



California Department of Food and Agriculture
Office of Grants Administration

2018 Specialty Crop Block Grant Program Budget Narrative



Budget Narrative Guidelines

- Download, complete, and attach the Microsoft Word (.doc) budget narrative template.
- The budget narrative must be submitted as a Microsoft Word document. Do not submit a PDF file.
- Ensure all costs are:
 - Necessary, well justified, and clearly linked to project activities and objectives.
 - Reasonable and realistic estimates broken down into cost per unit.
 - Incurred in a manner consistent with the applicant organization's established practices.
 - Allowable per the federal cost principles, USDA and CDFA requirements.



Unallowable Costs

- All unallowable costs will be removed as a condition of receiving an award and excessive unallowable costs may result in disqualification.
- Common unallowable costs:
 - **Indirect Costs Charged Directly:** Administrative and clerical services, rent, utilities, internet, telephone, general office supplies, insurance, etc.
 - **General Purpose Equipment:** Office furnishings, information technology systems, printing equipment, motor vehicles, tractors, commercial refrigerators, etc.
 - **Capital Expenditures:** Purchasing, constructing, or renovating buildings or facilities, purchasing land, site grading and improvement, architecture fees, etc.
- Reference the 2018 Grant Proposal Instructions and Allowable and Unallowable Costs Table.



Budget Narrative Tips

- Grounds for disqualification:
 - Missing, blank, unreadable, corrupt, or otherwise unusable attachments.
 - Total is less than \$25,000 or greater than \$300,000.
 - Indirect costs exceed 8.00% of A. Salary and Wages plus B. Fringe Benefits.
 - Excessive unallowable costs.
- Friendly reminders:
 - Do not reference cost sharing.
 - Check your math.
 - Get started early.
 - Send questions to grants@cdfa.ca.gov before January 29.



Budget Narrative Sections

- A. Salary and Wages
- B. Fringe Benefits
- C. Travel
- D. Scientific Research Equipment
- E. Supplies
- F. Contractual
- G. Other
- H. Indirect Costs

Program Income

Fixed Amount Awards

**= Total SCBGP
Funds Requested**

**2018 Specialty Crop Block Grant Program
BUDGET NARRATIVE**

Proposal Identification Number (PIN) <i>(five digit number assigned in FAAST)</i>	
Total Amount of SCBGP Funds Requested <i>(must match Amount Requested in FAAST)</i>	

All expenses described in this budget narrative must be associated with expenses that will be covered by the SCBGP. Do not include any costs/activities that will be covered by cost sharing. Applicants should review the [Grant Proposal Instructions](#) and [Allowable and Unallowable Costs and Activities](#) table prior to developing their budget narrative.

For sections A through H, complete the tables provided below by filling in the requested information; applicants may add or remove rows as needed. In addition, provide a written justification of the costs listed for sections A, C, D, E, F, and G, ensuring justifications address all of the specified criteria.

A. SALARY AND WAGES

In the table below, list the employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops. For each employee, provide:

- The individual's name, if known.
- Their title (e.g. graduate student researcher) and role in the project, if applicable (e.g. principal investigator, project manager, etc.).
- Their level of effort on the project. For hourly employees, provide the number of hours to be worked. For salaried employees, provide the percent full time equivalent (% FTE).
- The total amount of funds requested for the individual.

IMPORTANT: All individuals listed under section A. Salary and Wages must be listed in the Project Objectives and Work Plan attachment.

#	Name/Title	Level of Effort (# of hours or % FTE)	Funds Requested
1			
2			
3			
4			
Salary and Wages Subtotal			

Salary and Wages Justification: For each individual listed in the table above, provide a brief summary of their duties and identify the project objectives from the Project Objectives and Work Plan attachment that they will be responsible for completing.

