel to initiate a match. Furthermore, NM LandLink will not be confined to meeting the needs of any one county but will be accessible to land-seekers and landowners in all counties across the state with the support of county Extension agents. +

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

While the NM LandLink program is not currently income generating, there is confidence that its critically needed services will be financially supported and expanded by the public and/or private sector. NM LandLink will begin to pursue state funding in 2025 to sustain operating expenses for its state-wide services. Alternatively, and if needed, NM LandLink's operational cost may be easily sustained from residual, commission-based revenue from Path-to-Plate marketplace transactions.

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

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

Yes

No

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

Identify the Federal or State grant program(s).

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

EXTERNAL PROJECT SUPPORT

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

According to the Resilience in New Mexico Agriculture Strategic Plan's final report, every component of the NM LandLink project (land access, producer training and development, and access to markets) have been identified to be among the most important agricultural needs of New Mexico. These prioritized needs were determined by over 600 stakeholders across New Mexico that represented specialty crop producers, rural and tribal communities, local and state governments, nonprofit organizations, and higher education institutions.

The NM LandLink project is currently supported by the Thornburg Foundation with a \$50,000 grant to expand land access opportunities for any and all types of New Mexico farmers and ranchers by developing the NM LandLink website and providing support for NMSU Extension agents. The Thornburg Foundation grant was awarded in March of 2023, after submitting our SCBGP proposal, to support a full-time staff position to oversee the project's success. While this particular grant supports specialty crop producers, it is not exclusive to specialty crop producers and may cover all non-specialty crop personnel costs. The Thornburg funding is for one year and will conclude in March of 2024.



EXPECTED MEASURABLE OUTCOMES

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

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

OUTCOME MEASURE(S)

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

- Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- Outcome 3:** Increase Food Safety Knowledge and Processes
- Outcome 4:** Improve Pest and Disease Control Processes
- Outcome 5:** Develop New Seed Varieties and Specialty Crops
- Outcome 6:** Expand Specialty Crop Research and Development
- Outcome 7:** Improve Environmental Sustainability of Specialty Crops

OUTCOME INDICATOR(S)

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

FOR EXAMPLE:

Outcome	Indicator	Indicator Description	Value
1	1.1a	Total number of consumers who gained knowledge about specialty crops, Adults	132

Outcome	Indicator	Indicator Description	Value
1	1.4	Number of additional business transactions executed	200.00
2	2.1	Number of stakeholders that gained technical knowledge about producing, preparing, procuring, and/or accessing specialty crops	500.00
2	2.2	Number of stakeholders that reported producing, preparing, procuring, and/or accessing more specialty crops	150.00
2	2.3	Total number of market access points for specialty crops developed or expanded	100.00
2	2.3a	Number of new online portals created to sell specialty crops	1.00
2	2.6	Total number of partnerships established between producers, distributors, and/or other relevant intermediaries related to distribution systems	30.00
2	2.6b	Number of partnerships with underserved organizations	10.00
2	2.9	Total number of new individuals who went into specialty crop production as a result of marketing	15.00
2	2.9a	Of those, the number who are beginning farmers or ranchers	15.00

Outcome	Indicator	Indicator Description	Value

MISCELLANEOUS OUTCOME MEASURE

In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS.

N/A

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Explain how you will collect the required data to report on the outcome and indicator in the space below.

Number of SC producers that receive technical assistance pertaining to their specific operation (Outcome 2, Indicator 2.1)

- Before and after surveys: Surveys will be distributed to Specialty Crop Master Class participants before each series to solicit input for specific content that they would like to be included in each Master Class. After the final master class of each series, participants will be requested to complete a post-survey to assess several areas, including the content's relevancy, the practicality of implementing the classes' teachings, which specific teachings they intend to implement into their operation, and gaining feedback on how Path-to-Plate can best support their farm business (Outcome 2, Indicator 2.1).

- Scheduled one-on-one consultations provided by NMSU specialists scheduled sessions before and after Specialty Crop Master Class sessions- NMSU specialists will be required to notify project staff of all one-on-one consultations provided to master class participants. Project staff will then follow up with the participants to discuss how their needs were addressed and provide additional resources if necessary (Outcome 2, Indicator 2.1).

Number of SC producers connected with land (Outcome 2, Indicator 2.2)

- Extension agent feedback- feedback from Extension agents will be gathered throughout

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.0 Funding Considerations prior to developing their budget narrative.

BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	\$ 122,380.67
Fringe Benefits	\$ 41,970.75
Travel	\$ 17,938.74
Equipment	\$ 0.00
Supplies	\$ 6,000.00
Contractual	\$ 30,500.00
Other	\$ 4,338.19
Direct Costs Sub-Total	\$ 223,128.35
Indirect Costs	
Total Budget	\$ 223,128.35

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance. Fill personnel information in space below as needed.

#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Project Manager Sr	.95	\$ 111,580.67
2	NMSU Student Assistant	.25	\$ 10,800.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Personnel Subtotal: \$ 122,380.67

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Example: Personnel 1: Description and justification
Personnel 2: Description and justification

Personnel 1: The Project Manager identified for the NM LandLink project is Weston Medlock, the current Program Specialist Sr for NM LandLink and also the previous Program Specialist Sr for the NWNM New Farmer Network. The Project Manager Sr will be the primary staff member for the NM LandLink project and the requested personnel budget includes 24.06 months of funding with a 0.95 FTE that will be directly linked to enhancing the competitiveness of specialty crops. The remaining .05 FTE will be supported by existing funding eligible for non-specialty crop producer support. If awarded, it would take at least one month for the university to create an index number and other processes; therefore, the one-month reduction accounts for the time.

