

# Tennessee Agricultural Enhancement Program



# 2018 Application B

## Producer Diversification

Agritourism • Fruit and Vegetable • Honey Bee  
Horticulture • Organic • Value-Added Products

Application Period  
October 1 – 15, 2018

### Application Guide

TAEP Overview .....	2	Fruit and Vegetable .....	8	Preparing Application B .....	18
Producer Diversification Overview...	3	Honey Bee .....	10	Application B Proposal Instructions...	20
Eligibility Requirements .....	4	Horticulture.....	12	Application B Form.....	23
Program Requirements.....	5	Organic .....	14	Reference Page .....	25
Agritourism.....	6	Value-Added .....	16	TAEP Online.....	26

# TAEP Overview

The Tennessee Agricultural Enhancement Program (TAEP) was established in 2005 to provide cost share dollars to agricultural producers for the purpose of making long-term investments in Tennessee farms and communities. Participation allows producers to maximize farm profits, adapt to changing market situations, improve operation safety, increase farm efficiency, and make a positive economic impact in their communities.

The annual application period is October 1 – 15, 2018. Approval notifications are scheduled to be mailed in mid-December. Program purchases can be made starting October 1, 2018 and must be completed by the program’s final reimbursement request deadline. Participants are encouraged to make purchases and submit reimbursement requests in a timely manner to avoid processing delays at deadline time. See p. 3 for Producer Diversification Overview.

## Application Period – October 1 – 15, 2018

The 2018 application period is open for two weeks: October 1–15, 2018.

## Eligible Purchase Dates

Program purchases can be made starting October 1, 2018 and must be completed by program reimbursement request deadline.

## Approval Notification

Approval notifications are scheduled to be mailed in mid-December.

## Reimbursement Request Deadlines

The reimbursement request deadline for Producer Diversification is September 1, 2019.

2018 TAEP Application B			
Sector	Reimbursement Maximums*		Reimbursement Request Deadline
	35% Standard Producer	50% Master Producer	
Agritourism Fruit & Vegetable Honey Bee Horticulture Organic Value-Added Products	\$10,000	\$15,000	September 1, 2019
<i>* Final maximums will be determined based upon overall demand for cost share funding.</i>			

# Producer Diversification Overview

## Producer Diversification Overview

The goal of the Producer Diversification program is to encourage agricultural producers to expand or improve their working farm/existing operation through the production of diversified agricultural products. This program provides cost share opportunities for industry sectors of Agritourism, Fruit & Vegetable, Honey Bee, Horticulture, Organic, and Value-Added Products. Project categories include farm infrastructure, marketing, and specialized equipment.

## Application Proposal and Budget

The Producer Diversification program requires the applicant to submit an application form and a written proposal using the proposal questionnaire template. The proposal questionnaire template outlines the applicant's agricultural operation(s), previous TAEP history, marketing plan, proposed project(s), line-item project budget(s), and special requirement attendance – if requesting 50% cost share. Written cost estimates from each vendor/supplier are also required with the application proposal. Researching all costs associated with each proposed project is extremely important. Providing a line-item budget allows the review committee to make adjustments to the budget if there are items listed which are not approved. This allows for a partial project approval if needed. Funding allocation is based upon the final approved budget and the cost share percentage requested. Allocation amounts cannot exceed the program maximums.

**Applications are competitively evaluated by industry sector according to each individual project. Projects are identified primarily by the sector in which they are eligible.**

If approved, the applicant must pay for and complete all approved projects prior to submitting their cost share reimbursement request. Only one reimbursement payment is allowed per program.

## Application Evaluation

Applications must merit financial support, clearly state objectives, provide a sound work plan, and prove applicant expertise necessary to successfully complete project(s). Only complete applications that include sufficient information will be considered for evaluation. An onsite visit or meeting may be required as part of the evaluation process.

## Proposed activities must:

- Demonstrate significant potential for increasing farm income
- Be market driven and have a viable marketing plan
- Establish something new, not maintain on-going projects
- Meet all state and local food safety and regulatory requirements
- Produce long-term benefits for the farm

## Project Examples

Project Description	Sector
Pavilion for farm tours	Agritourism
Commercial tents, tables, chairs	Agritourism
Road sign for operation	Agritourism
Retail shelters for farm produce	Agritourism
Greenhouse for growing vegetables	Fruit & Vegetable
Irrigation for pumpkins	Fruit & Vegetable
Honey processor	Honey Bee

Project Description	Sector
Apiary expansion	Honey Bee
Greenhouse for growing nursery stock	Horticulture
Tree digger	Horticulture
Flail mower	Organic
Roller crimper	Organic
Processing equipment	Value-Added Products
Walk-in freezer for farm-fresh meats	Value-Added Products

## Standard Producer (35%) and Master Producer (50%)

Each sector allows for two cost share percentage options – 35% and 50%. All approved applicants are eligible for 35% (Standard Producer) cost share. To be eligible for 50% (Master Producer), the approved applicant must complete the special requirements for the sector in which their project is eligible. Special requirements focus on education and include conferences, courses, events, workshops, and specific certifications. Attendance is verified and the registered name must match the approved applicant to be eligible for 50% cost share.

