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**New Hampshire**  
Department of Agriculture,  
Markets & Food

0 SEP 21 '23 PM 2:42 RCW

Shawn N. Jasper, Commissioner

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September 12, 2023

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to RSA 9:16-c, I, authorize the Department of Agriculture, Markets and Food, Division of Agricultural Development to transfer funds in and among classes within an accounting unit and to create a new class code in the amount of \$63,393, for better use of appropriated federal funds, effective upon Fiscal Committee and Governor and Council approval through June 30, 2025. 100% Federal Funds.

Funds are to be budgeted follows:

02-18-18-185010-70380000 – Specialty Crop State Grant III

Class-Account	Description	FY 24 Current Budget	Requested Action	Revised FY 24 Adjusted Budget
000-403801-16	Federal Funds	\$206,681	\$0	\$206,681
	<b>Total Revenue</b>	\$206,681	\$0	\$206,681
040-500800	Indirect Costs	\$16,328	\$0	\$16,328
041-500801	Audit Fund Set Aside	\$207	\$0	\$207
069-500567	Promotional Marketing	\$5,002	\$0	\$5,002
072-500575	Grants Federal	\$183,642	(\$63,393)	\$120,249
085-588522	Inter-Agency Transfers out of Federal Funds	\$0	\$63,393	\$63,393
102-500731	Contracts for Program Services	\$1,502	\$0	\$1,502
	<b>Total Expenses</b>	\$206,681	\$0	\$206,681

**EXPLANATION**

The New Hampshire Department of Agriculture, Markets, and Food (DAMF) received Specialty Crop Block Grant (SCBG) funding from the United States Department of Agriculture to fund projects that increase the competitiveness of specialty crops in New Hampshire. The projects were solicited through the RFP process and submitted for review by USDA, Agricultural Marketing Service as part of the state application.

The Department of Business and Economic Affairs, Office of International Commerce, will be subawarded \$63,393 through the SCBG to address new international marketing opportunities for New Hampshire's hard cider producers with a focus on the European market. The requested action will align that funding with the appropriate class for interagency transfers of federal funds, 085.

**The following appropriation authorities are being requested:**

Class 072 – Grants Federal – Funds for conducting agricultural specialty crop program projects as approved by USDA, AMS. Funds are being reduced in class 072 because the Department of Business and Economic Affairs will be responsible for one of the projects.

Class 085 – Inter-Agency Transfers out of Federal Funds – To cover a Memorandum of Understanding with the Office of International Commerce within the Department of Business and Economic Affairs.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

**Justification:**

- 1) Does transfer involve continuing programs or one-time projects?**

Continuing programs

- 2) Is this transfer required to maintain existing program level or will it increase the program level.**

The transfer will maintain the existing program level.

- 3) Cite any requirements which make this program mandatory.**

n/a

- 4) Identify the source of the funds on all accounts listed on this transfer.**

100% Federal Funding

- 5) Will there be any effect on revenue if this transfer is approved or disapproved?**

No

- 6) Are funds expected to lapse if this transfer is not approved?**

Any funds not expended will revert back to the federal government.

- 7) Are personnel services involved?**

No

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Sincerely



Shawn N. Jasper  
Commissioner

**Recipient Information**

- 1. Recipient Name**  
 STATE OF NEW HAMPSHIRE-DEPARTMENT  
 OF AGRICULTURE, MARKETS & FOOD  
 25 Capitol St  
 Agricultural Development  
 Concord, NH 03301-6312
- 2. Congressional District of Recipient**  
 02
- 3. Payment System Identifier (ID)**  
 026000618
- 4. Employer Identification Number (EIN)**  
 026000618
- 5. Data Universal Numbering System (DUNS)**  
 176836583
- 6. Recipient's Unique Entity Identifier (UEI)**  
 VIKTLTHPAXD6
- 7. Project Director or Principal Investigator**  
 Maria Vanderwoude  
 Information Representative  
 maria.j.vanderwoude@agr.nh.gov  
 603-271-3788
- 8. Authorized Official**  
 Joshua Marshall  
 Director  
 joshua.k.marshall@agr.nh.gov  
 603-271-3688

**Federal Agency Information**

Agricultural Marketing Service (USDA-AMS)  
**9. Awarding Agency Contact Information**  
 Ms. Maria Tupac  
 Grants Management Specialist  
 maria.tupac@usda.gov  
 816 256-1715

**10. Program Official Contact Information**

Ms. Shannon Moon  
 Grants Management Officer  
 shannon.moon@usda.gov  
 202 799-7010

**Federal Award Information**

- 11. Award Number**  
 AM22SCBPNH1136-00
- 12. Unique Federal Award Identification Number (FAIN)**  
 AM22SCBPNH1136
- 13. Statutory Authority**  
 SCBOP, Sec. 101 of the Specialty Crops Competitiveness Act of 2004 as amended by sec. 10103 of the  
 Agriculture Improvement Act of 2018 (Pub. L. No. 115-334) (7 U.S.C. § 1621 note).
- 14. Federal Award Project Title**  
 New Hampshire Department of Agriculture 2022 SCBGP - Farm Bill Application
- 15. Assistance Listing Number**  
 10170
- 16. Assistance Listing Program Title**  
 Specialty Crop Block Grant Program - Farm Bill
- 17. Award Action Type**  
 New
- 18. Is the Award R&D?**  
 No

**Summary Federal Award Financial Information**

- 19. Budget Period Start Date** 09/30/2022 - **End Date** 09/29/2025
- 20. Total Amount of Federal Funds Obligated by this Action**