The Project Manager Sr position is essential for ensuring the success of the project and accomplishing the objectives, outcomes, and indicators outlined in this proposal. This staff member offers years of experience managing projects related to NM LandLink's scope of work and provides a deep knowledge of the project's design and development. The responsibilities of this individual will include, but are not limited to:

1. Manage, update, and periodically enhance the NM LandLink website (To be performed by the Project Manager throughout the duration of the project)
2. Pre-screen user profiles before publishing and provide technical assistance for users and county Extension agents. Both the Project Manager and Student Assistant will pre-screen user profiles throughout the duration of the project. The Project Manager will be the point person for providing technical assistance for users and Extension agents throughout the duration of the project.
3. Develop and update project plans for information technology projects. Throughout the duration of the project, the Project Manager will oversee and manage all IT projects pertaining to the NM LandLink website and the Path-to-Plate development.
4. Create and distribute the NM Land Access Guide: Specialty Crop Edition for public use and NMSU Extension agents. This work will be performed by the Project Manager starting in the winter of 2023 and completed by the spring of 2024.
5. Organize the Specialty Crop Master Classes, which includes:
 - 5a. Coordinate the travel schedules and accommodations for NMSU specialists. The Project Manager will begin coordinating the travel schedules and accommodations for NMSU specialists in the summer of 2023 to prepare for Specialty Crop Master Classes in the fall/winter of 2024.
 - 5b. Responsible for marketing the Master Classes to participants in the identified counties. The Project Manager will begin creating marketing materials for the specialty crop master classes.

FRINGE BENEFITS

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

#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
1	Project Manager Sr	37.5%	\$ 41,906.75
2	NMSU Student Assistant	.59%	\$ 64.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fringe Subtotal: \$ 41,970.75

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Las Cruces to Albuquerque, NM	Mileage	Miles	235 mi	\$ 0.66	7	\$ 1,085.70
2	Albuquerque, NM	Hotel	Nights	1	\$ 121.00	7	\$ 847.00
3	Albuquerque, NM	Per Diem	Days	1	\$ 69.00	7	\$ 483.00
4	Albuquerque to Roswell	Mileage	Miles	235 mi	\$ 0.66	7	\$ 1,085.70
5	Roswell, NM	Hotel	Nights	1	\$ 98.00	7	\$ 686.00
6	Roswell, NM	Per Diem	Days	1	\$ 59.00	7	\$ 413.00
7	Roswell, NM to Las Cruces	Mileage	Miles	205 mi	\$ 0.66	6	\$ 811.80
8	Las Cruces to Aztec, NM	Mileage	Miles	460 mi	\$ 0.66	6	\$ 1,821.60
9	Aztec, NM	Hotel	Nights	1	\$ 98.00	6	\$ 588.00
10	Aztec, NM	Per Diem	Days	1	\$ 59.00	6	\$ 354.00
11	Aztec to Shiprock, NM	Mileage	Miles	65 mi	\$ 0.66	7	\$ 300.30
12	Shiprock, NM	Hotel	Nights	1	\$ 98.00	7	\$ 686.00
13	Shiprock, NM	Per Diem	Days	1	\$ 59.00	7	\$ 413.00
14	Shiprock to Las Cruces	Mileage	Miles	434 mi.	\$ 0.66	6	\$ 1,718.64
15	Personnel state travel	Mileage	Miles	2500 mi	\$ 0.66	1	\$ 1,650.00
16	Personnel state travel	Per Diem	Days	10	\$ 59.00	2	\$ 1,180.00
17	Personnel state travel	Hotel	Nights	15	\$ 100.00	1	\$ 1,500.00
18	Food Safety Trainer	Mileage	Miles	1500 mi	\$ 0.66	1	\$ 990.00
19	Food Safety Trainer	Per Diem	Days	10	\$ 59.00	1	\$ 590.00
20	Food Safety Trainer	Hotels	Nights	7	\$ 105.00	1	\$ 735.00

Travel Subtotal: \$ 17,938.74

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

NOTE: 100% of the requested travel budget is focused on developing specialty crop education and production in the state with no efforts specifically focused on non-specialty crops.

Trip 1,2,3 (Approximate Date of Travel 09/2024): Travel items 1, 2, and 3 account for the total travel expenses for seven NMSU specialists to teach the Specialty Crop Master Class series at the Bernalillo County Extension Office in Albuquerque.

Trip 4,5,6,7 (Approximate Date of Travel 09/2024): Travel items 4, 5, 6, and 7 account for the total travel expenses for seven NMSU specialists to teach the Specialty Crop Master Class series at the Santa Fe County Extension Office in Santa Fe, NM. To reduce travel/mileage costs, the NMSU specialists will travel to Santa Fe directly after the Albuquerque Master Classes, then return back to Las Cruces after teaching in Santa Fe.

Trip 8,9,10 (Approximate Date of Travel 10/2024): Travel items 8, 9, and 10 account for the total travel expenses for seven NMSU specialists to teach the Specialty Crop Master Class series at the San Juan County Extension Office in Aztec, NM.

Trip 11,12,13,14 (Approximate Date of Travel 10/2024): Travel items 11, 12, 13, and 14 accounts for the total travel expenses for seven NMSU specialists to teach at the Specialty Crop Master Class series in Shiprock, NM. This Specialty Crop Master Class series will be specifically hosted for Navajo/Díne producers directly after the series in Aztec to reduce travel/mileage costs. After the Shiprock series, specialists will return to Las Cruces.

Trip 15,16,17 (throughout the duration of the project): This travel budget will allow the project's personnel to travel throughout the state to provide land access trainings for Extension agents and assist with organizing the Specialty Crop Master Classes. The 2,500 miles are the approximate total of miles that will be needed for personnel to travel to the key regional areas of the state. The 20 days of per diem and 15 hotel nights will be sufficient for the project's personnel to properly oversee the project's activities.