# Eligibility Requirements

## To be eligible for TAEP cost share, applicant must:

1. Be a citizen of the United States of America or lawfully present in the United States.
2. Be a Tennessee resident operating a farm located in Tennessee.
3. Be at least 18 years old during the application period.
4. Have a working farm/existing agricultural operation in order to be competitive.
5. Have filed a Federal IRS Schedule F (Form 1040), Profit or Loss from Farming, within the last two years (2016 or 2017).

Applicant will not be required to submit a copy of their Schedule F at the time of application. However, applicant may be asked to submit a copy of their Schedule F prior to TAEP approval to verify their farming operation. If your operation does not file a Schedule F, please contact TAEP about alternate documentation to verify farming status.

## IMPORTANT

Certifications, permits, and other priority requirements as specified by program must be completed by the applicant. No substitutions allowed.

## Tennessee Department of Agriculture may:

- Accept, modify, or reject any or all requests.
- Modify program criteria, approval, and payment processes.
- Provide partial funding for specific activity components that may be less than the full amount requested.
  - Require additional information from the applicant.
  - Deny payments for projects that do not meet requirements.



**February 21-23, 2019**  
**[www.picktnconference.com](http://www.picktnconference.com)**

***Save the date...don't miss this opportunity to participate in educational sessions, tradeshow and networking with producers from across the state.***

There's no such thing as "just a farmer." A farmer is a lot of things: business executive, scientist, educator, mechanic, market analyst, publicist, conservationist and community leader. To know everything a farmer needs to succeed year to year, it would help to be a magician, too!

The Pick TN Conference gives Tennessee farmers their best opportunity to explore the latest information and access the best resources for every facet of modern farm life, all in one event. Whether you grow an orchard, flowers, a corn maze, wine grapes, acres of produce, or manage a farmers market, you can leave the Pick TN Conference with a whole new bag of tricks to make 2019 your best year ever.

# Program Requirements

## Application

1. Applications must be submitted during the application period October 1 – 15, 2018.
  - Applications may be submitted by one of the following methods:
    - Mail – Applications must have a postmark date ranging from October 1 – 15, 2018.
    - Hand delivery to TDA, Holeman Building, 424 Hogan Road, Nashville, TN 37220 between October 1 – 15, 2018 during normal business hours.
  - Applications will not be accepted if faxed or emailed.
  - Applications are ineligible if postmarked or received prior to October 1 and after October 15, 2018.
2. Application B cost share requests are evaluated on a competitive basis by industry sector.
3. Applicants may only submit one Application B per Federal IRS Schedule F, per person, per application period.
4. Applicant will be notified in writing of approval or disapproval. Approvals will be mailed mid-December.
5. Reimbursement packet supersedes all information printed in the application booklet.

## Reimbursement

1. Receipts dated prior to October 1, 2018 are not eligible.
2. Receipts for in-kind services are not eligible (trade-in value is not eligible).
3. Used equipment, used materials, and leased equipment are not eligible for cost share reimbursement.
4. Labor provided by applicant is not eligible for cost share reimbursement.
5. Applicant cannot be reimbursed for purchases from a business where applicant participates in ownership (producer cooperatives excluded).
6. Applicants cannot combine projects with other applicants and submit more than one reimbursement for the same item.
7. Reimbursement documentation must be postmarked or hand delivered by the reimbursement request deadline. Additional processing time is required for incomplete reimbursement requests and requests submitted within one month of the program deadline. It is recommended that you submit your reimbursement request as soon as your project is completed.
8. There can only be one reimbursement payment per cost share approval. Projects must be completed by reimbursement request deadline.
9. Falsifying applications, invoices, or other documents submitted to TDA may make producer and farm ineligible to participate in present and/or future TDA programs, and may result in civil litigation or criminal prosecution.

## Verification

1. Applicant must utilize equipment and structures reimbursed with cost share funds for the intended purpose of the program for a minimum of three continuous years from date of purchase.
2. Site visits relating to the performance of the activity before, during, and after completion may take place.
3. Applicants may be required to repay funds if they fail to comply with all aspects of the cost share guidelines.

# Agritourism Sector

## Who is an Agritourism Producer?

For the purposes of TAEP, an eligible Agritourism working farm offers on-the-farm experiences relating to production agriculture for a fee and is aimed at increasing profitability of the operation.

- Farm education (tours of production agriculture)
- Farm activities (pick your own, fee-fishing)
- Farm fun (corn maze, hayrides)
- Farm purchases (retail sales of farm's agricultural products)

## Agritourism Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Agritourism projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of September 1, 2019. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

1. Pick Tennessee Conference/Tennessee Agritourism Conference – must attend
  2. Sector eligible educational course – must attend (1)
- Applicant must have participated in special requirements from 2015 – 2019.
  - Visit [www.tn.gov/taep](http://www.tn.gov/taep) for:
    - Producer Diversification Special Requirements List – to view a list of eligible courses and events by sector.
    - Producer Diversification Special Requirements Calendar – to view upcoming special requirements courses and events.

