

APPENDIX 7 TO THE RISK MITIGATION PROGRAM TERMS AND CONDITIONS PLANT HEALTH SUBJECT AREA CRITERIA DOCUMENT

1. Purpose

- 1.1 The Plant Health Subject Area provides support for the development and knowledge transfer of Integrated Pest Management (IPM) controls to effectively address the risks of new/emerging and existing crop and/or bee pests under Alberta conditions.

2. Definitions

- 2.1 In this Plant Health Subject Area Criteria Document, the following terms have the following meanings:
- (a) **Applied Research and Extension Association:** means an association registered in Alberta as a society that has a focus on agriculture applied research and extension;
 - (b) **Fee for Service Provider:** means a for-profit life science company, agricultural crop input supplier or consulting Agrologist operating in Alberta;
 - (c) **Industry Organization:** means an industry board, commission, agency and any other not-for-profit organization that represents the crop and/or livestock industries in Alberta;
 - (d) **Integrated Pest Management (IPM):** means using a combination of control methods (cultural, biological, chemical and mechanical) in a program that is both economically and environmentally sound, that considers the overall management of a pest species;
 - (e) **Post-Secondary Institution:** means a university, a public college, or a technical institute, as defined in the Alberta *Post-Secondary Learning Act*;
 - (f) **Primary Agriculture Producer:** means an individual or registered corporation responsible for the day-to-day management and work for a crop and livestock operation;
 - (g) **Producer Cooperative:** means an entity incorporated under the Alberta *Cooperatives Act*;
 - (h) **Municipality:** means a municipality as defined in the Alberta Municipal Government Act with the exception of summer villages and improvement districts; and
 - (i) **Subject Area:** means the Plant Health Subject Area under the Program.

3. Eligible Applicants

- 3.1** The following entities are eligible to apply under this Subject Area:
- (a) Applied Research and Extension Associations;
 - (b) Post-Secondary Institutions;
 - (c) Fee for Service Providers;
 - (d) Industry Organizations;
 - (e) Municipalities;
 - (f) Indian Bands; and
 - (g) Metis Settlements.
- 3.2** The following entities are not eligible under this Subject Area:
- (a) Primary Agriculture Producers;
 - (b) Producer Cooperatives;
 - (c) federal and provincial research entities; and
 - (d) any other entity deemed ineligible by the Minister.

4. Eligible Activities

- 4.1** The following activities may be included in an Application under this Subject Area:
- (a) risk assessment for crop and/or bee pests in Alberta related to development of IPM controls;
 - (b) development, modification, adaptation, evaluation and verification of IPM controls for crop and/or bee pests under Alberta conditions;
 - (c) diagnostics and testing for identification of Alberta crop and/or bee pests, and/or for the verification of effectiveness related to IPM controls; and
 - (d) extension to transfer knowledge to intended beneficiaries on effective IPM control options.
- 4.2** Activities that are ineligible under this Subject Area include:
- (a) pest risk assessment not related to development of IPM controls;
 - (b) compliance related activities such as but not limited to enforcement, inspection, and spray programs;
 - (c) commercial or large scale IPM program implementation;
 - (d) non-IPM related diagnostic testing for identification of crop and/or bee pests and verification of effectiveness of control measures;
 - (e) private development, diagnostic, testing and verification activities for IPM control products;
 - (f) aquatic pest related activities;
 - (g) forest pest related activities; and
 - (h) any other activity deemed by the Minister to be ineligible.

5. Eligible Expenses

- 5.1** The following expenses may be included in an Application under this Subject Area:
- (a) incremental manpower expenses directly related to the Project (for existing personnel or new personnel hired);