Approximately 2,000 of the total 2,500 miles of the Project Manager's travel budget will be needed to provide land access trainings for the specialty crop producers at each of the Specialty Crop Master Class series. The remaining ~500 miles will allow the Project Manager to meet with

CONFORMING WITH YOUR TRAVEL POLICY

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



EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

#	Equipment Item Description	Rental or Purchase	Acquire When?	Funds Requested
1	N/A			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Equipment Subtotal: \$ 0.00

EQUIPMENT JUSTIFICATION

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

Example: Equipment 1: Description and justification
Equipment 2: Description and justification

N/A



SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date?	Funds Requested
1	Bound printed educational materia ₊	40	100	Early fall 2024 ₊	\$ 4,000.00
2	NM LandLink brochures for NMSU ₊	0.20	5000	Winter 2023/24 ₊	\$ 1,000.00
3	NM Land Access Guide: Specialty ₊	25	40	Early summer ₊	\$ 1,000.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Supplies Subtotal: \$ 6,000.00

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).

Example: Supply 1: Description and justification
Supply 2: Description and justification

Supplies 1: Specialty Crop Master Class participants will receive educational materials pertaining to the topics of each session. The cost of materials will include binders and the printing costs associated with the curriculum, including how-to guides, decision-making workbooks, food safety materials, NMSU publications and other educational resources. These materials are essential for administering the education provided by the NMSU specialists for Specialty Crop Master Classes.

Supplies 2: NM LandLink marketing brochures will be distributed for each of the 33 county Extension offices to provide to their communities. The requested budget is based on Staples' premium brochure printing rate. These brochures will be used to inform land-seekers, landowners, and established producers about the various programs and educational opportunities provided by NM LandLink.

Supplies 3: The NM Land Access Guides will be provided for county Extension agents and the requested budget includes the binders and printing costs. These guides will be the first standard edition of land access training materials distributed to NMSU Extension agents and directly assisted the agents support the land-seekers and landowners in their respective counties.

CONTRACTUAL/CONSULTANT

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

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of 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.

#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	Michael Venticinque-NM Farmers Marketin	\$45/hour	\$ 2,250.00
2	Bryan Crawford- NM Farmers Marketing A	\$45/hour	\$ 2,250.00
3	Real Time Solutions Website Developmen	\$26,000.00	\$ 26,000.00
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractual/Consultant Subtotal: \$ 30,500.00

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. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Example: Contractual 1: Description and justification
Contractual 2: Description and justification

Contractual 1: This anticipated contractor will provide food safety trainings at the Specialty Crop Master Classes. The intended contractor is the Food Safety Trainer for New Mexico Farmers Marketing Association (NMFMA), Michael Venticinque. The requested budget will cover 50 hours (\$45/hour) of the contractor's time training food safety. This contractor will be essential for the Master Class participants to have the food safety knowledge and certification required to sell to their desired markets. More specifically, Contractor 1 will serve to accomplish:

- Outcome 2, Indicator 2.1: Number of stakeholders that reported producing, preparing, procuring, and/or accessing more specialty crops
- Outcome 2, Indicator 2.3: Total number of market access points for specialty crops developed or expanded

Contractual 2: This contractor, NMFMA's Director of Food Systems, will provide trainings at the Specialty Crop Master Classes for producers who seek to sell products to institutional buyers through the NM Approved Supplier program. In addition, this contractor will provide technical assistance for how the Path-to-Plate marketplace will integrate the Approved Supplier program into the Path-to-Plate platform, which will significantly increase market access for producers using the Path-to-Plate website. The requested budget will cover 10 hours (\$45/hour) of Approved Supplier trainings at the Specialty Crop Master Classes, and 40 hours (\$45/hour) of technical assistance ensuring that the Path-to-Plate complies with the NM Approved Supplier program. More specifically, Contractor 2 will serve to accomplish:

- Outcome 2, Indicator 2.1: Number of stakeholders that gained technical knowledge about producing, preparing, procuring, and/or accessing more specialty crops;



CONFORMING WITH YOUR PROCUREMENT STANDARDS

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



OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Other Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1	Marketing: Facebook boosts to reach Specialty Crc	\$5	50	7/2024	\$ 250.00
2	Marketing: Facebook ads to reach targeted audien	\$2463.1	1	6/2024	\$ 2,463.19
3	NM LandLink website development plugins for Pat	\$200	5	2/2024	\$ 1,000.00
4	Food Safety Certification scholarships	\$25	25	9/2024	\$ 625.00
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Other Subtotal: \$ 4,338.19

OTHER JUSTIFICATION

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

Example: Other 1: Description and justification
Other 2: Description and justification

NOTE: I confirm that NM LandLink personnel and applicable contractors will be in compliance with the Terms and Conditions sections labeled Selling and Marketing Costs - Promotion of an Organization's Image, Logo, or Brand Name.

1. Marketing: Facebook boosts to reach Specialty Crop Master Classes participants: We want to ensure that the Specialty Crop Master Classes are known by all who may benefit from them. In addition to other marketing strategies (county Extension newsletters and media accounts, event advertisements on NM LandLink, and utilizing media outlets of relevant partners), Facebook post boosts have been proven to be effective and affordable when trying to reach a larger audience.

2. Marketing: Facebook ads to reach targeted user audience for Path-to-Plate (specialty crop producers and specialty crop buyers): Because the Path-to-Plate will be a new platform and relatively unknown by the intended users, it will be essential to properly market its services to targeted users. Facebook Ads allow for highly targeted marketing campaigns, and for the purposes of Path-to-Plate, audiences will include specialty crop producers (vegetables, fruits, nuts, and herbs), restaurants, daycares, hospitals, schools, senior centers, food banks, food hubs, schools, catering businesses, and more. The pricing for Facebook Ads is unique in that the ad campaigns are advertised according to whatever budget is determined, thus the reason for the requested budget. Research indicates that the budget requested above for Facebook Ads would equate to ~3,100 unique ad clicks, and ~30,000 impressions (ad views to increase awareness).