## What Agritourism Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 7.

### Competitive Projects - Agritourism

- Emphasis is given to projects that focus on long-term public use considerations which increase opportunities for profitability.
- Marketing projects that are long-term in nature and enhance outreach of the farm to the public are encouraged.
- Preference will be given to projects that focus on agricultural education and production over agricultural entertainment. Examples of agricultural entertainment include weddings, concerts, bed and breakfasts, trail rides, playgrounds, etc.

# Agritourism Sector

## Eligible Agritourism Items

DVD – educational, not for resale	Public address (PA) systems – safety or educational
Hand washing stations	Restroom facilities*
Handicap accessible areas*	Retail shelters*
Hayride wagon – safety or education	Safe way areas*
Lighting – public areas	Seating
Parking areas (new) – include dimensions and # of parking spots to be created	Security camera system
• Gravel or pavement	Signs*
• Geotextile preferred for gravel	Tables
Pavilions – educational	Tents
	Website development – see ineligible

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

*\* Include dimensions and designs with project proposal.*

## Ineligible Agritourism Items – Most commonly requested

Advertising	Maintenance of – existing structures, gravel projects, equipment, items, parking lots, etc.
Alarm/security systems	Meeting expenses
Arena/Barn – livestock, storage	Merchandise
Bed & Breakfast projects	Motorized vehicles – ATV, forklift, tractor
Brochures	Motorized rides
Building – storage	Office equipment
Building – show facility	Permits
Cash register/point of sale system	Playground equipment
Computers	Printing
Concession stands/kitchens	Product development
Containers – bottles, pots, packaging	Property – purchase or debt payment
Driveways, trails, paths, roads, etc.	Renovations of existing structures
Electrical consumption	Replacing existing equipment, items etc.
Fees – membership	Salaries, wages, benefits
Fencing	Software
Flyers – promotional	Store – for resale of goods
Fuel	Trade show expenses
General inputs	Trailers – livestock
Giveaway items	Used equipment
Golf Carts	Water source creation – ponds/wells
Landscaping	Website – annual or hosting fees
Land – clearing of	
Livestock	

# Fruit and Vegetable Sector

## Who is a Fruit and Vegetable Producer?

For the purposes of TAEP, an eligible Fruit and Vegetable operation is involved in the production of produce for sale and is aimed at increasing profitability of the operation.

- Fruit and vegetable grower
- Pumpkin producers
- Viticulture – grape production only

## Fruit and Vegetable Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Fruit & Vegetable projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of September 1, 2019. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

#### Option 1: Fruit & Vegetable producers

1. Pick Tennessee Conference (previously Tennessee Horticultural Expo) – must attend
2. Sector eligible educational course – must attend (1)

- Applicant must have participated in special requirements from 2015 – 2019.
- Visit [www.tn.gov/taep](http://www.tn.gov/taep) for:
  - Producer Diversification Special Requirements List – to view a list of eligible courses and events by sector.
  - Producer Diversification Special Requirements Calendar – to view upcoming special requirements courses and events.

#### Option 2: Good Agricultural Practices (GAP)

Applicant must have GAP certification and current letter of compliance at time of reimbursement.

## What Fruit and Vegetable Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 9.

### Competitive Projects - Fruit and Vegetable

- Priority is given to projects that focus on improving or increasing production.
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.

# Fruit and Vegetable Sector

## Eligible Fruit and Vegetable Items

Apple/peach liners	High tunnel/hoop-house*	Pest control
Bladder press – viticulture	Irrigation	<ul style="list-style-type: none"> <li>• Bird control netting</li> <li>• Sprayer</li> <li>• Wildlife barriers</li> </ul>
Crusher/destemmer	<ul style="list-style-type: none"> <li>• Controller system</li> <li>• Fertigation system</li> <li>• Filter system</li> <li>• Frost protection</li> <li>• Overhead</li> <li>• Pivot</li> <li>• Pond liner</li> <li>• Pump</li> <li>• Storage tanks</li> </ul>	Plastic mulch layer/lifter
Cold storage*		Plastic pallets (food grade only)
<ul style="list-style-type: none"> <li>• Chilling units – not for AC units</li> <li>• Freezer</li> <li>• Walk-in cooler</li> </ul>		Production line equipment
Fan – greenhouse		Pruner – mechanical
Fertilizer equipment		Signs*
Field planter		Sink – produce washing
Fruit stock		Soil mixer
<ul style="list-style-type: none"> <li>• Apples</li> <li>• Blackberries</li> <li>• Blueberries</li> <li>• Grapes</li> <li>• Peaches</li> <li>• Raspberries</li> </ul>	Lighting – not for aesthetics	Spray equipment
Gravel*	<ul style="list-style-type: none"> <li>• Greenhouse*</li> <li>• Pavilion/retail shelter*</li> </ul>	Sprayer
<ul style="list-style-type: none"> <li>• Foundation</li> <li>• Propagation area</li> <li>• Geotextile</li> </ul>	Loading area/dock*	Thermostat – greenhouse
Hand washing stations for workers	Mechanical harvesters	Trellis materials – berries and vines
Harvest bins/lugs	Mulch machine	Vineyard hoe
Greenhouse*	Must pump – fruit juices only	Website development – see ineligible items
<ul style="list-style-type: none"> <li>• Hydroponic</li> <li>• Overwintering</li> <li>• Production</li> <li>• Shade system</li> </ul>	Packing facility*	Wood boiler
Heater – greenhouse	<ul style="list-style-type: none"> <li>• Structure</li> <li>• Electrical</li> <li>• Plumbing</li> <li>• Packing line/washing equipment</li> </ul>	
	Permanent restroom facilities for workers	
	<ul style="list-style-type: none"> <li>• Standalone structure from packing facility</li> <li>• Sinks/toilets</li> <li>• Electrical</li> <li>• Plumbing</li> </ul>	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEF cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