Employee 1:

Employee 2:

Employee 3:

Employee 4:



Project Information

- Proposal Identification Number (PIN)
- Total Amount of SCBGP Funds Requested
 - Sum of sections A through H; must match FFAST
 - Must be between \$25,000 - \$300,000
(\$25,000 - \$150,000 for Fixed Amount Awards)

2018 Specialty Crop Block Grant Program BUDGET NARRATIVE

Proposal Identification Number (PIN) <i>(five digit number assigned in FFAST)</i>	12345
Total Amount of SCBGP Funds Requested <i>(must match Amount Requested in FFAST)</i>	\$195,000



A. Salary and Wages

- Salary and wages expense for employees of the applicant organization working on the project.
- For each employee, provide:
 - Name (if known)
 - Title and role in the project
 - Level of effort on the project (% FTE or hours)
 - Funds requested
 - Justification briefly summarizing their duties and identifying the project objectives from the Project Objectives and Work Plan attachment that they will be responsible for completing.

Formula for Salaried Employees:

$(\text{Annual Salary}) \times (\text{Grant Duration}) = (\text{Total}) \times (\% \text{ FTE}) = \text{Funds Requested}$

Example: \$50,000/year x 2.5 years = \$125,000 x 20% FTE = \$25,000

Formula for Hourly Employees:

$(\text{Hourly Wage}) \times (\text{Total Number of Hours Worked}) = \text{Funds Requested}$

Example: \$10/hour x 500 hours = \$5,000

A. SALARY AND WAGES

#	Name/Title	Level of Effort (# of hours or % FTE)	Funds Requested
1	Jane Scientist, Postdoctoral Researcher	50% FTE	\$55,000
2	Graduate Student Researcher (to be hired)	25% FTE	\$16,750
3	Undergraduate Student Assistant (to be hired)	500 hours	\$6,500
Salary and Wages Subtotal			\$78,250

Employee 1: Jane Scientist, Postdoctoral Researcher. The Postdoctoral Researcher will finalize development of the field monitoring design and coordinate with growers, oversee field work, manage curation and identification of specimens, analyze data and integrate data into the decision model, implement grower field days, prepare the grower newsletter, and conduct project outreach. The Postdoctoral Researcher's activities support Objectives 1 - 7.

Employee 2: Graduate Student Researcher (to be hired). The Graduate Student Researcher will help collect field data, curate and help to identify specimens and enter data, maintain test plots, and participate in project outreach. The Graduate Student Researcher's activities support Objectives 3, 4, and 7.

Employee 3: Undergraduate Student Assistant (to be hired). The Undergraduate Student Assistant will help with specimen curation and data entry and will work closely with the Postdoctoral Researcher and the Graduate Student Researcher and perform tasks as needed. The Undergraduate Student Assistant's activities support Objective 3.



B. Fringe Benefits

- Fringe benefits expense for employees of the applicant organization working on the project.
- Calculated as a percentage of salary or wages in accordance with the organization's established fringe benefits policy.
- For each employee, provide:
 - Name
 - Title and role in the project
 - Fringe benefits rate
 - Funds requested

Formula for Fringe Benefits:

$(\text{Salary/Wages Paid by SCBGP}) \times (\text{Fringe Benefit Rate}) = \text{Funds Requested}$

Example: \$25,000 x 40% fringe = \$10,000

A. SALARY AND WAGES

#	Name/Title	Level of Effort (# of hours or % FTE)	Funds Requested
1	Jane Scientist, Postdoctoral Researcher	50% FTE	\$55,000
2	Graduate Student Researcher (to be hired)	25% FTE	\$16,750
3	Undergraduate Student Assistant (to be hired)	500 hours	\$6,500
Salary and Wages Subtotal			\$78,250

B. FRINGE BENEFITS

#	Name/Title	Fringe Benefit Rate (% of salary or wages)	Funds Requested
1	Jane Scientist, Postdoctoral Researcher	19%	\$10,450
2	Graduate Student Researcher (to be hired)	36%	\$6,030
3	Undergraduate Student Assistant (to be hired)	2%	\$130
Fringe Benefits Subtotal			\$16,610



C. Travel

- Travel expenses for employees of the applicant organization in support of project activities.
- Must not exceed GSA per diem rates by location (<http://www.gsa.gov>) and must use the lowest reasonable commercial airfares.
- In accordance with California Assembly Bill 1887, state funded and state sponsored travel to states with discriminatory laws is prohibited, including: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas.