3. NM LandLink website development plugins: To allow for Path-to-Plate to be integrated/hosted on the NM LandLink website, it will require five different WordPress "plugins". Plugins are simply integrative software add-ons to WordPress sites to make features functional and compatible with other plugins. The five plugins needed will include (1) customer relationship management, (2) website analytics, (3) self-managed calendar, (4) elegant theme designs, and (5) Stripe payment portal. There are thousands of different plugins for various uses, and everyday new plugins are developed, and sometimes plugins merge to consolidate features. So, while the \$1,000 budget is sufficient to provide what will be needed, it's nearly impossible to predict the cost of each plugin months from now if/when the time comes to purchase with awarded funds.

4. Food Safety Certification Scholarships: This budget request will provide a scholarship opportunity to cover the \$25 Food Safety Certification fee for New Mexico Farmers Marketing Association's food safety training. This scholarship opportunity is intended to incentivize specialty crop producers to easily obtain their food safety certification and broaden their market options.

INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of any project’s budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested

Indirect Subtotal: \$ 0.00

PROGRAM INCOME

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

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to enhance the competitiveness of specialty crops	Estimated Income
Registration Fees	o The sole intention of the registration fees <input type="checkbox"/>	\$ 4,000.00

Program Income Total: \$ 4,000.00

Clear Form



**United States
Department of
Agriculture**

SCBGP PROJECT PROFILE TEMPLATE

AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

ORGANIZATION DETAIL

Organization Name: BEN Initiative/Bidii Baby Foods +

Project Contact Name: Mary Ben +

Mailing Address: 3624 Zia Dr, Gallup, NM, 87301

Phone: (301) 575-4033

Email: bidiibabyfoods@gmail.com

PROJECT TITLE

Improving access to specialty crops in early childhood on the Navajo Nation

DURATION OF PROJECT

Start Date: 10/1/2023

End Date: 9/30/2025

PROJECT PARTNER AND SUMMARY

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

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

FOR EXAMPLE:

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

The BEN Initiative is an independent 501c3 nonprofit registered with the state of NM. We established this nonprofit arm to extend and advance Bidii Baby Foods' community development mission. The BEN Initiative serves as a fiscal agent on behalf of Bidii Baby Foods' community development activities. The BEN Initiative currently holds FY23 funding for Bidii Baby Foods from Save the Children, WK Kellogg Foundation, New Mexico Farmers Marketing Association, University of New Mexico HERO program, McCune Foundation and Notah Begay Foundation. Funding is currently being used for organizational capacity building of the cooperative and professional development of farmers in the Navajo Nation to support anticipated growth of the locally grown, traditional Navajo, specialty crop baby food market in FY24-26. For the purposes of this application, The BEN Initiative is the primary applicant and recipient of funds, if awarded.

Bidii Baby Foods, LLC is an agricultural cooperative registered on the Navajo Nation. Bidii Baby Foods LLC was established during the peak of the pandemic. Cofounders, Zachariah and Mary Ben, gave birth to their son in early 2021 and experienced food insecurity firsthand. This experience drove them initially to create shelf stable indigenous baby foods for their own child. As they farmed throughout the pandemic, they realized this was a greater need that the entire community was facing. As small scale organic farmers growing on Navajo Nation, they recognize the community's need to increase production of specialty crops for the community, while also preventing industrial farming and maintaining organic/traditional indigenous farming methods.

After two successful seasons, The BEN Initiative, in partnership with Bidii Baby Foods LLC now aims to increase the number of farmers producing locally grown, traditional Navajo, specialty crop baby food by developing indoor growing methods for an existing greenhouse to expand the growing season, and by implementing a "Farmer in REZidence" program to mentor a cohort of 3-5 indigenous youth farmers in hopes of increasing cooperative members, acreage and overall production of locally grown, traditional Navajo, specialty crop baby food products in the Navajo Nation and farm to school sales. The BEN Initiative, in partnership with Bidii Baby Foods LLC currently has 3 indigenous (Navajo) cooperative members who are independent farmers growing on a collective 10 acres in Shiprock, NM.

Based on the experience of Bidii Baby Foods, the development of the farmers-in-REZidence program will take place over 2 years. With the first year focusing on training the farmers how to +

PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

According to the Navajo Nation Epidemiology Center's Navajo Nation Health Survey (self-reported) data, 48% of tribal members report meeting the criteria for obesity. In McKinley and San Juan Counties (NM), approximately 25% of children meet the criteria for obesity when they enter kindergarten. The Navajo Nation experiences some of the highest rates of obesity and Type 2 diabetes in the United States. Historical trauma and forced dependency on commodity and processed foods by the US government plays a large role in these rates, along with extremely limited access to fresh, locally grown and traditional foods. Navajo Nation has 18,000 miles of roads, 15,000 miles of which are unpaved. There is no public transportation on the reservation and the majority of families do not have consistent access to a 4x4 vehicle. The average Navajo Nation resident travels over 70 miles to access a grocery store. And nearly 30% of residents do not have running water or electricity. New Mexico is ranked #1 in the US for food insecurity (according to the USDA definition). San Juan County (our primary service county, and location of our farm) experiences food insecurity at 24.5%, the highest in the state. With the median household income on the Navajo Nation being \$20,005 (with an average of 4.36 children per household), it is often not affordable to purchase fresh, local or traditional produce. The majority of families qualify for benefits like SNAP/EBT and WIC, as well as school lunch programs. In NM and on the Navajo Nation, most children are getting the majority of their meals (often 2 meals and snacks) at school and child care facilities. However, the quality of meals is not great (with foods mostly imported by Sysco and other major suppliers) and rarely includes locally grown/specialty crops or traditional foods. NM is also ranked #50 in the United States for education, indicating a need for more nutritious foods in facilities.