*\* Include dimensions and designs with project proposal.*

## Ineligible Fruit and Vegetable Items – Most commonly requested

Advertising	Insecticides	Software
Alcohol production equipment	Labor – applicant	Store – general
Brochures	Landscaping	Trade show expenses
Building – storage	Land – clearing of	Trailers – livestock
Chemicals	Maintenance of existing structures, equipment, items, etc.	Used equipment
Computers	Meeting expenses	Water source creation – ponds, wells
Concession stands/kitchens	Merchandise	Website – annual or hosting fees
Containers – bottles, pots, packaging	Motorized vehicles – ATV, forklift, tractor	Winemaking equipment
Drip tape	Mower	
Driveways, trails, paths, roads, etc.	Office equipment	
Electrical consumption	Permits – or certifications	
Fees – membership	Pesticides	
Fencing	Plants – liners/plugs	
Fertilizer	Product development	
Fuel	Property – purchase or debt payment	
Giveaway items	Renovations of existing structures	
Golf cart	Seeds – produce, nursery, flowers, etc.	
Hand Tools		

# Honey Bee Sector

## Who is a Honey Bee Producer?

For the purposes of TAEP, an eligible Honey Bee producer must meet the minimum requirements of beekeeping experience and number of existing colonies as outlined below in Honey Bee Applicant Requirements.

## Honey Bee Applicant Requirements

### Experience

- Minimum experience of five (5) years and current ownership of at least fifteen (15) colonies is required to participate.
- Minimum experience of five (5) years and current ownership of at least thirty (30) existing colonies is required to request cost share for construction of a TDA licensed and inspected Honey Processing Facility.
- Applicant must report experience and number of hives in application proposal to be eligible.
  - If the applicant has assisted other beekeepers and mentors in working directly with bees, he or she may count this hands-on experience toward the requirements. The applicant must list the beekeeper's name, contact information, and length of time spent assisting this beekeeper for this experience to be considered.
  - There is not a year requirement for ownership of hives but applicants must own required number of hives at time of application.

### TDA Consumer & Industry Services Division

- Apiaries must be registered with the State of Tennessee by the time of the application period (October 1 – 15, 2018). Contact TDA State Apiarist at 615-837-5342 for more information.
- If you pack or sell more than (150) gallons of honey per year, you must be licensed and inspected by the State of Tennessee as a food manufacturing facility. Contact TDA Consumer & Industry Services Division at 615-837-5153 for more information.

## Honey Bee Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Honey Bee projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of September 1, 2019. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**UT Master Beekeeper Program** – certificate must be **current** at time of reimbursement to be eligible for 50% cost share

- **Recertification is required if course was completed prior to 2015.**
- Certificate must be in the name of the applicant applying for cost share funding.
- Contact your local UT Extension Agent if you are unsure the year your master certificate was issued.
- Visit [bees.tennessee.edu](http://bees.tennessee.edu) or call 865-974-0209 for more information about this program.

## What Honey Bee Projects Qualify for TAEP?

The proposed activity must encompass quality expansion or improvement of pollination or honey production. The eligible categories are: apiary expansion, honey processing equipment, pollination services, and honey processing facility. Examples of eligible and ineligible items are provided on p. 11.

### Competitive Projects - Honey Bee

- Priority is given to projects that focus on improving or increasing production of honey, bees, or hive related products.
- Priority is given to proposals with a well-developed marketing strategy.

# Honey Bee Sector

## Eligible Honey Bee Items

### Apiary Expansion

#### Beekeeping supplies

- Queens: one per new hive – re-queening of existing hives is not eligible
- Package bees
- Nucleus colonies – honey bees & boxes

#### Hive or super equipment

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Frames

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Foundation wax

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Hive accessories

- Telescoping covers, Western, or flat covers

- Bottom boards
- Division board feeders
- Entrance feeder
- Top feeders
- Queen excluders
- Entrance reducers
- Metal frame spacers
- Metal rabbets
- Eyelets
- Frame wire
- Pollen traps

### Honey Processing Equipment

- Band heaters
- Bottling bucket kit
- Capping scratchers
- Containers – 5 or more gallons and usually stainless steel
- Drum handling truck
- Extractors – motorized recommended
- Gates for honey storage
- Honey bottling valve

- Honey dispensing tanks
- Honey filter
- Honey refractometer
- Immersion heaters
- Strainers
- Un-cappers
- Uncapping knives
- Wax melters

### Pollination Services

All items and equipment listed in above sections are also eligible under the pollination services. Trailers – size cannot be larger than needed for the number of colonies.