C. Travel

- For each trip, provide the following:
 - Trip destination (city and state)
 - Type of expense (hotel, airfare, mileage, etc.)
 - Unit of measure (nights, roundtrip flights, miles, etc.)
 - Number of units (1 night, 1 roundtrip flight, 250 miles, etc.)
 - Cost per unit (\$95 per night, \$500 per roundtrip flight, \$0.545 per mile, etc.)
 - Number of individuals claiming each expense
 - Total funds requested for each expense
 - Justification with the approximate dates of travel and an explanation of how the trip will achieve the objectives and outcomes of the project.

C. TRAVEL

#	Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested
1	Monterey, CA	Mileage	Miles	360	\$0.545	1	\$196.20
		Hotel	Nights	1	\$140	2	\$280
		Meals	Days	1	\$74	2	\$148
2	Madera, CA	Mileage	Miles	300	\$0.545	1	\$163.50
		Hotel	Nights	1	\$94	2	\$188
		Meals	Days	1	\$64	2	\$128
3	Los Banos, CA	Mileage	Miles	240	\$0.545	1	\$130.80
		Hotel	Nights	1	\$91	2	\$182
		Meals	Days	1	\$51	2	\$102
4	Philadelphia, PA	Airfare	Roundtrip	1	\$344	1	\$344
		Hotel	Nights	3	\$151	1	\$453
		Meals	Days	3	\$64	1	\$192
Travel Subtotal							\$2,507

Trip 1: In November 2018, the Postdoctoral Researcher and the Graduate Student Researcher will travel from Sacramento, CA to Monterey, CA to conduct a focus group (Objective 1).

Trip 2: In December 2018, the Postdoctoral Researcher and the Graduate Student Researcher will travel from Sacramento, CA to Madera, CA for sample collection (Objective 3).

Trip 3: In January 2020, the Postdoctoral Researcher and the Graduate Student Researcher will travel from Sacramento, CA to Los Banos, CA to conduct a workshop (Objective 7).

Trip 4: In March 2020, the Postdoctoral Researcher will travel from Sacramento, CA to Philadelphia, PA to present the project results at the Specialty Crop Research Conference (Objective 7).



D. Scientific Research Equipment

- Must be:
 - Tangible, nonexpendable, personal property.
 - Useful life of more than one year.
 - Acquisition cost that equals or exceeds \$5,000 per item.
 - Used only for research or scientific activities.
 - Purchasing general purpose equipment is unallowable.
 - Costs to rent general purpose equipment should be listed under section G Other.
- For each unit of scientific research equipment, provide:
 - Name of the item and manufacturer
 - When it will be purchased (grant year)
 - Funds requested (must exceed \$5,000 per item)
 - Justification describing how it will be used to achieve the objectives and outcomes of the project

D. SCIENTIFIC RESEARCH EQUIPMENT

#	Item Description	Acquire When?	Funds Requested
1	Thermo Scientific 8000 Aquamate Uv-Vis Spectrometer	Year 1	\$5,995
Scientific Research Equipment Subtotal			\$5,995

Item 1: Funds are requested to purchase a Thermo Scientific 8000 Aquamate Uv-Vis Spectrometer for processing water samples (Objective 3).



E. Supplies

- Materials, supplies, and fabricated parts costing less than \$5,000 per unit.
- All supplies must be tied to specific project activities; do not include indirect costs (e.g. office supplies).
- For each supply, provide:
 - Type of supply (no general use office supplies)
 - Cost per unit (must be less than \$5,000 per item)
 - Number of units to be purchased
 - When the supply will be purchased (grant year)
 - Total amount of funds requested for each supply
 - Justification describing how the supply is necessary for the completion of the project's objectives and outcomes.

E. SUPPLIES

#	Item Description	Cost per Unit	Number of Units	Acquire When?	Funds Requested
1	Sample containers (20/pack)	\$5/pack	4	Year 1	\$20
2	Pipettes (100/unit)	\$4/unit	1	Year 1	\$4
3	Gloves (100/box)	\$15/box	2	Year 1	\$30
4	Glassware	\$100	1	Year 1	\$100
5	Petri dishes (500/pack)	\$167	1	Year 1	\$167
6	Notebooks	\$2	10	Year 1	\$20
7	Binders	\$5	100	Year 3	\$500
Supplies Subtotal					\$841

Supplies 1 - 6: Supplies needed for collecting and processing samples (Objective 3).