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

Include as many objectives as needed.

- Objective 1:** Host 6 land-based learning events for community members to learn more about traditional farming of specialty crops, (non-permanent) irrigation, soil health and specialty crop produce.
- Objective 2:** In partnership with NMSU, host a “farmer-in-residence” mentorship program for 2-5 indigenous youth focusing on specialty crop production and tribal business development. +
- Objective 3:** Provide farm tools/supplies to establish new plots for farmers in residence, allowing them to learn how to successfully and safely harvest specialty crops and sell to local markets, schools and early childhood programs +
- Objective 4:** Build relationships and capacity of local schools and early childhood programs to access locally grown, traditional specialty crop foods for their school lunch programs and provide produce that will feed over 8,000 children in Central +
- Objective 5:** Conduct surveys and qualitative evaluation to determine specialty crop needs for families of young children in the community
- Objective 6:**
- Objective 7:**
- Objective 8:**
- Objective 9:**
- Objective 10:**

PROJECT BENEFICIARIES

Estimate the number of project beneficiaries: 8,000

Does this project directly benefit underserved farmers as defined in the RFA?

Yes No

Does this project directly benefit beginning farmers as defined in the RFA?

Yes No

STATEMENT OF ENHANCING SPECIALTY CROPS

By checking the box to the right, 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 www.ams.usda.gov/services/grants/scbgp.



CONTINUATION PROJECT INFORMATION

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

Yes No

If you have selected "yes", please address the following:

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

This project builds on SCBGP previously funded projects from prior years. The New Farmer Network (from the 2019 SCBGP Project titled "Northwest New Mexico New Farmer Network: Connecting Beginning Farmers to Land and Resources") and Growing Forward Farm programs (from the 2021 project titled "Growing Forward Farm- growing SC activities through training and ed opportunities in NW NM") at the San Juan County Cooperative Extension office in Aztec, NM are similar projects that focused on agricultural tours for youth, ag-literacy and agritourism education. The BEN Initiative plans to build off of this prior experience and technical expertise to establish the "farmer-in-rezidence" program to advance the efforts that have been previously made in the region. We will work with the Extension staff to learn from the challenges and opportunities that they had in their program. We will use their experience to inform our program, while uniquely tailoring our approach to focus specifically on Navajo farmers and will be located

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

The New Farmer Network established connection between local farmers and the Growing Forward Farm established a location for onsite learning. Underserved and young farmers have since been able to access these resources to gain insight and training on how to establish their plots and obtain state certification to sell with larger markets.

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

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

In indigenous communities, farmer-in-residence programs face unique challenges. First and foremost, leasing land from the federal government, through the control of local tribal officials, can be difficult to navigate. Secondly, financial literacy and business development are often lacking among young indigenous farmers who often grow up below the poverty line. Third, access to technical training and shared supplies/equipment can be hard to come by in rural/tribal communities. Our Farmer in REZidence program aims to address these challenges.

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?

In order to address land access issues, we identify available Land Use Permits (LUPs) through local elders and tribal officials that may be used seasonally. We then use our funding to help establish irrigation. During the course of their residence, we utilize our local extension agents to provide specialized training. Additionally, our staff provides training on traditional Navajo planting, cultivation, irrigation and harvesting methods. We also provide training on business development and financial literacy. We provide hands-on support to help them complete paperwork to establish their businesses.

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

We have a dual-arm approach to our farm: Bidii Baby Foods-an agricultural cooperative (LLC) registered with the Navajo Nation, as well as the BEN Initiative-a nonprofit (501c3) registered with the state of NM. The BEN Initiative uses the 501c3 status to obtain grant funding to support community based projects and capacity building. Bidii Baby Foods staff implement land based learning events and the farmer in residence program. We feel that this dual arm approach makes us more sustainable in the long run; by utilizing grants to help build our capacity and increase knowledge and demand of locally grown specialty crops and traditional foods as we are in the beginning years of our operations, this allows us the flexibility to gradually build our supply and revenue to a place where (in the next 5-10 years) we can be fully sustainable. This allows us to immediately increase the supply and accessibility of locally grown specialty crops and traditional indigenous foods in a community where food apartheid is dominant.

In all businesses, there is a supply and a demand. We believe that in order for indigenous farmers to have the most success, we need to address both supply and demand by:

Supply: 1. Increase working acreage annually to increase overall specialty crop yield and traditional Navajo specialty crop baby foods availability. 2. Host a farmer-in-residence mentorship program for indigenous youth to increase the overall number of specialty crop producers in the community. The farmer-in-REZidence program will provide technical training on the production of specialty crops to new/youth farmer participants and community members. It will also provide access to shared supplies, land/water and value chains. 3. Creating resources to reduce red tape/barriers that indigenous farmers face in selling to local

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

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

Yes

No

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

Identify the Federal or State grant program(s).

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

EXTERNAL PROJECT SUPPORT

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

Dine College Extension Office- local tribal college that brings students to the farm during the summer for land-based learning and assigns multiple interns to BBF annually to support hands on farm work, and administrative work.
NMSU Extension Office- provides hands on technical support for farmer-in-residence program.
Farmington Municipal Schools- Purchases BBF products to prepare for students in border towns surrounding the Navajo Nation (through the NM Grown, farm-to-school certification program)
Central Consolidated Schools- Purchases BBF products to prepare for students on Navajo Nation (through the NM Grown, farm-to-school certification program).
Native American Agriculture Fund (NAAF)- BBF was selected to be a part of the first cohort of the indigenous cooperative training program (FY22-23).
Roanhorse Consulting- Supporting BBF/BI with strategic planning and board development
Navajo Nation- Provides funding opportunities and technical assistance with business development and land access.