### Honey Processing Facility\*

Building materials to construct a licensed facility. Labor is only eligible for infrastructure projects. In order to be eligible for cost share reimbursement, labor must be quoted and performed by a contractor.

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

*\* Include dimensions and designs with project proposal.*

## Ineligible Honey Bee Items – Most commonly requested

Bee brush	Frame fixers	Queen paint markers
Bee escapes	Frame holders	Replacement of equipment/bees/existing items or structures
Bee go – product for moving bees out of supers	Frames for resale	Ross rounds
Bee hats	Frame spacing tool	Section scraping tools
Beekeeping gloves	Fume boards	Small hive beetle traps
Bees for resale	Grafting tools	Smokers
Beetle boards	Hive tools	Smoker bellows
Brood builder	Honey containers	Smoker materials
Comb cutters	Jars and caps	Sting kill swabs
Corn syrup	Labels	Sugar
Coveralls	Mailing cages	Swarm traps
Diagnostic kits	Maxant hive tools	Sweat bands
Electric embedder	Medications	Used equipment
Equipment for resale	Packaging	Used materials
Frame/form board	Plastic queen cell cups	Veils
Frame cleaner	Observation hives	
Frame grip(s)	Queen cell protectors	
	Queen clipping scissors	

# Horticulture Sector

## Who is a Horticulture Producer?

For the purposes of TAEP, an eligible Horticulture operation is involved in the production of tree/plant stock for sale and is aimed at increasing profitability of the operation.

- Tree farms
- Nurseries
- Plant farms

## Horticulture Applicant Requirements

### Experience

- The applicant's business must produce the majority of their plants from seed or cutting to finished product.
  - Businesses who make the majority of their gross sales from plants purchased for resale are not eligible.

### TDA Consumer & Industry Services Division

- Producers must meet all state and local regulatory requirements at time of application submission (October 1 – 15, 2018).
- Applicants producing nursery stock, greenhouse plants, turf grass, etc. must be licensed by the State of Tennessee.
  - Contact the TDA Consumer and Industry Services Division at 615-837-5137 for more information on required permits.

## Horticulture Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Horticulture projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of September 1, 2019. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**UT Master Nursery Producer Program (TMNP)** – certificate must be **current** at time of reimbursement to be eligible for 50% cost share

- **Recertification is required if course was completed prior to 2015.**
- Certificate must be in the name of the applicant applying for cost share funding.
- Contact your local UT TMNP Coordinator's office at 865-974-7152 if you are unsure the year your master certificate was issued.
- Visit [www.tnmasternursery.com](http://www.tnmasternursery.com) for more information about this program.

## What Horticulture Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 13.

### Competitive Projects - Horticulture

- Priority is given to projects that focus on improving or increasing production.
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.

# Horticulture Sector

## Eligible Horticulture Items

Aeration system – flowers	Heater – greenhouse	Rolling carts
Cold frames*	High tunnel/hoop house*	Sod harvester
Cold storage*	Irrigation	Soil mixer
• Walk in cooler	• Controller system	Spray equipment
• Components	• Drip	Sprayer
Container production area*	• Filter system	Thermal tag printer – horticulture only
Drying house – flowers*	• Overhead	Thermostat – greenhouse
Fan – greenhouse	• Pivot	Tree baler – standing
Fertilizer equipment	• Pond liner	Tree claw
Field planter	• Pump	Tree lifter/shaker
Gravel – geotextile preferred	Lighting – not for aesthetics	Tree hauling wagons
• Foundation*	• Greenhouse*	Tree spade
• Propagation area*	Loading area/dock*	Tree transplanter
• Container production	Packing facility*	Tree trimmer
Greenhouse *	Packing line equipment	Water level control
• Covering	Potting building*	Water storage tanks
• Overwintering	Potting wagon	Website development – see ineligible
• Shade system	Propagation building*	Wood boiler
• Structure	Propagation mats	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

*\* Include dimensions and designs with project proposal.*

## Ineligible Horticulture Items – Most commonly requested

Advertising	Land – clearing of	Store – general
Brochures	Livestock	Trade show display and expenses
Building – storage	Maintenance of existing structures, equipment, items, etc.	Trailers – livestock
Catalogs	Meeting expenses	Used equipment
Chemicals	Merchandise	Water source creation – ponds/wells
Computers	Motorized vehicles – ATV, forklift, tractor	Website – annual, domain, or hosting fees
Containers – bottles, pots, packaging	Mower	
Driveways, trails, paths, roads, etc.	Office equipment	
Electrical consumption	Permits	
Fees – membership	Pesticides	
Fencing	Plants – liners/plugs	
Fertilizer	Product development	
Fuel	Property – purchase or debt payment	
Giveaway items	Renovations – of existing structures	
Golf cart	Seeds – produce, nursery, flowers, etc.	
Insecticides	Software	
Labor – applicant	Solar power equipment	
Landscaping		

# Organic Sector

## Who is an Organic Producer?

For the purposes of TAEP, an eligible organic operation is involved in the production and sale of certified USDA Organic products (fruits, vegetables, and meats) and is aimed at increasing profitability of the operation. Applicant must be certified USDA Organic or working towards certification to qualify. Certification must be current at the time of reimbursement request.

