



## XXX State Department of Agriculture

Division of Agriculture  
 Phone: (555) 222-2222  
 Email: DivisionofAg@XXX.gov





### MEMORANDUM

**TO:** Trista Etzig; Project Manager, Specialty Crop Block Grant Program


**FROM:** Tom Jones; Manager, Marketing and Development Branch

**DATE:** April 15, 2015


**RE:** Request to Amend the Budget for AMS Agreement 12-25-B-XXXX 


The XXX State Department of Agriculture (the Department) would like to amend the projects entitled *Enhancing Sustainable Specialty Crop Production* and *Training Series to Increase Local Fruit and Vegetable Production at the Local Market* in AMS Agreement 12-25-B-XXXX. Please see the detail below that describes the reason and extent of the changes to the project. 

#### JUSTIFICATION:


Upon completion of the project entitled *Training Series to Increase Local Fruit and Vegetable Production at the Local Market*, the Department's staff realized that funds in the amount of **\$3,243** had not been utilized. This is due to financial efficiencies found within the project that saved money while maintaining the continuity of the project. This is 26 percent of this project's budget (\$12,669). The Department has worked with the Farm Extension & Research Center to determine the best usage of these funds. As a result of this effort, the Department requests to redirect these unused funds to the project entitled *Enhancing Sustainable Specialty Crop Production* in order to increase the number of specialty crop production and season extension workshops held during the 2015 calendar year from two (June 2015 and September 2015) to four (June 2015, August 2015, September 2015, and November 2015). 

#### DESCRIPTION:

With the additional funding of **\$3,243**, the Farm Extension & Research Center plans to hold two additional two-day workshops (August 2015 and November 2015) to train local specialty crop producers about specialty crop production innovations and opportunities to extend the season of their crops. This will be an augmentation of the existing two, which will be held as a result of the amount of program income accrued from the previous year's workshops and Apprenticeship Program (**\$5,210**). 

Specifically, the additional funds will be used to facilitate the two additional two-day workshops by providing funds for room rental and speaker fees. 

<b>Cost Category</b>	<b>Original</b>	<b>Amended</b>
Supplies	\$ 17,800	\$ 17,800
Contractual	5,000	5,000
<i>Other</i>	<i>0</i>	<i>3,243</i>
<b>Total SCBGP Funds:</b>	<b>\$ 22,800</b>	<b>\$ 26,043</b>

**Other (\$3,243.00)** 

Room rental for the two-day workshops at the local community center amounts to \$310.75 per day for a total of **\$1,243**. This fee grants access to all the facility's technological equipment and capabilities, which includes Internet access, audio/video presentation capabilities, etc.

There will also be two speakers that specialize in specialty crop production and season extension for these workshops. Their fees amount to \$500 per workshop, which amounts to **\$2,000**.

**Program Income (\$1,500.00)** 

These workshops will also require a small registration fee (\$25 per participant). We expect that approximately 30 specialty crop producers will participate in each workshop (30 X 2 X \$25 = **\$1,500**).

These additional funds will be reinvested into the program and will be used for printing and advertising associated with these workshops.

If you have any questions concerning this requested amendment, please feel free to contact me. If necessary, I will be more than happy to discuss and ratify this request to ensure that it meets the requirements of the Specialty Crop Block Grant Program.

Sincerely,

X

Tom Jones  
Manager



*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

### **USDA's Nondiscrimination Statement (effective 2015)**

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 of 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](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.