Applying for a Farm Vitality Planning Grant – A Step-by-Step Guide
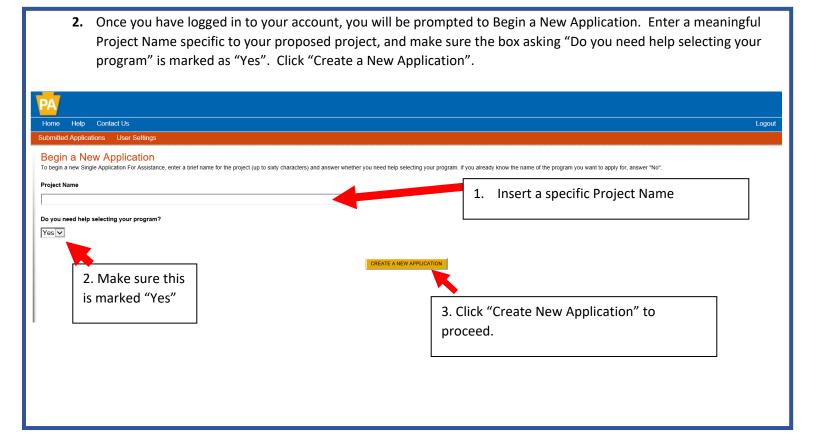
1. Log in to your account at www.esa.dced.state.pa.us. If you do not currently have an account, you will need to register to create one. ***BE SURE TO KEEP TRACK OF YOUR <u>USERNAME, PASSWORD & THE EMAIL ADDRESS LINKED WITH THE ACCOUNT</u>, AS THEY WILL BE NEEDED TO SIGN A GRANT CONTRACT IF YOUR PROJECT IS APPROVED FOR FUNDING! THE PRIMARY MEANS OF COMMUNICATION WILL BE VIA EMAIL!***

PA

Help   Contact Us

General Facts:
- Create a New Keystone Login Account – Registration
  - Create a new Keystone Login account – Registration
    - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
      - You will be asked to create your profile, login information and security questions.
    - If you have already created an account with another agency whose application uses the ___ to register another account with us.
      - ___ th us, you will be able to use this account with
      - ___ e required for those agencies.

    ___ A Login account(s) to a new Keystone Login
    ___ tone Login Website
    ___ unts, and you wish to continue to use them,
    ___ ted to Keystone Login account.

    ___ be configured for your Keystone Login
    ___ provided by the Keystone Login Service

    ___ ns)
    ___ pplications that do not require a project

    narrative)

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

> If you don't have a username and password, register for an account here. ***Be sure to link a valid email address to your account and check your email often for grant related correspondence.**

Login

What's New?
For an overview of the changes in the new Single ___ ation, please read Help.

Username [   ]

Password [   ]

[LOGIN]

Powered by

PA KEYSTONE LOGIN

Registration
Forgot Password
Learn more about Keystone Login

> Log in with your username and password here.

2. Once you have logged in to your account, you will be prompted to Begin a New Application. Enter a meaningful Project Name specific to your proposed project, and make sure the box asking "Do you need help selecting your program" is marked as "Yes". Click "Create a New Application".

PA

Home   Help   Contact Us   Logout

Submitted Applications   User Settings

Begin a New Application
To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

Project Name

[   ]

Do you need help selecting your program?

[Yes ▾]

[CREATE A NEW APPLICATION]

> 1. Insert a specific Project Name

> 2. Make sure this is marked "Yes"

> 3. Click "Create New Application" to proceed.

3. On the Select Program page, check the box next to "Department of Agriculture" and make sure no other boxes are checked. Scroll down the page and click the "Search" button.