- Organic fruit producer
- Organic viticulture producer
- Organic vegetable producer
- Organic farm fresh meat producer

## Organic Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Organic projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of September 1, 2019. The registered name for the certificate/letter must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**USDA Organic Certification** – applicant must be certified USDA Organic (certificate and current letter of compliance) at time of reimbursement to be eligible for 50% cost share.

- See p. 25 for organic certification agencies contacts near Tennessee.

## What Organic Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 15.

### Competitive Projects – Organic

- Priority is given to projects that focus on improving or increasing production.
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.

TAEP staff will coordinate with UT Extension and USDA to verify organic compliance. Applicants need to send a copy of their USDA Organic certificate and most current letter of compliance for TAEP records.

# Organic Sector

## Eligible Organic Items

Fan – greenhouse	Heater – greenhouse	Production line equipment
Fertilizer equipment	High tunnel/hoop house*	Roller crimper
Field planter	Irrigation	Signs*
Flail mower	• Controller system	Sink – produce washing
Fruit stock	• Drip	Soil mixer
• Apples	• Filter system	Spader
• Blackberries	• Overhead	Spray equipment
• Blueberries	• Pivot	Sprayer
• Peaches	• Pump	Thermostat – greenhouse
• Grapes	• Water level control	Trellis materials
• Raspberries	• Water storage tanks	Walk in cooler*
Gravel – geotextile preferred	Lighting – not for aesthetics	Website development – see ineligible
• Foundation	• Greenhouse	Wood boiler
• Propagation area	Loading area/dock*	
Greenhouse*	Mulch machine	
• Structure	Mulch layer/lifter	
• Hydroponic	Packing facility*	
• Overwintering	Packing line equipment	
• Shade system	Pond liner – irrigation system	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

*\* Include dimensions and designs with project proposal.*

## Ineligible Organic Items – Most commonly requested

Advertising	Giveaway items	Pesticides
Alcohol production equipment	Golf cart	Plants – liners/plugs
Brochures	Insecticides	Product development
Building – storage	Labor – applicant	Property – purchase or debt payment
Certifications through TDA	Landscaping	Renovations – of existing structures
Chemicals	Land – clearing of	Seeds – produce, nursery, flowers, etc.
Computers	Livestock	Software
Containers – bottles, pots, packaging	Maintenance of existing structures, equipment, items, etc.	Store – general
Drip tape	Meeting expenses	Trade show expenses
Driveways, trails, paths, roads, etc.	Merchandise	Trailers – livestock
Electrical consumption	Motorized vehicles – ATV, forklift, tractor	Used equipment
Fees – membership	Mower	Water source creation – ponds/wells
Fencing	Office equipment	Website – annual, domain, or hosting fees
Fertilizer	Permits	
Fuel		



# Value-Added Products Sector

## Who is a Value-Added Products Producer?

For the purposes of TAEP, an eligible Value-Added business produces products for sale that use raw foods or fibers produced by their agricultural operation. Applicants must use agricultural products that have been grown on their farm as primary source of the value-added product. Businesses within the sector include a variety of products such as:

- Cheese
- Clothing
- Crafts
- Farm fresh meats
- Ice cream
- Jams
- Jellies
- Relishes
- Salsa
- Other

## TDA Consumer & Industry Services Division Requirements

- Applicants producing processed foods, meats, dairy, and related products must be licensed and inspected by the State of Tennessee as a food manufacturing facility if applicable.
- Contact the TDA Consumer and Industry Services Division at 615-837-5177 for more information on state regulations.

## Value-Added Products Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$10,000 Maximum

All approved applicants with Value-Added Products projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$15,000 Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of September 1, 2019. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Value-Added Educational Courses** – applicant must attend (2) eligible special requirements courses

- Applicant must have participated in special requirements from 2015 – 2019.
- Visit [www.tn.gov/taep](http://www.tn.gov/taep) for:
  - Producer Diversification Special Requirements List – to view a list of eligible courses and events by sector
  - Producer Diversification Special Requirements Calendar – to view upcoming special requirements courses and events

## What Value-Added Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 17.

### Competitive Projects – Value-Added Products

- Priority is given to projects that focus on improving or increasing production.
- Producers that are producing 100% of the raw food or fiber product(s) to be used in their value-added enterprise are given priority over off-farm sourcing of raw product.
- Marketing projects are allowed but are not considered as competitive as those involving production.