Supply 7: Binders are needed to provide handouts, worksheets, and other materials to workshop attendees (Objective 7).



F. Contractual

- 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.
- Projects with contractors must provide:
 - The contractor name/organization.
 - The project objectives the contractual services will support.
 - The fee structure of the contractor (e.g., Salary and Wages, Fee for Professional Services, or Flat-Rate).
 - The total amount of funds requested for the contractor.
 - A justification describing the project activities the contractor will accomplish to meet the objectives and outcomes of the project.
 - Additional justification is required if:
 - Salary and Wages exceeds GS 15 Step 10
 - Fee for Professional Services exceeds GS 15 Step 10
 - A flat-rate fee structure is utilized

F. CONTRACTUAL

#	Contractor Name/Organization	Project Objectives	Fee Structure	Funds Requested
1	Information Management, Inc.	7	Salary and Wages	\$27,486
2	Agricultural Imaging Services	3	Flat Rate	\$30,000
Contractual Subtotal				\$57,486

Contractor 1: Information Management, Inc. (\$27,486). This project will contract with Information Management, Inc. to update the interactive web-based specialty crops decision support system. The hourly salary for John Programmer, Systems Analyst exceeds the GS 15 Step 10 rate for the Sacramento, CA area. This expense is justified due to the highly specialized nature of the work to be performed. Information Management, Inc. is the most qualified organization in the area to make updates to the system. In addition, the rate requested is reasonable and consistent with fees in the marketplace for similar services.

Contractor 2: Agricultural Imaging Services (\$30,000). This project will contract with Agricultural Imaging Services to obtain airborne multispectral and thermal imagery over selected orchards during the first two growing seasons of the project duration. The purpose is to derive the orchard characteristics including tree density, leaf area index, flowering intensity and duration, and cultivar overlap to be coupled with bee activity and weather data for yield prediction. The intensive flight will be conducted to collect daily bloom imagery over two weeks in February over selected orchards to cover the right mix of factors from south to north. Given the complexity of the task, the contractor could not provide the cost of service on the basis of hourly rate and estimated number of hours. Instead, the cost was calculated based on 75,000 acres of aerial imagery with a flat rate of \$15,000 per year for grant years one and two. This rate is reasonable and consistent with fees in the marketplace for similar services, as the project team has conducted similar work previously at a comparable cost.



F. Contractual

Additional Breakdown of Expenses

- Contractors using Salary and Wages / Fee for Professional Services fee structure:
 - Provide a breakdown of costs for budget sections A through H for each separate contractor by copying the tables provided.
- Contractors using a Flat Rate fee structure:
 - A breakdown of costs for budget sections A through H is not required.

Additional breakdown required (sections A-H)

F. CONTRACTUAL				
#	Contractor Name/Organization	Project Objectives	Fee Structure	Funds Requested
1	Information Management, Inc.	7	Salary and Wages	\$27,486
2	Agricultural Imaging Services	3	Flat Rate	\$30,000
Contractual Subtotal				\$57,486

Additional breakdown not required

Contractor 1: Information Management, Inc.

Contractor 1: A. Salary and Wages / Fees for Professional Services

#	Name/Title	Level of Effort (# of hours or % FTE)	Funds Requested
1	John Programmer, Systems Analyst	200 hours	\$18,000
Salary and Wages / Fees for Professional Services Subtotal			\$18,000

Employee 1: John Programmer, Systems Analyst. The Systems Analyst will charge \$90/hour for a total of 200 hours to update the interactive web-based specialty crops decision support system. The System Analyst's activities support Objective 7.