EXPECTED MEASURABLE OUTCOMES

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

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

OUTCOME MEASURE(S)

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

- Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- Outcome 3:** Increase Food Safety Knowledge and Processes
- Outcome 4:** Improve Pest and Disease Control Processes
- Outcome 5:** Develop New Seed Varieties and Specialty Crops
- Outcome 6:** Expand Specialty Crop Research and Development
- Outcome 7:** Improve Environmental Sustainability of Specialty Crops

OUTCOME INDICATOR(S)

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

FOR EXAMPLE:

Outcome	Indicator	Indicator Description	Value
1	1.1a	Total number of consumers who gained knowledge about specialty crops, Adults	132

Outcome	Indicator	Indicator Description	Value
1	1.1.a	Total number of consumers who gained knowledge about specialty crops, adults	150.00
1	1.1b	Total number of consumers who gained knowledge about specialty crops, children	150.00
1	1.2b	Total number of consumers who consumed more specialty crops, children	8,000.00
3	3.1	Number of stakeholders that gained knowledge about prevention, detection, control, and/or intervention foodsafety practices, including relevant regulations (to improve their ability to comply with)	10.00
3.2	3.2a	Number of stakeholders that established a food safety plan	5.00

Outcome	Indicator	Indicator Description	Value

MISCELLANEOUS OUTCOME MEASURE


In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS.

n/a

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

Explain how you will collect the required data to report on the outcome and indicator in the space below.

Indicator 1.1a and b, 3.1, 3.2a: The farmer-in-REZidence program participation will be tracked with (digital) timesheets. Knowledge gained from the farmer in residence program will be determined from pre/post surveys. Land-based learning events will be documented with sign in sheets, photos and pre/post survey evaluations (developed in partnership with NMSU) at the end of each event. These land-based learning events will be complimented by the travel to educational conferences about specialty crop production will be attended in the first year by the farmers-in-REZidence and prepare them for the second year of the project focusing on distribution to schools.

Indicator 1.2b: Farm-to-school meals will be tracked with invoices for each transaction of produce/value added products sold and photos. Additionally, the NM Grown purchasers (Nutrition Program Coordinators within the school districts) will provide a brief written report documenting the # of participating schools and # of students fed after the distribution of each farm-to-school meal. Distribution tracker excel sheets will be used to track all other (non-facility based) distribution. The tracker will create unique identification #s for each recipient, and track location, amount(s) of foods distributed, number of children in the household and other health indicators (TBD). Lastly, year-end WIC purchasing data collected within the SoliMarket app. We anticipate that most of this data gathering will occur in the second year of the project after the farmers-in-REZidence have time to establish their farms. 

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.0 Funding Considerations prior to developing their budget narrative.

BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	\$ 70,000.00
Fringe Benefits	\$ 0.00
Travel	\$ 8,409.00
Equipment	\$ 0.00
Supplies	\$ 12,523.30
Contractual	\$ 23,550.00
Other	\$ 0.00
Direct Costs Sub-Total	\$ 114,482.30
Indirect Costs	\$ 0.00
Total Budget	\$ 114,482.30

PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance. Fill personnel information in space below as needed.

#	Personnel Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1	Zachariah Ben	.25 FTE	\$ 40,000.00
2	Mary Ben	.25 FTE	\$ 30,000.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Personnel Subtotal: \$ 70,000.00

PERSONNEL JUSTIFICATION

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Example: Personnel 1: Description and justification
Personnel 2: Description and justification

PERSONNEL 1: \$40,000: (\$20,000/yr X 2) for Zachariah Ben, Project Director (.25 FTE). Oversees day-to-day needs of farmers-in-REZidence and their specialty crops. Conducts technical farmer training and farm safety trainings. Attends conferences and events. Maintains sales records for Farmers-in-REZidence and farm logs in compliance with food safety protocols.

PERSONNEL 2: \$30,000: (\$15,000/yr X 2) Mary Ben, Program Manager (.25 FTE) . Develops and maintains standard operating procedures for farmers-in-REZidence to ensure food safety protocols are maintained. Obtains required state and tribal licensure for farmers-in-REZidence operations. Evaluates program outcomes. Will be tasked with reporting and bookkeeping for this project.

FRINGE BENEFITS

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

#	Fringe Benefits Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Fringe Subtotal: \$ 0.00

TRAVEL

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1	Minneapolis, MN	Airfare	Round trip flight	1	\$ 408.00	4	\$ 1,632.00
2	Minneapolis, MN	Lodging	nights	5	\$ 150.00	2	\$ 1,500.00
3	Minneapolis, MN	Rental Car	days	5	\$ 84.00	1	\$ 500.00
4	Minneapolis, MN	Meals	days	5	\$ 59.00	3	\$ 885.00
5	Las Vegas, NV	Lodging	night	3	\$ 130.00	4	\$ 1,560.00
6	Las Vegas, NV	Meals	days	4	\$ 59.00	4	\$ 944.00
7	Santa Fe, NM	Lodging	nights	2	\$ 170.00	2	\$ 680.00
8	Santa Fe, NM	Meals	days	3	\$ 59.00	4	\$ 708.00
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Travel Subtotal: \$ 8,409.00

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

TRIP 1:

#1 Native Nutrition Conference (annual, Sept 10-13 Minneapolis, MN)- Facilitate presentation, education of locally grown, culturally relevant, specialty crop baby food products for the BEN Initiative and to allow 2 farmers-in-REZidence to attend to learn more about the nutrition of various specialty crops. The BEN Initiative aims to increase awareness of these specialty crop products and encourage locally grown, traditional indigenous, specialty crop baby operations in more northern indigenous communities, with leading experts in native nutrition. These expenses will be for the marketing of New Mexico specialty crops, and the production of locally grown, culturally relevant, specialty crop baby food in general not Bidii Baby Foods, LLC specifically in compliance with the grant Terms and Conditions for allowable costs under Selling and Marketing Costs Promotion of an Organization's Image, Logo, or Brand Name.

