

Grant Management Outreach

Farm Bill Program Implementation

Specialty Crop Block Grant Program-Farm Bill pre-award webinars were successfully conducted earlier this Spring. To view the PowerPoint presentation, questions and answers from the webinar, and outreach and competitive process resources, please see www.ams.usda.gov/scbgrp.

Post-award webinars will be conducted at 2:30 p.m. on June 16 and June 24. Invitations to join the webinar will be sent out shortly. The post-award webinars will cover responsibilities of grantees after the grant agreement has been signed.

Developing Expected Measurable Outcomes

When developing your State Plan, some of the most difficult information to come up with is the performance indicators for each of the projects. Specifically, the expected measurable outcomes can be very challenging to produce. A performance indicator, as defined by Harry Hatry in *Performance Measurement: Getting Results*, is a specific numerical measurement for each aspect of performance (i.e., output or outcome) under consideration.

Specifically, an output refers to the products and services delivered within a project. They are completed products that are the results of project activity: the amount of work done by the organization or

by its contractors (such as number of apple trees planted in an orchard or number of promotional brochures distributed).

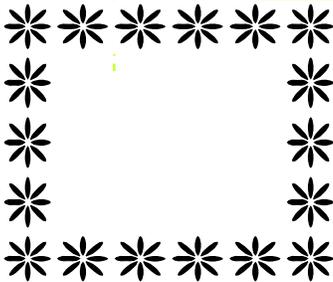
Outcomes, on the other hand, are events, occurrences, or conditions that happen outside the activity of the project. These occurrences are of direct importance to the specialty crop industry. An outcome indicator is a measure of the amount and/or frequency of such occurrences. While outputs are what work the state agency/contractor/grantee does, the outcomes are what is accomplished by the outputs.

Also, it is important to remember, when developing your State Plan, that the

process required to complete a project is not a performance indicator. The process refers to the workload or activities associated with completing a task; therefore, does not measure the performance of the project.

Please look over the Specialty Crop Block Grant Program's logic model, which is attached to this communication, as a reference to develop future expected measurable outcomes.

Information Source: Hatry, H. P. (2006). *Performance Measurements: Getting Results* (2nd ed.). Washington, DC: The Urban Institute Press.



Specialty Crop Block Grant Program—www.ams.usda.gov/scbgp

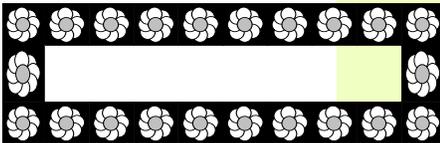
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Prior Approvals Required

When the following changes occur on an SCBGP or SCBGP-FB grant, the State department of agriculture must contact the Federal Agency to request prior approval.

Change Key Personnel

When it is necessary to change the program contact for the State Agency for a period of more than 3 months, submit an email to the Federal Agency. Request should contain the new individuals name and contact information to include name, physical address, email, and phone number.

Scope or Objectives

When it is necessary to modify the scope or objectives of the award, submit a written justification for the change along with the revised scope or objectives of the award to the Federal Agency. If requesting to discontinue all or a portion of a project and add a new project, submit a written justification for the change along with a project proposal to include the project title, purpose, potential impact, expected measurable outcomes, work plan, budget narrative, project oversight, and project commitment

Extension of Grant Agreement

Where an extension of time is required on a grant; the extension must be received in writing no later than 60 days prior to the expiration date of the award. The request from the State Agency program contact must contain the following information:

The length of additional time required to complete project objectives and a justification for the extension; a summary of progress to date (status of project timeline and objectives...etc.); an estimate of remaining funds on the scheduled expiration date; and a projected timetable to complete the project for which the extension is being requested.

Budget Changes

Where a modification to the approved budget is required, the modification must be approved if the cumulative amount of such modifications exceeds 20 percent (20%) of the project's total budget as last approved by the Federal Agency. A request for a budget change shall include a description of the change and a justification for the change.

Note that if the cumulative amount of allowable budget changes is less than 20 percent, prior Federal Agency approval is not required.

New Change Procedures

As of October 1, 2009, changes to the scope or objectives, extension of grant agreement, and budget changes will require a signature of the Project Coordinator for the State Agency and the Federal Agency on the written request before proceeding with the changes. The Federal Agency will accept a faxed document or pdf file with a signature on the written request. The signed request by both parties will serve as the approved grant agreement amendment.

Specialty Crop Block Grant Program Logic Model



<i>Your Planned Work</i>	<i>Your Intended Results</i>
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PROJECT TASK/ACTIVITY	OUTPUTS	OUTPUT PERFORMANCE MEASURE	OUTCOMES	OUTCOME PERFORMANCE MEASURES	IMPACTS
Describe each of the activities you plan to conduct in your project.	For each project activity, identify what service delivery or implementation targets you aim to produce.	List the indicators for gauging project performance.	Identify the short-term or long-term outcomes you expect to achieve for each activity.	List the indicators for gauging project performance.	Describe the impacts or changes you anticipate in 7 to 10 years with each activity as a result of your project or program.
E.g (1): Conduct Workshops	# of workshops held	# of participants attending the workshops	(Participants') better understanding of a topic	% increase from pre- to post-survey scores or test scores	More informed decision making
	# and type of materials produced and distributed	Types of participants attending course (demographic breakdown)	(Participants') improved understanding of a process	(Participants') evaluation of effectiveness of workshop	
E.g. (2): Predictive Model for Specialty Crop Disease	Develop a predictive model for the spread of the specialty crop disease	Information shared with more than 700 specialty crop growers at conference	Increased awareness of the specialty crop disease model	Specialty crop conference break-out session measured by attendance at the session	Increased interest in research activities concerning the diseases associated with this specialty crop
	A foundation for an integrated pest management strategy to combat the disease	Development of benchmark data			

<i>Your Planned Work</i>	<i>Your Intended Results</i>
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