20a. Direct Cost Amount	\$206,881.00
20b. Indirect Cost Amount	\$192,055.00
	\$14,628.00
- 21. Authorized Carryover**
- 22. Offset**
- 23. Total Amount of Federal Funds Obligated this budget period**
- 24. Total Approved Cost Sharing or Matching, where applicable**
- 25. Total Federal and Non-Federal Approved this Budget Period** \$206,881.00
- 26. Period of Performance Start Date** 09/30/2022 - **End Date** 09/29/2025
- 27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$206,881.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Gabriela L. Tub  
 Grants Management Specialist

**30. Remarks**

Notice of Award

Award# AM22SCBPNH1136-00  
 FAIN# AM22SCBPNH1136  
 Federal Award Date: 08/25/2022

<b>Recipient Information</b>	
<b>Recipient Name</b>	
STATE OF NEW HAMPSHIRE-DEPARTMENT OF AGRICULTURE, MARKETS & FOOD 25 Capitol St Agricultural Development Concord, NH 03301-6312	
<b>Congressional District of Recipient</b>	
02	
<b>Payment Account Number and Type</b>	
02600061S	
<b>Employer Identification Number (EIN)</b>	
026000618	
<b>Data Universal Numbering System (DUNS)</b>	
176836583	
<b>Recipient's Unique Entity Identifier (UEI)</b>	
V1KTLTHPAXD6	
<b>31. Assistance Type</b>	
Block Grant	
<b>32. Type of Award</b>	
Other	

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$0.00
b. Fringe Benefits	\$0.00
c. Total Personnel Costs	\$0.00
d. Equipment	\$0.00
e. Supplies	\$0.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$0.00
i. Contractual	\$192,055.01
<b>j. TOTAL DIRECT COSTS</b>	<b>\$192,055.01</b>
<b>k. INDIRECT COSTS</b>	<b>\$14,626.22</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$206,681.23</b>
m. Federal Share	\$206,681.23
n. Non-Federal Share	\$0.00

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
SCBGP_22_FB_AM20162B000000000	22SCBPNH1136	TM	4210	\$206,681.23	

**35. Terms And Conditions**

**Performance Progress Report Cycle**

Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
09/30/2022	09/30/2022	Annual	01/28/2023
10/01/2022	09/30/2023	Annual	01/28/2024
10/01/2023	09/30/2024	Annual	01/28/2025
10/01/2024	09/29/2025	Final	01/27/2026

# AWARD ATTACHMENTS

STATE OF NEW HAMPSHIRE-DEPARTMENT OF AGRICULTURE,  
MARKETS & FOOD

AM22SCBPNH1136-

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1. Terms and Conditions

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## **AWARD CONDITIONS**

The Agricultural Marketing Service (AMS) hereby awards a grant in support of the above referenced program.

This Award is pursuant to CFDA # 10.170, Specialty Crop Block Grant Program and is subject to:

1. Your organization's application package, including the SF-424, SF-424a, Application/Project Narrative, Budget Summary/Narrative, other supporting letters and documents.
2. Agricultural Marketing Service Grants Division General Award Terms and Conditions available at [https://www.ams.usda.gov/sites/default/files/media/FY2021\\_GD\\_TermsandConditions.pdf](https://www.ams.usda.gov/sites/default/files/media/FY2021_GD_TermsandConditions.pdf)

Acceptance of this award requires an authorized [Grant recipient awarded] representative to sign and date the Notice of Award (NOA) and submit to AMS via the grants management electronic system. You may also submit a signed copy of the NOA via email to Gabriella Hill at [Gabriella.Hill@usda.gov](mailto:Gabriella.Hill@usda.gov) or Shannon Moon at [Shannon.Moon@usda.gov](mailto:Shannon.Moon@usda.gov). If you have any questions about this NOA, please contact the Federal Agency Project Manager listed on the attached Grant Agreement.

### **Statement of Work:**

This agreement shall be carried out by the organizational units or officials of the Federal Agency and the Recipient in the manner and subject to the conditions provided in the Agricultural Marketing Service Grants Division General Award Terms and Conditions attached hereto and made a part of this agreement.

### **PROVISIONS:**

This Agreement incorporates the following: 1. Approved application and budget including any mutually agreed upon budget revisions and other changes and amendments thereto. 2. Recipient must comply with General Award Terms and Conditions for the fiscal year in which the grant was awarded and available at <https://www.ams.usda.gov/services/grants/sobgp/administer>. 3. 2 CFR Part 200 and 2 CFR Part 400. 4. 2 CFR §200.216 and 2 CFR §200.340 5. If funds were not applied for and were reallocated, the reallocated amount is reflected in block 16-Federal Agency Funding Amount. These funds must be expended on projects in the Approved application and amendments thereto. 6. Grant funds received

under this award shall supplement the expenditure of State funds in support of specialty crops grown in that State, rather than replace State funds. 7. Indirect costs are limited to eight (8) percent of the total Federal funds. 8. Awards are limited to 3 calendar years in duration from the start date of the grant agreement.

**Paperwork Burden Statement:**

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0581-0240. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project 0581-0240, Washington, DC 20503.

**Civil Rights:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400

Independence Avenue, SW Washington, D.C. 20250-9410. 2) fax: (202) 690-7442; or 3) email:  
program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

**Public Announcement Embargo**

AMS Grants Division requests that awardees refrain from doing any form of publicity on their award recommendation until the Secretary's office has had a chance do a press release first or until your office receives official notification of this award from our awards management system. Failure to adhere to this request may put your award recommendation at risk and may make it subject to withdrawal.