PA

Home   Help   Save   Print   Contact Us   Logout

Program

Agency: Pennsylvania Department of Community and Economic Development
Applicant: **Web Application #:** 8375070
Program: DCED

1. Check box for "Department of Agriculture"

Select Program
Below is a listing of the types of organizations and project that are

Agencies
Select the search results.
☑ Dept of Agriculture   ☐ PCA   ☐ DCED   ☐ DEP   ☐ L&I   ☐ Office of the Budget   ☐ PEMA   ☐ PENNDOT   ☐ PHMC

Clear Agencies

Non-Profit/Government Enterprise Types (Display For-Profit Program Finder)
If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).
☐ Authority

☐ College/University

☐ Economic Development Provider

    Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC), Local Development Districts (LDD), Redevelopment Authorities, and Regional Export Networks (REN).

☐ Municipality

    County Government and Councils of Governments (CQGs) should also check this option for eligible programs.

☐ Other Government or Non-Profit

    Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit industries may also want to check the For-Profit Program Finder for potential programs after using the Non-Profit Program Finder.

Use of Funds
Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for funding. If the project does not match any of the options listed below, leave this section blank to view all programs.
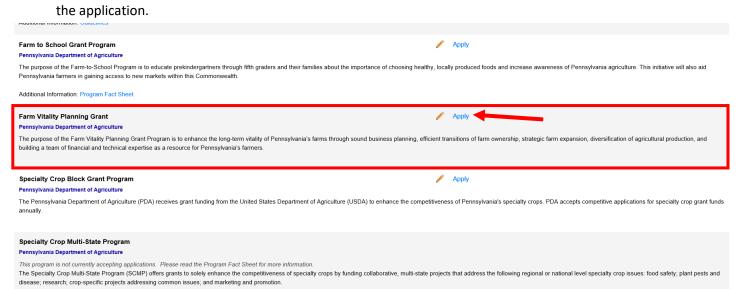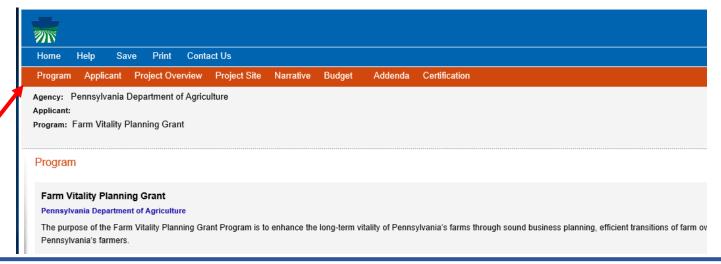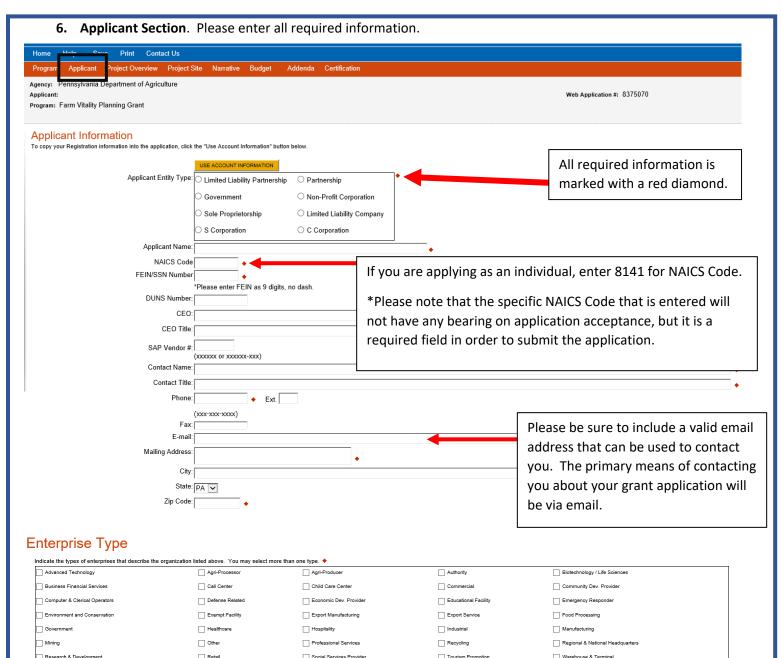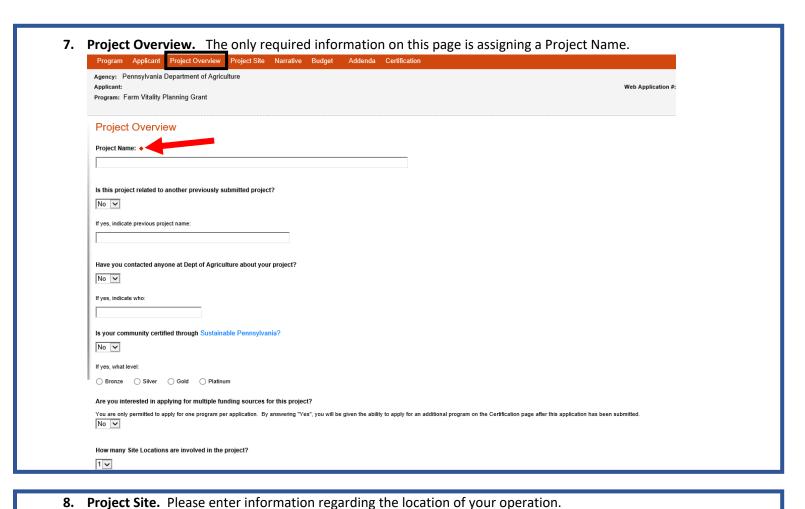☐ Advanced Technology – Including Biotechnology, Life Sciences, and Nanotechnology.

