

IAMP Subaward Proposal Example

- a. *Subrecipient Commitment Form*

(complete form inserted here within this pdf)

b. *Cover Page (1 page)*

- Proposal Title: **“Enrolling and supporting IAMP producers in XYZ county”**
- Name of organization seeking funding: **XYZ Soil Conservation District**
- Principle Contact and Contact Information: **name, email, phone, physical address**
- Proposed Level of Engagement (1, 2, or 3): **3**
- Target Number of Producers to be Enrolled: **5**
- Estimated Number of Underserved Producers to be Enrolled: **1**
- IAMP commodities expected to be grown under producer contracts:
potatoes, barley, and sugar beets
- Total Funding Requested: **\$202,147**

c. *Proposed STATEMENT OF WORK (up to 2 pages)*

This proposal is to work to facilitate enrollment of producers in the IAMP program to receive incentives for implementing climate-smart practices on farms in XYZ county, Idaho, through contracts with the University of Idaho (U of I). We commit to working with producers at a Level of Engagement 3, from recruitment, through enrollment and implementation of contracts, through the entire term of each contract. Personnel from the XYZ Soil Conservation District will use our existing outreach platforms and contacts with producers and industry to promote the opportunity, answer questions of producers, and direct them to the IAMP online Phase 1 application if they have not already applied through that portal. We will review those applications and identify up to 5 producers to work with, assisting them with completion of the Phase 2 application. We will work with U of I personnel to produce the final contract based on the Phase 2 application, which will be signed by the producer and a representative of IAMP at U of I. After the contract is signed, we will continue to work closely with all enrolled producers to monitor and verify their implementation of practices using the IAMP practice descriptions, and share this information with IAMP personnel at U of I. We will carry out all the required soil and crop sampling, modeling and other technical assistance necessary for the practices being enrolled and commodities to be produced. Our staff will maintain close and regular contact with U of I on all matters related to the IAMP project pertaining to our enrolled producers and across the state. We will participate in trainings and other meetings designed to support our producers and the overall IAMP effort.

In addition to facilitating contract initiation and implementation, we will work with our producers and with IAMP personnel to identify and pursue opportunities to market commodities produced with climate-smart practices.

In our district, predominant crops produced among those being incentivized by IAMP are potatoes, barley, and sugar beets. We expect to enroll producers of one or more of these commodities in rotation over the anticipated 3-year duration of the IAMP contracts. Based on producer demographics in our district, and our experience, we expect to enroll one producer who qualifies as underserved based on the USDA/IAMP definition.

The XYZ Soil Conservation District has worked closely with producers to assist them in improving their farm productivity and profitability for decades. In this role, we have helped them identify and participate in other federally funded incentive programs through NRCS (EQIP, CSP, etc.), FSA or other. We have also provided guidance, advice, and direction to resources to help producers make agronomic and farm investment decisions. Our staff has experience with models required for certain NRCS practices that will be incentivized through IAMP, including RUSLE2 and WEPS. With minimal training, we are confident that we can carry out modeling, soil sampling, and other monitoring activities independently, as required of Level of Engagement 3 Administrative Partners in IAMP. We have worked in this capacity with 17 producers over the past 19 years. XYZ Soil Conservation District employees currently engage with producers in such work, so we are prepared to contribute to IAMP as soon as funding can be received. Due to our prior experience and organization, we are currently in compliance with all requisite conditions for receiving federal funding through an IAMP subaward, as indicated in our Subrecipient Commitment Form (attached)

and the document, Becoming a Subrecipient on a Federal Grant, provided with the IAMP RFA.

As detailed in the accompanying budget and budget justification for this proposal, we will use subaward funds from IAMP to augment the salary of our principal agronomist, Joe Vandal, to enable him to complete IAMP responsibilities outlined above. Our facilities in ZYX, Idaho include equipment and a workroom where we can conduct trainings with one or more of our enrolled producers simultaneously. To augment this capacity to meet the demands of the IAMP partnership we are requesting funds for materials, tools and supplies as outlined in our budget request and justification. Personnel in our district are also capable of supporting this contract by assisting with budgetary and compliance needs, submitting invoices to U of I in a timely manner, providing quarterly reporting on producer contracts and other activities as required by IAMP. Jane Viking on our staff has extensive experience with financial and grant compliance matters and can support Joe Vandal in meeting IAMP requirements. We are enthusiastic about engaging with IAMP as soon as possible.