Travelers will include: Zachariah and Mary Ben as the presenters and booth managers/educators (Indicator 1.1a), and 2 farmers-in-REZidence as attendees/trainees (Objective 2)

Delta Airlines: Estimates are \$408 round trip at the moment. We would need flights for 4 people. Total \$1632.00

#2 Hotel: Mystic Lake Center (where the conference will be held) rooms will be held around \$150/night (w. tax) for conference attendees. We will need two rooms for 5 nights, total \$1500

#3 Rental Vehicle: 5 days of rental car is estimated on Expedia at \$418 + tax, approximately \$500. Since this conference includes several opportunities for site visits in the Twin Cities area, a rental car allows the 4 attendees to visit with local indigenous farmers, as well as the Indigenous Food Hub and other indigenous restaurant owners to understand different methods of specialty crop production as well as different markets for selling specialty crops to vendors. Due to the remote location of the Mystic Lake Center, having on-demand transportation is not only cost effective but will help the 4 attendees maximize the educational value of this trip.

#4 Meals: NM State rate of \$59.00/day per participant will be provided, total \$885

TRIP 2:

CONFORMING WITH YOUR TRAVEL POLICY

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



EQUIPMENT

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

#	Equipment Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Equipment Subtotal: \$ 0.00

EQUIPMENT JUSTIFICATION

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

Example: Equipment 1: Description and justification
Equipment 2: Description and justification



SUPPLIES

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

#	Supplies Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire Date?	Funds Requested
1	Farm tools	100	10	03/2024	\$ 1,000.00
2	PPE (Protective Equipment)	33	15	03/24	\$ 495.00
3	Stackable Ventilated Produce Bins	80	20	03/2024	\$ 700.00
4	iPad + Stand	550	1	03/2024	\$ 550.00
5	Starlink Device	600	1	10/2023	\$ 600.00
6	PA System	500	1	03/2024	\$ 500.00
7	Poloroid Camera	150	2	03/2024	\$ 300.00
8	Temporary Food-Safe watering system	75	30	03/2024	\$ 2,250.00
9	Temporary Food-Safe watering system	50	10	03/2024	\$ 500.00
10	Stainless Steel Processing/Washing	4899.99	1	03/2024	\$ 4,899.99
11	Irrigation Drip Tape	242.77	3	03/2024	\$ 728.31
12					
13					
14					
15					
16					
17					
18					
19					
20					

Supplies Subtotal: \$ 12,523.30

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).

Example: Supply 1: Description and justification
Supply 2: Description and justification

SUPPLY 1: \$1,000- Farm Tools- hoes, shovels, rakes, chainsaw, weed wacker for farmer-in-residence program to allow local specialty crop producers provide trainings and demonstrations to the Farmers-in-REZidence on how tools are used in specialty crop cultivation.

SUPPLY 2: \$495- PPE: protective equipment for farmers-in-residence, including boots, gloves and protective eyewear.

SUPPLY 3: \$700- Large stackable ventilated farm produce bins for harvesting, cleaning and transporting produce from farmer-in-residence program (\$26/bin x 20 bins +173.41shipping)

SUPPLY 4: \$550- 1 ipad +stand for onsite data collection, timekeeping and WIC transactions

SUPPLY 5: \$600- Starlink device for internet capability onsite. *standard cell/internet services do not reach our location, satellite internet required for digital recordkeeping and mobile app transactions (i.e. SoliMarket, Square, etc.)

SUPPLY 6: \$500- PA System for onsite land based learning events and training (technical and safety)

SUPPLY 7: \$300- 2 Polaroid Cameras for photovoice qualitative data collection and storytelling

SUPPLY 8: \$2,250-Temporary Food-Safe watering system pipe for farmer-in-REZidence program that farmers will learn to modify for different specialty crops and field configurations for the duration of the project. Food safe watering pipes will be reused in several ways across seasons to teach methods of sustainable watering methods that promote food safety. Supplies will include plastic tubing which can be reconfigured as needed for different crops. Teaching the farmers-in-REZidence how to manage the spread of bacteria through safe watering processes is critical for the development of a food safety plan (Outcomes 3.1 & 2).

Supply 9: \$500 - Temporary Food-Safe watering system supplies: Supplies will consist of fittings and connectors that allow the pipes (supply 8) to be modular. Teaching the farmers-in-REZidence how to manage the spread of bacteria through safe watering processes is critical for the development of a food safety plan (Outcomes 3.1 & 2).

SUPPLY 10: \$4,899.99 - Stainless Steel Portable Washing/processing station: Create onsite mobile washing/processing station for farmers-in-residence to clean and prepare produce for transport to sales locations. Includes stainless steel three compartment sink with output plumbing and catchment system. System will be available for continued use to

CONTRACTUAL/CONSULTANT

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

ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

Provide a list of 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.

#	Contractual Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1	Local Specialty Crop Producers (8)	90/hr	\$ 4,500.00
2	Tumbleweed Nutrition (dietetics service)	90/hr	\$ 13,050.00
3	Zia Thrones (latrine service)	\$150/month	\$ 1,800.00
4	Starlink (internet service)	\$135/month	\$ 1,620.00
5	Food Safety Trainer (water)	\$70/hr	\$ 980.00
6	Emerson Toledo (Dine Language Translat	\$40/hr	\$ 1,600.00
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractual/Consultant Subtotal: \$ 23,550.00

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. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Example: Contractual 1: Description and justification
Contractual 2: Description and justification

CONTRACTUAL 1: \$4,500- Local Specialty crop producers/farm owners will be invited in from surrounding local farms to conduct technical training for farmers-in-REZidence and community members (\$90/hour x 50 hours of training). Producers can include: 4th World Farm, Ft. Lewis College (Old Fort), Native Seed Search, Riveredge Pumpkin, Forestdale Farm, AZ Worm Farm, Farm to Summit, Growing Forward Farm, Shush Povi Farm, Black Mesa Farm, etc.