- (b) supplies, materials, equipment, technology and services directly required for the Project, including:
 - (i) crop and bee inputs;
 - (ii) land or plot lease/rental of a size specifically required for the Project;
 - (iii) IPM and location mapping materials, supplies, equipment, and technology reasonable for the Project;
 - (iv) phytosanitary supplies;
 - (v) pest risk assessment expenses including related diagnostic supplies and services, i.e. taxonomy, identification;
 - (vi) testing and diagnostic supplies and services for sample collection, transportation, preparation, analysis and identification;
 - (vii) data collection and analysis supplies and services;
 - (viii) supplies and services for IPM applications (design and development); and
 - (ix) costs of contract services and professional fees directly related to the Project (must be on Project team and can be located in or outside of Alberta).
- (c) costs directly associated with extension to transfer knowledge on effective IPM control options, including:
 - i. costs associated with the development of extension products, including product design, media and e-resource development;
 - ii. cost of promoting the extension product, including printing, online or print advertising;
 - iii. costs for the extension event, including audio-visual equipment rental charges, materials and supplies, venue rental and/or costs associated to online delivery;
 - iv. advertising costs for extension events;
 - v. speaker fees for extension events; and
- (d) reasonable travel expenses for travel within Alberta directly related to the Project in accordance with the Travel Expense Policy; and
- (e) for all Applicants other than Fee for Service Provider Applicants, In-Kind Contributions up to a maximum of 25% of the total Eligible Expenses.

5.2 Expenses that are ineligible under this Subject Area include:

- (a) Goods and Services Tax (GST);
- (b) financing fees and interest charges;
- (c) legal fees;
- (d) expenses incurred by the Applicant outside of the Project Term;
- (e) costs incurred by the Applicant to prepare the Application;
- (f) costs for hosting – food, alcoholic and non-alcoholic beverages;
- (g) in-kind costs from any government employee (includes all levels of government);
- (h) expenses related to Project management;
- (i) expenses incurred in Non-Arm's Length Transactions;
- (j) costs for normal (day-to-day) operations and general office equipment, as well as overhead, salary and maintenance costs;

- (k) commercialization expenses;
- (l) costs for website hosting, domain registration, ongoing site maintenance;
- (m) Primary Agriculture Producer or Municipality ongoing costs associated with complying with assurance programs and/or regulatory requirements;
- (n) costs for individuals not on the Project team;
- (o) costs for applied research and/or extension not related to the Project;
- (p) costs for software upgrades unrelated to the Project;
- (q) costs for repair/maintenance of existing infrastructure;
- (r) costs for lease of office furniture, space and equipment;
- (s) costs associated with equipment attached to building, including but not limited to sinks, walls, doors, plumbing, framing and flooring;
- (t) land and construction costs, including but not limited to new builds or expansions for structures, structural modifications and building services;
- (u) expenses funded through any other federal, provincial or municipal government grants, programs or projects; and
- (v) any other expense deemed by the Minister to be an ineligible expense.

6. Processing of Applications

- 6.1** Applications completed to the satisfaction of the Minister will be considered for approval on a case-by-case basis, subject to Subject Area eligibility criteria, assessment criteria, and funding constraints.

7. Subject Area Assessment Criteria

- 7.1** Subject Area assessment criteria by which Applications will be assessed are:
- (a) degree to which the Proposed Project addresses an identified crop or bee pest issue or gap in Alberta;
 - (b) extent to which the Proposed Project can alleviate or mitigate crop and bee pest related risks and/or improve the management of crop and bee pest related risks in Alberta;
 - (c) level to which the Application describes relevant activities, resources, budget, and success measures needed to achieve expected risk mitigation outcomes;
 - (d) range of opportunities (multiple channels, audiences, timing and methods) identified in the Application to successfully transfer knowledge gained from the Proposed Project with intended beneficiaries/ to enable uptake and support adoption; and
 - (e) the extent to which the Application demonstrates the Applicant's capacity and readiness to execute the Proposed Project based on available financial resources, necessary experience, and skills (to manage, lead and execute the Project), and detailed Proposed Project timelines that are realistic and attainable.

8. Funding Levels

- 8.1** This Subject Area provides grants on a cost-shared basis to cover Eligible Expenses for approved Projects up to a maximum of \$750,000 per Project.
- 8.2** Eligible Expenses shall be cost-shared at 50% grant and 50% Applicant.

9. Grant Payment

- 9.1** Payments to the Applicant will be made as follows:
- (a) upon execution of the Executed Agreement, an initial payment of 25% of the maximum approved grant amount stated in the Executed Agreement; and
 - (b) the remaining 75% of the maximum approved grant amount shall be paid over the Project Term upon receipt of Status Reports and/or the Final Report, as specified in the schedule in the Executed Agreement.

After submission of the Final Report, if the sum of all previous grant payments exceeds the total Eligible Expenses claimed by the Applicant multiplied by the applicable funding level, no final payment will be made and the Applicant shall immediately pay the unused grant funds to the Provincial Crown.