☐ Community Services – Examples include Low Income Assistance projects and Emergency Responders programs.

☐ Infrastructure / Site Development / Housing – Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.

☐ Machinery and Equipment

☐ Planning / Marketing – Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.

☐ Workforce Development – Including Education and Job Training.

Sort By
Show Single Application Programs First ▾

2. Click Search.

SEARCH

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4. All available Department of Agriculture Grants will now be displayed at the bottom of the page. Scroll until you see "Farm Vitality Planning Grant" (the grants are listed in alphabetical order). Click "Apply" to begin filling out the application.

Additional Information: Guidelines

Farm to School Grant Program   ✏ Apply
Pennsylvania Department of Agriculture
The purpose of the Farm-to-School Program is to educate prekindergartners through fifth graders and their families about the importance of choosing healthy, locally produced foods and increase awareness of Pennsylvania agriculture. This initiative will also aid Pennsylvania farmers in gaining access to new markets within this Commonwealth.

Additional Information: Program Fact Sheet

Farm Vitality Planning Grant   ✏ Apply ←
Pennsylvania Department of Agriculture
The purpose of the Farm Vitality Planning Grant Program is to enhance the long-term vitality of Pennsylvania's farms through sound business planning, efficient transitions of farm ownership, strategic farm expansion, diversification of agricultural production, and building a team of financial and technical expertise as a resource for Pennsylvania's farmers.

Specialty Crop Block Grant Program   ✏ Apply
Pennsylvania Department of Agriculture
The Pennsylvania Department of Agriculture (PDA) receives grant funding from the United States Department of Agriculture (USDA) to enhance the competitiveness of Pennsylvania's specialty crops. PDA accepts competitive applications for specialty crop grant funds annually.