Contractor 1: B. Fringe Benefits

#	Name/Title	Fringe Benefit Rate (% of salary or wages)	Funds Requested
1	John Programmer, Systems Analyst	40%	\$7,200
Fringe Benefits Subtotal			\$7,200

Contractor 1: C. Travel

#	Trip Destination	Type of Expense	Unit of Measure	Number of Units	Cost per Unit	Number Claiming Expense	Funds Requested
1	Los Banos, CA	Mileage	Miles	240	\$0.535	1	\$128.40
		Hotel	Nights	1	\$91	1	\$91
		Meals	Days	1	\$51	1	\$51
Travel Subtotal							\$270

Trip 1: In January 2020, the Systems Analyst will travel from Sacramento, CA to Los Banos, CA to conduct a workshop (Objective 7).



G. Other

- Expenses not covered in the previous budget categories.
 - For example: Hosting meetings, conference registration fees, rental expenses, advertisements, publication costs, data collection, lab analysis fees, tuition, etc.
- For each expense, provide:
 - Description of the type of expense
 - Cost per unit
 - Number of units to be purchased
 - When the expense will be incurred (grant year)
 - The total amount of funds requested
 - Justification describing how it achieves project objectives.
 - Meal costs for hosted meetings:
 - Justify why the meal is needed and is not an entertainment cost.
 - Must not exceed the GSA rate for the meeting location.
 - Providing breakfast is unallowable.

G. OTHER

#	Item Description	Cost per Unit	Number of Units	Acquire When?	Funds Requested
1	Conference registration fee	\$500	1	Year 3	\$500
2	Graduate Student Researcher tuition	\$1,700	3	Year 1-3	\$5,100
Other Subtotal					\$5,600

Expense 1: Conference registration fees are requested for the Postdoctoral Researcher to present the project results at the Specialty Crop Research Conference (Objective 7).

Expense 2: A mandatory fee remission for the Graduate Student Researcher (to be hired) is a benefit of employment. Costs are estimated at \$6,800 per semester, prorated for 25% FTE spent on this project = \$1,700 per semester for three semesters = \$5,100 total.



H. Indirect Costs

- Incurred for common objectives and cannot be readily identified with an individual project, program, or organizational activity (e.g. facilities operation and maintenance costs, depreciation, administrative expenses, etc.).
- Provide:
 - Total personnel costs (A. Salary and Wages + B. Fringe Benefits)
 - Indirect cost rate (8.00% maximum)
 - Funds requested

H. INDIRECT COSTS

Total Personnel Costs (A. Salary and Wages + B. Fringe Benefits)	Indirect Cost Rate (8% maximum)	Total Indirect Funds Requested
\$94,860	8%	\$7,589



Program Income

- Gross income generated by grant-supported activities during the grant period of performance.
- Cannot be used as profit and must be reinvested back into the project to solely enhance specialty crops.
- Cannot be used to cover unallowable costs.
- Provide:
 - A description of the source/nature of program income.
 - An explanation of how program income will be reinvested into the project and will be used to solely enhance specialty crops.
 - The total amount of estimated program income.

PROGRAM INCOME

Source/Nature of Program Income	How will Program Income be Reinvested into the Project to Solely Enhance Specialty Crops?	Estimated Program Income
Workshop registration fees	The applicant organization will charge a \$50/person fee to attend the project workshops and it is estimated that 100 individuals will attend. Income generated from the registration fee will be reinvested into the project and will be used to solely enhance specialty crops by (explanation).	\$5,000



Fixed Amount Awards

- Only projects submitted to a Fixed Amount Award funding category should complete the objective schedule in the budget narrative.
 - Funding request must be between \$25,000 and \$150,000
 - Grant duration cannot exceed two years.
- Fixed Amount Award projects must provide:
 - The project objectives (must align with the Project Objectives and Work Plan attachment).
 - The deliverable that will result from completing each project objective.
 - The estimated date each objective will be completed.
 - The amount of funds requested to complete each objective.

FIXED AMOUNT AWARDS

#	Objective	Deliverable	Completion Date	Funds Requested
1				
2				
3				
4				
Total Grant Funds				

**The funds requested in the final payment of this schedule must equal or exceed 10 percent of the total funds requested. For additional information on this requirement, see the [Fixed Amount Awards](#) supplement.*



Questions

