New Hampshire
Department of Agriculture,
Markets & Food

Shawn N. Jasper, Commissioner

44

January 27, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Agriculture, Markets & Food, Division Agricultural Development (NHDAMF) to accept and expend a grant award from United States Department of Agriculture (USDA), Agricultural Marketing Service, in the amount of $49,824 for Agricultural Marketing Service, Specialty Crop Block Grant Programs, effective upon approval of the Governor and Council through June 30, 2025. **100% Federal Funds.**

Funds will be budgeted in FY 2025 in the following account: 02-18-18-185010-33460000 Specialty Crop State Grant II

Class	Description	FY 2025 Current Modified Budget	FY 2025 Budget Request	FY 2025 Revised Budget
000-405583-16	Federal Grants	$249,763	$49,824	$299,587
	Total Funding	$249,763	$49,824	$299,587
040-500800	Indirect Costs	$19,980	$2,191	$22,171
041-500801	Audit Fund Set Aside	$249	$33	$282
050-500109	Personal Service Temp Appoint	$0	$8,475	$8,475
060-500601	Benefits	$0	$1,522	$1,522
069-500567	Promotional Marketing	$35,587	$37,603	$73,190
072-500574	Grants Federal	$193,946	$0	$193,946
073-509074	Grants Non Federal	$1	$0	$1
	Total Expense	$249,763	$49,824	$299,587

EXPLANATION

NHDAMF has been awarded funding under the USDA 2024 Specialty Crop Block Grant Program. Most of the 2024 award is already incorporated into NHDAMF's operating budget, however, the final award was $49,824 more than what was budgeted. As such, this item seeks approval to include the additional funds. In accordance with the terms of the grant, projects were solicited from eligible entities in New Hampshire, included the grant application, and approved by USDA. Specialty Crop Block Grant Funds are used enhance competitiveness of agricultural products produced in New Hampshire through individual research and promotion projects. Subgrants are not awarded to individual producers. Funds are used to support subgrants, administration of subgrants, and collaboration with the

Division of Travel & Tourism. If this item is approved, each individual project will be brought to the Governor and Executive Council for approval.

Funds are to be budgeted as follows:

Class 040 – Indirect Costs – to be increased to align with grant award.
Class 041 – Audit Fund Set-Aside – to be increased to align with grant award, 0.1% of federal funds payable to DAS for audit fees per RSA124:16.
Class 050 – Personal Service Temp Appoint – to be budgeted, grant allows reimbursement for existing employee's time
Class 060 – Benefits – to be budgeted, grant allows reimbursement for existing employee's time
Class 069 – Promotional Marketing – to be increased, to provide advertisement through different media outlets.

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

Respectfully submitted,

Shawn N. Jasper
Commissioner

Fiscal Situation
FY 2025

02-18-18-185010-33460000 Specialty Crop State Grant II

Total Federal Authorization	$ 299,587
Less Expenditures thru 6/30/2024	$ 0
Remaining Authorization to Budget	$ 299,587
Less Current FY25 Budget Authorization	$ 249,763
Total Available for Budgeting	$ 49,824
Available to Budget at Later Date	$ 0
REQUESTED ACTION	$ 49,824

Grant Award Number	Award Amount	Expenses to 6/30/2024	Balance
24SCBPNH1252-00	$ 299,587	$ 0	$ 299,587

United States Department of Agriculture

Agricultural Marketing Service

Notice of Award

Award# 24SCBPNH1252-00

FAIN# 24SCBPNH1252

Federal Award Date: 08/22/2024

Recipient Information

1. Recipient Name

AGRICULTURE MARKETS & FOOD NEW HAMPSHIRE

1 Granite Pl STE 211

Concord, NH 03301-3271

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

02-6000618

4. Employer Identification Number (EIN)

026000618

5. Data Universal Numbering System (DUNS)

176836583

6. Recipient's Unique Entity Identifier (UEI)

V1KTLTHPAXD6

7. Project Director or Principal Investigator

Maria Vanderwoude

Information Representative

maria.j.vanderwoude@agr.nh.gov

603-271-3788

8. Authorized Official

Ms. Rebecca Woodard Ross

Director, Division of Agricultural Development

Rebecca.W.Ross@agr.nh.gov

(603)271-8071

Federal Agency Information

Agricultural Marketing Service (USDA-AMS)

9. Awarding Agency Contact Information

Renee E Thomas

Grants Management Specialist

renee.thomas@usda.gov

240-434-2161

10. Program Official Contact Information

Ms. Shannon Moon

Grants Management Officer

shannon.moon@usda.gov

202 799-7010

Federal Award Information

11. Award Number

24SCBPNH1252-00

12. Unique Federal Award Identification Number (FAIN)

24SCBPNH1252

13. Statutory Authority

SCBGP-Sec. 101 of the Specialty Crops Competitiveness Act of 2004 as amended by sec. 10107 of the Agriculture Improvement Act of 2018 (Pub. L. No. 115-343) (7 U.S.C. § 1621 note)

14. Federal Award Project Title

New Hampshire Department of Agriculture 2024 SCBGP - Farm Bill Application

15. Assistance Listing Number

10.170

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 09/30/2024 - **End Date** 09/29/2027	
20. Total Amount of Federal Funds Obligated by this Action	$299,587.85
20a. Direct Cost Amount	$277,417.01
20b. Indirect Cost Amount	$22,170.84
21. Authorized Carryover	$0.00
22. Offset	$0.00
23. Total Amount of Federal Funds Obligated this budget period	$0.00
24. Total Approved Cost Sharing or Matching, where applicable	$0.00
25. Total Federal and Non-Federal Approved this Budget Period	$299,587.85
26. Period of Performance Start Date 09/30/2024 - **End Date** 09/29/2027	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	$299,587.85

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer – Signature

Gabriella L. Burkhardt

Grants Management Specialist

30. Remarks

USDA United States Department of Agriculture

Agricultural Marketing Service

Notice of Award

Award# 24SCBPNH1252-00
FAIN# 24SCBPNH1252
Federal Award Date: 08/22/2024

Recipient Information

Recipient Name

AGRICULTURE MARKETS & FOOD NEW HAMPSHIRE
1 Granite Pl STE 211
Concord, NH 03301-3271

Congressional District of Recipient
02

Payment Account Number and Type
02-6000618

Employer Identification Number (EIN)
026000618

Data Universal Numbering System (DUNS)
176836583

Recipient's Unique Entity Identifier (UEI)
V1KTLTHPAXD6

31. Assistance Type
Block Grant

32. Type of Award
Other

33. Approved Budget
(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	$10,000.00
b. Fringe Benefits	$0.00
c. Total Personnel Costs	$10,000.00
d. Equipment	$0.00
e. Supplies	$0.00
f. Travel	$0.00
g. Construction	$0.00
h. Other	$281.45
i. Contractual	$267,135.56
j. TOTAL DIRECT COSTS	$277,417.01
k. INDIRECT COSTS	$22,170.84
l. TOTAL APPROVED BUDGET	$299,587.85
m. Federal Share	$299,587.85
n. Non-Federal Share	$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
AM002501DB2424AMTMDC3400AM0162B000000000AMGRTM02NH4110124250 1AM00	24SCBPNH1252	TM	4110	$299,587.85	1242501

35. Terms And Conditions

AWARD CONDITIONS

1. 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/services/grants/terms-and-conditions. Use the link to the document that matches the award year(s).

Acceptance of this award requires an authorized representative of the grant recipient organization 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 Burkhardt at Gabriella.Burkhardt@usda.gov or Shannon Moon at 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/scbgp/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 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.