Specialty Crop Multi-State Program
Pennsylvania Department of Agriculture
This program is not currently accepting applications. Please read the Program Fact Sheet for more information.
The Specialty Crop Multi-State Program (SCMP) offers grants to solely enhance the competitiveness of specialty crops by funding collaborative, multi-state projects that address the following regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion.
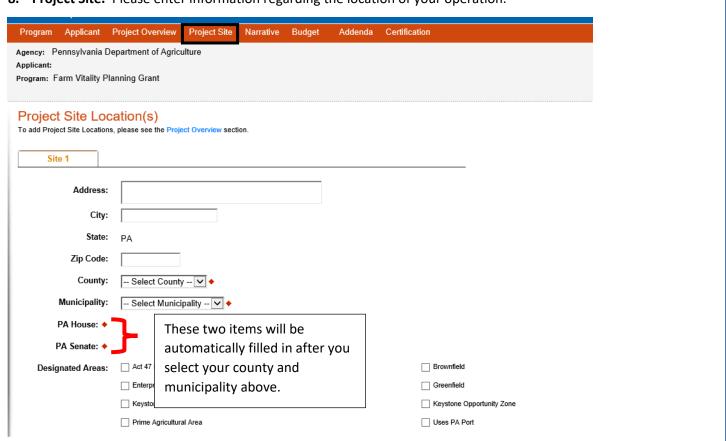
5. Once you begin an application, you will need to work through and complete the necessary information in each section shown in the orange bar at the top of the page. You can work through the sections in any order. Each time you switch to a different section, your work will be saved automatically.
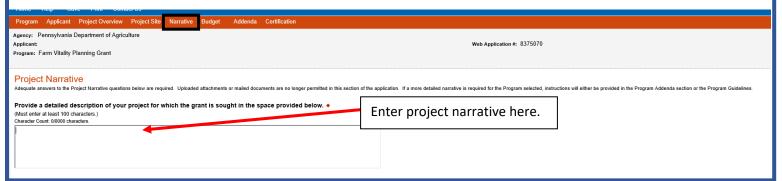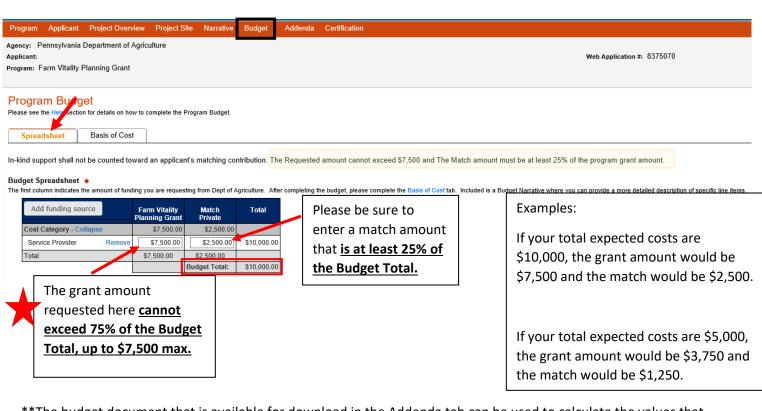

| Home | Help | Save | Print | Contact Us | | | | |

| Program | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm Vitality Planning Grant

Program

Farm Vitality Planning Grant
Pennsylvania Department of Agriculture

The purpose of the Farm Vitality Planning Grant Program is to enhance the long-term vitality of Pennsylvania's farms through sound business planning, efficient transitions of farm ov...
Pennsylvania's farmers.

6. **Applicant Section**. Please enter all required information.

| Home | Help | Save | Print | Contact Us | | | |

| Program | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant: **Web Application #:** 8375070
Program: Farm Vitality Planning Grant

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:
- ○ Limited Liability Partnership   ○ Partnership
- ○ Government   ○ Non-Profit Corporation
- ○ Sole Proprietorship   ○ Limited Liability Company
- ○ S Corporation   ○ C Corporation

All required information is marked with a red diamond.

Applicant Name:
NAICS Code:
FEIN/SSN Number:
*Please enter FEIN as 9 digits, no dash.
DUNS Number:
CEO:
CEO Title:
SAP Vendor #:
(xxxxxx or xxxxxx-xxx)
Contact Name:
Contact Title:
Phone: Ext.
(xxx-xxx-xxxx)
Fax:
E-mail:
Mailing Address:
City:
State: PA
Zip Code:

If you are applying as an individual, enter 8141 for NAICS Code.

*Please note that the specific NAICS Code that is entered will not have any bearing on application acceptance, but it is a required field in order to submit the application.

Please be sure to include a valid email address that can be used to contact you. The primary means of contacting you about your grant application will be via email.