# Value-Added Products Sector

## Eligible Value-Added Items

Cold storage*	Loading dock*	Refrigerators
E-Commerce development	Packaging equipment	Refrigerated trailers (trailer only)
Freezers*	Pasteurizers	Retail shelter*
• Walk-in	Processing areas*	Website development – see ineligible
• Chest	Processing equipment	
Hand washing areas* – for food safety	Range/stove	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.

*\* Include dimensions and designs with project proposal.*

## Ineligible Value-Added Items – most commonly requested

Advertising	Items for resale	Software
Alcohol production equipment	Labels	Store – general
Brochures	Labor – applicant	Trailers – livestock
Building – storage	Landscaping	Used equipment
Chemicals	Land – clearing of	Water source creation – ponds/wells
Computers	Livestock	Website – annual, domain, or hosting fees
Containers – bottles, pots, packaging	Maintenance of existing structures, equipment, items, etc.	
Driveways, trails, paths, roads, etc.	Merchandise	
Electrical consumption	Motorized vehicles – ATV, forklift, tractor	
Fees – membership	Office equipment	
Fencing	Permits	
Fertilizer	Product development	
Fuel	Property – purchase or debt payment	
Giveaway items	Renovations – of existing structures	
Golf cart	Rent	
Ingredients		

# Preparing Application B

## Things to Consider Before Applying

### Know what to expect

Read the Producer Diversification Overview (p. 3) which highlights the key aspects of the program.

### Determine if you are eligible to apply

Basic eligibility requirements and rules are featured on pp. 4 & 5. Review criteria for each sector. Each sector has a definition of who qualifies as a producer and sector specific applicant requirements.

### Determine if there is opportunity within this cost share program for your operation

One key element of this program is that it allows the producer to customize their project(s) according to the needs of their operation. Think about what improvement or expansions are needed to assist in increasing your farm income. Determine if this project is eligible for cost share within the program guidelines.

If the project is eligible, research the cost of the project and decide if your operation can afford to do this project. Your project may be eligible for cost share if approved, but the financial liability of completing the project is your responsibility. Approved projects must be completed prior to requesting reimbursement. **Cost share funding is not provided prior to project completion.**

The program timeline is another factor to consider. You will apply for cost share during the application period (October 1 – 15, 2018). Approval notifications will be announced in December. If you plan to complete the project regardless of whether it is approved for cost share, the earliest you may start your project is October 1, 2018. Invoices dated **prior** to October 1, 2018 are not eligible per TAEP Reimbursement Rule 1.

The reimbursement request deadline is September 1, 2019. Your approved project(s) must be fully completed and reimbursement materials submitted by this date (postmark or hand delivered) to be considered for cost share funding. **It is recommended you submit your reimbursement request as soon as your project is complete.** It is not necessary to wait until the reimbursement request deadline. Processing payments can take longer at deadline time due to the high volume of requests received.

### Make the most of application tools to maximize your chances of approval

This program is competitive by industry sector. Each application will be reviewed by a committee and compared to other proposals within each sector. Your ability to describe your operation and justify how your project(s) will benefit your operation is important to increasing your chances of approval.

**It is recommended to request the proposal questionnaire template** (see p. 19 – required materials). This template provides the format and questionnaire required for your proposal. The proposal instructions (pp. 20 – 22) give key points to address within each question. Remember that the proposal is your opportunity to share who you are, what you do, and how your operation will benefit from cost share assistance.

Provide a comprehensive, yet concise, answer on each section of the questionnaire. Research all project costs and provide cost sources along with cost estimates. **Incomplete information is the number one reason for not receiving cost share funds.** Ask someone to review your application materials for completeness. Please note that TDA staff cannot review proposals prior to submission.

Communication is the key to success. Please contact TAEP directly if you have any questions or concerns. The reference list on p. 25 provides additional resources.

# Preparing Application B

## Required Application Materials

### 1. Application B Form (pp. 23 – 24)

- Complete all sections of the form, date, and sign
- Special requirements for 50% cost share must be in the name of the individual applying for cost share

### 2. Proposal (pp. 20 – 22)

- Download a copy of the application proposal template online at [www.tn.gov/taep](http://www.tn.gov/taep) (go to Producer Diversification under Producer Programs). A copy may also be requested by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov).

This template provides the required format for preparing your written proposal. It outlines your agricultural operation(s), previous TAEP history, marketing plan, proposed project(s), line-item project budget(s), and participation in special requirements – if requesting 50% cost share.

### 3. Project cost quotes

- Research all costs associated with each project
- Secure cost quotes for each project request
- Outline project costs in a line-item budget format

Providing a line-item budget allows the review committee to make adjustments to the budget if there are items listed which are not approved. This allows for a partial project approval – if needed. Funding allocation is based upon the final approved budget and the cost share percentage requested. Allocation amounts cannot exceed the program maximums.