This subaward will not only enable XYZ to support IAMP, as outlined above, but will provide resources and experience that will strengthen our efforts working with producers in our district going forward, whether through extended efforts with the IAMP project, or similar efforts with partners within our district and throughout Idaho.

d. *Proposed Budget Justification*

This example justification corresponds to the provided Budget Example (LINK), which is a simple budget for a Level of Engagement 3 subaward. These awards provide up to \$46,800 annually support with an additional \$3000/producer. For 5 producers and 3.5 years that maximum is \$213,500. This example total request is \$202,147.

This is the justification for the requested budget from XYZ soil conservation district for a Level of Engagement 3 subaward to support recruitment and enrollment of 5 producers as described in the Scope of Work for this application. Requested funds will support the work of one district employee, travel and other costs for working with each of the expected enrollment over 3.5 years.

a. Personnel Salary (\$ - Total salary or wage requested - \$117,202)

[Personnel pay rates can include an annual escalator based on each organization's historical estimate starting in year 2 of a contract period. If that is the case, indicate the escalator used 2%]

Joe Vandal, Agronomist: Contacts producers and industry to promote the opportunity, answers questions of producers, and directs them to the IAMP online Phase 1 application if needed. Works with others in the district to identify up to 5 producers to work with, assisting them with completion of the Phase 2 application. Works with U of I personnel to produce the final contract with U of I based on the Phase 2 application. Conducts soil sampling and modeling as required for practices enrolled. Continues to work closely with all enrolled producers to monitor and verify their implementation of practices.

Base Salary or Wage	% Effort	Project Duration	Funds Requested
\$25/hour	63	3.5 years	\$117,202

b. Personnel Fringe (Total requested - \$48,611)

Utilizing a consolidated fringe rate when available, by position type. If a consolidated fringe rate is not available, it is recommended to develop a rate that reflects actual costs to the employer (not employee) for the project duration/effort indicated in a. above.

Name or Position	Fringe Rate	Total Salary Requested	Total Fringe Requested (Fringe Rate x Requested Salary)
Agronomist	41.3%	\$117,702	\$48,611

c. Travel (Total requested - \$8,570)

Funds are requested for the project travel detailed below using U.S. General Services Administration (GSA) rates for [mileage](#) and [per diem](#) (lodging, meals and incidentals)

Travel to meet and work with producers

Funds are requested to travel to farms and ranches of five producers to recruit them to IAMP and to visit them as required during enrollment and throughout the contract period. Travel will be reimbursed up to the allowable GSA rates for the dates and destinations traveled: Costs will vary but are requested based on average expenses as follows, based on an average distance of 50 miles from the [district home address] to each producer and current GSA per diem and mileage rates [these might vary based on your policies; this budget has no costs for lodging, but that can be included.]. Per diem (meals and incidentals) is calculated using an average of \$30, which includes some full days and some partial days of the GSA first and last day of travel rate (assumes no overnight travel) [overnight travel costs are permitted]. For this award, we expect to visit each field 5 times annually.

Yearly Travel Costs per Producer per Year				
Item	Rate	Number	# Travelers	Annual Total
Mileage	\$0.70	2500	1	\$1,750.00
Per diem	\$30	25	1	\$750.00
Total				\$2,500.00

The estimated total number of producers to be engaged is 5. Total outreach travel request is \$500/producer/year x 5 producers x 3.5 Years = \$ 8,570

Other Travel (can be included for other travel needs related to capacity building and IAMP involvement).

None in this example, but this could include travel to meetings related to IAMP. One trip per year for this is strongly encouraged. For that travel, if lodging is required, you should use GSA lodging rate (currently \$199) or other rate used by your organization.

d. Equipment (Total requested - \$0)

none (not permitted for these subawards)

e. Materials/Supplies (Total requested - \$0)

- **Costs associated with supplies needed for working with producers (Total requested - \$).**
none
- **Computer and peripherals (Total requested - \$)**
none
- **Sampling materials and supplies (Total requested - \$717).**
Year 1: Soil Push Probe, \$77; Rice Knife/Grass Sickle, \$12; Handheld digital luggage scale, \$14; Soil and crop sampling bags, \$100; Soil Auger, \$214; Remaining years, Soil and crop sampling bags, @ \$100... Year 1 total = \$417, all years = \$717.

f. Contractual (Total requested - \$0)

none

g. Construction (Total requested - \$0)

none

h. Other (Total requested - \$0)

none

Total Direct Costs (\$175,780)

Indirect Costs (\$26,367)

Calculated using the *de minimis* rate: $15\% \times \$175,780 = \$26,367$

TOTAL DIRECT AND INDIRECT COSTS (\$202,147)

e. *Proposed Budget*

*Excel file with a single worksheet containing project budget as justified above. Filename: IAMPSUB
_BUDGET_EXAMPLE.XLSX*