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. ♦

☐ Advanced Technology	☐ Agri-Processor	☐ Agri-Producer	☐ Authority	☐ Biotechnology / Life Sciences
☐ Business Financial Services	☐ Call Center	☐ Child Care Center	☐ Commercial	☐ Community Dev. Provider
☐ Computer & Clerical Operators	☐ Defense Related	☐ Economic Dev. Provider	☐ Educational Facility	☐ Emergency Responder
☐ Environment and Conservation	☐ Exempt Facility	☐ Export Manufacturing	☐ Export Service	☐ Food Processing
☐ Government	☐ Healthcare	☐ Hospitality	☐ Industrial	☐ Manufacturing
☐ Mining	☐ Other	☐ Professional Services	☐ Recycling	☐ Regional & National Headquarters
☐ Research & Development	☐ Retail	☐ Social Services Provider	☐ Tourism Promotion	☐ Warehouse & Terminal

7. Project Overview. The only required information on this page is assigning a Project Name.

| Program | Applicant | **Project Overview** | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm Vitality Planning Grant

Web Application #:

Project Overview

Project Name: ◆ ⟵

Is this project related to another previously submitted project?
No

If yes, indicate previous project name:

Have you contacted anyone at Dept of Agriculture about your project?
No

If yes, indicate who:

Is your community certified through Sustainable Pennsylvania?
No

If yes, what level:
○ Bronze   ○ Silver   ○ Gold   ○ Platinum

Are you interested in applying for multiple funding sources for this project?
You are only permitted to apply for one program per application. By answering "Yes", you will be given the ability to apply for an additional program on the Certification page after this application has been submitted.
No

How many Site Locations are involved in the project?
1

---

8. Project Site. Please enter information regarding the location of your operation.

| Program | Applicant | Project Overview | **Project Site** | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm Vitality Planning Grant

Project Site Location(s)
To add Project Site Locations, please see the Project Overview section.

Site 1

Address:
City:
State: PA
Zip Code:
County: -- Select County -- ◆
Municipality: -- Select Municipality -- ◆
PA House: ◆
PA Senate: ◆

These two items will be automatically filled in after you select your county and municipality above.

Designated Areas:
☐ Act 47
☐ Enterp...
☐ Keysto...
☐ Prime Agricultural Area
☐ Brownfield
☐ Greenfield
☐ Keystone Opportunity Zone
☐ Uses PA Port

9. **Narrative.** Please enter a <u>detailed</u> narrative describing your project. Be sure to directly relate the proposed project to the specific project types that are eligible for this grant. If you have already been working with service providers, please describe this here including when work began for the project. Keep in mind that if you intend to utilize grant funds towards work that began prior to signing a grant agreement, you must describe that here. Grant funds can be used to reimburse expenses incurred back to July 1, 2019 as long as they are described here as part of the work plan.
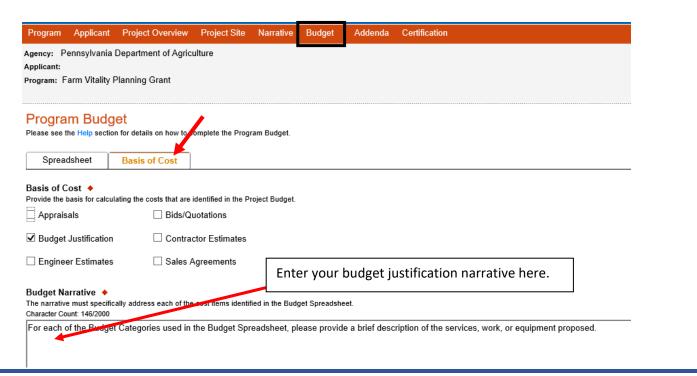
| Program | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm Vitality Planning Grant

Web Application #: 8375070

Project Narrative
Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Program Addenda section or the Program Guidelines.

Provide a detailed description of your project for which the grant is sought in the space provided below. ◆
(Must enter at least 100 characters.)
Character Count: 0/8000 characters.

Enter project narrative here.

