Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

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	$56,691.78
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	$223,128.35
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			
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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			
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15			
16			
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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							
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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				
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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