CONTRACTUAL 2: \$13,500- Tumbleweed Nutrition dietetic services to develop recipes and conduct nutrition education for onsite land based learning events as well as farm-to-school sales (\$90/hr x 145 hrs)

CONTRACTUAL 3: \$1800- Zia Thrones Latrine delivery and maintenance services for farm safety regulations (\$150/month x 12 months)

CONTRACTUAL 4: \$1620- Starlink monthly internet package to provide internet onsite at the farm to support data collection and Square/WIC sales (\$135/month x 12 months)

CONTRACTUAL 5: \$980 FR- Food Safety Trainer (water) to provide training on temporary and food safe watering system and wash station set up, in accordance with food safety regulations. Estimated 2 days of training, 7 hours each for a total of 14 hours. Teaching the farmers-in-REZidence how to manage the spread of bacteria through safe watering and washing processes is critical for the development of a food safety plan.

CONTRACTUAL 6: \$1,600- Ł Dine language translation of standard operating/safety procedures and and training (\$40/hr x 40 hours)

CONFORMING WITH YOUR PROCUREMENT STANDARDS

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



OTHER

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.3 Allowable and Unallowable Costs and Activities, Meals for further guidance.

#	Other Item Description	Per-Unit Cost	Number of Units	Acquire Date?	Funds Requested
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

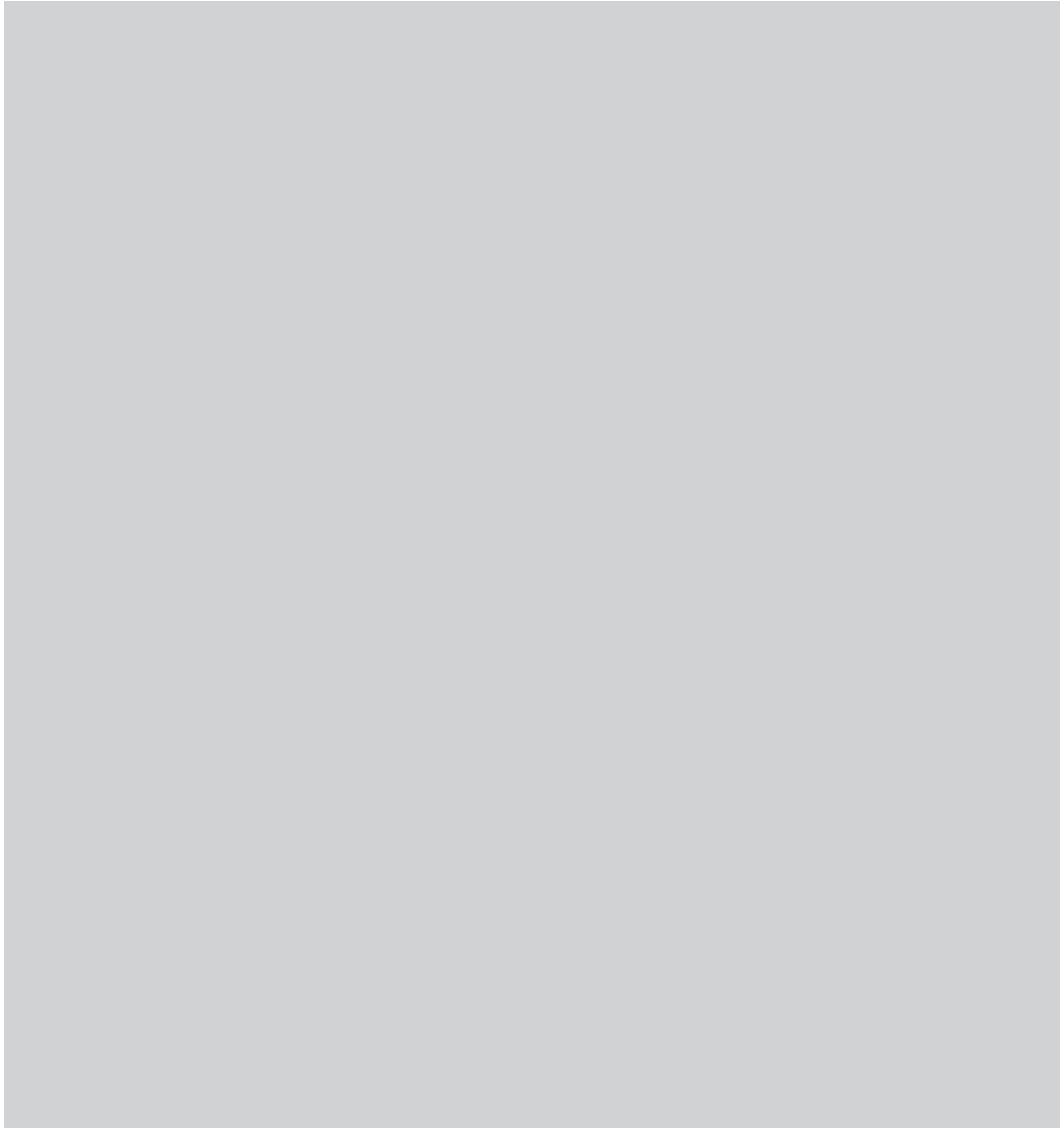
Other Subtotal: \$ 0.00

OTHER JUSTIFICATION

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

Example: Other 1: Description and justification

Other 2: Description and justification



INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of any project's budget. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.2.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested
0	\$ 0.00

Indirect Subtotal: \$ 0.00

PROGRAM INCOME

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

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

Program Income Total: \$ 0.00

Clear Form