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10. **Budget.** The budget must be completed in two sections: Spreadsheet and Basis of Cost.
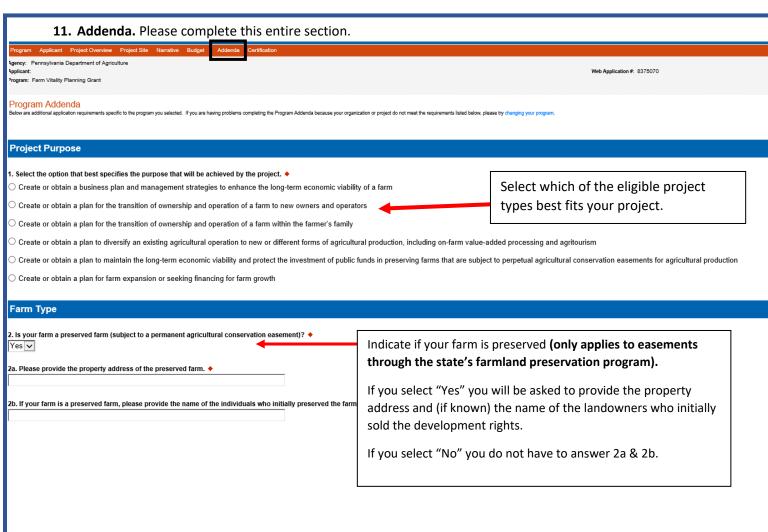
The spreadsheet is where you will enter the amount of funding sought from the grant as well as matching funds. Keep in mind that the requested grant amount cannot exceed 75% of the Budget Total, and there is a maximum of $7,500 that can be requested per grant.

| Program | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm Vitality Planning Grant

Web Application #: 8375070

Program Budget
Please see the Help section for details on how to complete the Program Budget.

Spreadsheet | Basis of Cost

In-kind support shall not be counted toward an applicant's matching contribution. The Requested amount cannot exceed $7,500 and The Match amount must be at least 25% of the program grant amount.

Budget Spreadsheet ◆
The first column indicates the amount of funding you are requesting from Dept of Agriculture. After completing the budget, please complete the Basis of Cost tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

Add funding source	Farm Vitality Planning Grant	Match Private	Total
Cost Category - Collapse	$7,500.00	$2,500.00	
Service Provider Remove	$7,500.00	$2,500.00	$10,000.00
Total	$7,500.00	$2,500.00	
		Budget Total:	$10,000.00

Please be sure to enter a match amount that **is at least 25% of the Budget Total.**

The grant amount requested here **cannot exceed 75% of the Budget Total, up to $7,500 max.**

Examples:

If your total expected costs are $10,000, the grant amount would be $7,500 and the match would be $2,500.

If your total expected costs are $5,000, the grant amount would be $3,750 and the match would be $1,250.

The budget document that is available for download in the Addenda tab can be used to calculate the values that should be entered here. Please be sure that the values entered here match the budget document that is required to be uploaded in the Addenda

The Basis of Cost is used to justify the proposed budget. Provide a brief narrative that describes how you determined your budget, and it is recommended that you utilize quotes or estimates from the service providers that you intend to work with towards the development of your plan.
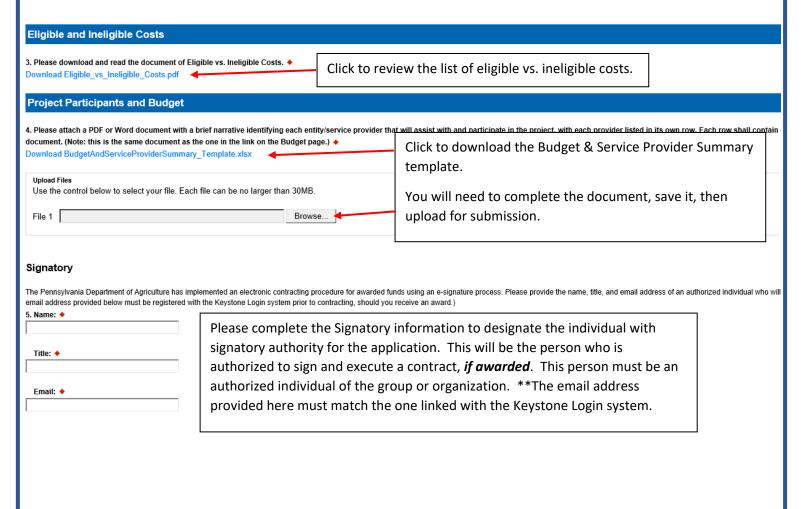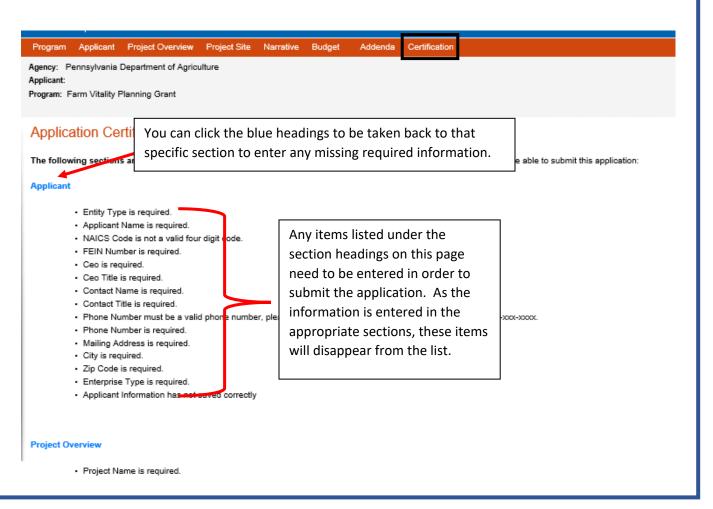
Program	Applicant	Project Overview	Project Site	Narrative	**Budget**	Addenda	Certification

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm Vitality Planning Grant

Program Budget

Please see the Help section for details on how to complete the Program Budget.

Spreadsheet	**Basis of Cost**

Basis of Cost ◆
Provide the basis for calculating the costs that are identified in the Project Budget.

- ☐ Appraisals
- ☐ Bids/Quotations
- ☑ Budget Justification
- ☐ Contractor Estimates
- ☐ Engineer Estimates
- ☐ Sales Agreements

> Enter your budget justification narrative here.

Budget Narrative ◆
The narrative must specifically address each of the cost items identified in the Budget Spreadsheet.
Character Count: 146/2000

For each of the Budget Categories used in the Budget Spreadsheet, please provide a brief description of the services, work, or equipment proposed.

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11. **Addenda.** Please complete this entire section.

Program	Applicant	Project Overview	Project Site	Narrative	Budget	**Addenda**	Certification

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm Vitality Planning Grant

Web Application #: 8375070

Program Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Program Addenda because your organization or project do not meet the requirements listed below, please try changing your program.

Project Purpose

1. Select the option that best specifies the purpose that will be achieved by the project. ◆

○ Create or obtain a business plan and management strategies to enhance the long-term economic viability of a farm

○ Create or obtain a plan for the transition of ownership and operation of a farm to new owners and operators

○ Create or obtain a plan for the transition of ownership and operation of a farm within the farmer's family

○ Create or obtain a plan to diversify an existing agricultural operation to new or different forms of agricultural production, including on-farm value-added processing and agritourism

○ Create or obtain a plan to maintain the long-term economic viability and protect the investment of public funds in preserving farms that are subject to perpetual agricultural conservation easements for agricultural production

○ Create or obtain a plan for farm expansion or seeking financing for farm growth

> Select which of the eligible project types best fits your project.

Farm Type

2. Is your farm a preserved farm (subject to a permanent agricultural conservation easement)? ◆
Yes ▾

2a. Please provide the property address of the preserved farm. ◆

2b. If your farm is a preserved farm, please provide the name of the individuals who initially preserved the farm

> Indicate if your farm is preserved **(only applies to easements through the state's farmland preservation program).**
>
> If you select "Yes" you will be asked to provide the property address and (if known) the name of the landowners who initially sold the development rights.
>
> If you select "No" you do not have to answer 2a & 2b.

11. **Adenda continued…**Please review the list of eligible & ineligible costs. Please note this is not an all inclusive list and other costs not listed here may be submitted for consideration at the discretion of the Department if they can be directly linked as necessary for the development of the business, transition and/or succession plan.

Complete & upload the provided Budget & Service Provider Summary Template. Please note this document will automatically calculate the allowable grant and match amounts based on your estimated project costs. The values in this document should match those that are entered in the Budget Tab.

*Keep in mind that projects must be completed **within two years of the effective date of the grant agreement in order to be eligible for reimbursement.**
*Expenses incurred for work starting July 1, 2020 are eligible for reimbursement, but must be outlined in the budget document.

Eligible and Ineligible Costs

3. Please download and read the document of Eligible vs. Ineligible Costs. ♦
Download Eligible_vs_Ineligible_Costs.pdf

Click to review the list of eligible vs. ineligible costs.

Project Participants and Budget

4. Please attach a PDF or Word document with a brief narrative identifying each entity/service provider that will assist with and participate in the project, with each provider listed in its own row. Each row shall contain document. (Note: this is the same document as the one in the link on the Budget page.) ♦
Download BudgetAndServiceProviderSummary_Template.xlsx

Click to download the Budget & Service Provider Summary template.

You will need to complete the document, save it, then upload for submission.

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 [   ] Browse...

Signatory

The Pennsylvania Department of Agriculture has implemented an electronic contracting procedure for awarded funds using an e-signature process. Please provide the name, title, and email address of an authorized individual who will email address provided below must be registered with the Keystone Login system prior to contracting, should you receive an award.)

5. Name: ♦
[   ]

Title: ♦
[   ]

Email: ♦
[   ]

Please complete the Signatory information to designate the individual with signatory authority for the application. This will be the person who is authorized to sign and execute a contract, *if awarded*. This person must be an authorized individual of the group or organization. **The email address provided here must match the one linked with the Keystone Login system.

12. **Certification**. The certification section is where you can view any items that need to be completed before the submitting the application. Once all required components are complete, you can submit your application for review.

| Program | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm Vitality Planning Grant

Application Certif

The following sections ar...

You can click the blue headings to be taken back to that specific section to enter any missing required information.

...e able to submit this application:

Applicant

- Entity Type is required.
- Applicant Name is required.
- NAICS Code is not a valid four digit code.
- FEIN Number is required.
- Ceo is required.
- Ceo Title is required.
- Contact Name is required.
- Contact Title is required.
- Phone Number must be a valid phone number, ple...   -xxx-xxxx.
- Phone Number is required.
- Mailing Address is required.
- City is required.
- Zip Code is required.
- Enterprise Type is required.
- Applicant Information has not saved correctly

Any items listed under the section headings on this page need to be entered in order to submit the application. As the information is entered in the appropriate sections, these items will disappear from the list.

Project Overview

- Project Name is required.

Once all required information has been entered, the applicant will need to electronically sign and can submit the application.

| Program | Applicant | Project Overview | Project Site | Narrative | Budget | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant: Jane Doe   Web Application #: 8375070
Program: Farm Vitality Planning Grant

Application Certification

All of the required sections o...

Electronic Signature Agree...

Check this box to verify the information provided is true and correct.

☐ By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

○ I am the applicant

○ I am an authorized representative of the company, organization or local government.

○ I am a "Certified" Partner representative.

Select the appropriate option.

Type Name Here:

Type your name here to electronically sign the application.

Electronic Attachment Agreement:
☐ Along with the web application, if you have been requested or need to send any documentation to Dept of Agriculture please print and send a copy of your E-Signature and mail it to Dept of Agriculture along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

Once all information is entered, click "Submit Application"