### 4. Other support materials – if applicable

- Designs – required for infrastructure projects; include dimensions
- Pictures – “before” pictures are helpful to illustrate why improvement is needed

## How to Submit

Make a copy of your application materials for your records and submit the original by hand delivery or mail. Please consider using a traceable method of delivery if mailing your application. For example, USPS Certified Mail with Return Receipt method will provide the sender with evidence of delivery (to whom the mail was delivered and date of delivery).

### Hand Delivery

Applications may be hand delivered to the TAEP office, which is located in the Holeman Building at the Ellington Agricultural Center. The physical address is: 424 Hogan Rd., Nashville, TN 37220.

### Mailing Address

TN Dept of Agriculture  
Attn: TAEP 2018 - B  
P.O. Box 40627  
Nashville, TN 37204

# Application B - Proposal Instructions

- It is strongly recommended to submit your proposal and budget in the format outline presented below.
- Download a copy of the application proposal online at [www.tn.gov/taep](http://www.tn.gov/taep) (go to Producer Diversification under Producer Programs). A copy may also be requested by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov).

## 2018 Producer Diversification Proposal Questionnaire

### 1) Describe your agricultural operation

- Farm/business name
- Give a brief description of your operation, the services/products it provides and how it impacts your income.
- Briefly describe the goals you have for this operation – short-term (3 yrs) and long-term (5 yrs).

*Include formal business plan if available.*

- Industry sector(s)
- History
  - Describe when and how your operation began
  - Include years of experience in various industry sectors, especially the sector you are applying for cost share
  - Explain any expansions and/or downsizing – past, present, future

- Staff – include paid full, part-time, and seasonal

*Describe staff involvement – special skills, knowledge, and experience within the operation.*

- Current facilities of your operation – e.g. existing structures, parking, restrooms, flooring, lighting, climate control, handicap accessibility, permanent signage, etc.
- Agriculture production on the farm
  - Number of acres and types of products produced
  - Type and number of livestock

*Honey production – include number of hives, years of beekeeping experience, and total pounds of honey production each year from producing colonies*

- Sales income from this operation for the past three years (2015, 2016, 2017)
  - Primary sector income
  - Income generated from production agriculture crops and/or livestock raised on your farm
  - Income generated from other farm products, services, and events

### 2) Indicate if you have applied for TAEP cost share previously using the format below

TAEP History				
Year Applied	Program	Project Description	Approval Status	\$ Allocated
2017	Producer Diversification	(2) Hoop houses	Approved	\$8,000
2014	Livestock Equipment	Handling equipment	Approved	\$3,500
2011	Producer Diversification	Irrigation	Approved	\$3,400
2007	Genetics	Bull	Approved	\$700

# Application B - Proposal Instructions

## 3) Describe your proposed cost share project(s)

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- a. List each proposed project in detail.

*Include what the proposed project is and what products or services will be provided using that project.*

- b. Explain how each project (separately) will improve or expand your operation.

*Explanation must provide adequate detail as to how the project will increase your operation's ability to generate income.*

- c. List the projected increase in annual income generated for the next three years (2019, 2020, 2021) as a result of each project.

*The projected increase is the amount you expect income to increase as a result of that project specifically. Do not list the projected total income from your entire operation.*

- d. Is this projected income feasible enough to justify the total project cost? Please explain.

- e. Indicate whether you had any help in planning this project from your county extension agent, industry expert, specialized group, or association etc.

- f. In a month to month timeline, outline "realistic" steps required for completing your project(s) by the program deadline September 1, 2019.

*e.g. March – purchase greenhouse materials; April – materials delivered; May – concrete slab poured then construct greenhouse; July – complete project*

## 4) Summarize your marketing plan for your operation.

---

- a) Specify how you promote your operation.

*Elaborate on specific activities you utilize in your promotions. (e.g. auctions/organized sales, brochures, websites, radio, television, flyers, banners, e-commerce, print media, social media, etc.)*

- b) Explain how and where your products are currently being sold or will be sold.

*List different outlets where your products are sold (wholesale, retail farm stand, farmers markets, etc.)*

- c) Describe your competitive advantage over similar operations and what sets your product/service apart from other local or regional competitors.

*This is an important business concept. Explain why customers buy your product(s)/service(s). (e.g. price, convenience, product differentiation, etc.)*

# Application B - Proposal Instructions

## 5) Provide a detailed, line-item budget, along with cost quotes, for each proposed project using the format presented below.

Any purchase made prior to October 1, 2018 is not eligible for cost share. Used equipment, used materials, and leased equipment are not eligible.

- Research all costs associated with each project.
- List each item and its cost on a separate line. Provide the source of the cost quote with complete contact information and written cost estimate for all materials needed for each project.
- All projects will be required to provide cost quotes/estimates. Labor must be separated from material cost.
- Labor is only eligible for infrastructure projects. Labor must be quoted and performed by a contractor to be eligible. Labor is not eligible for reimbursement if performed by the applicant.
- Attach legible written cost estimates from each vendor/supplier. Estimates must include complete contact information (name, address, phone number, and business logo/name).
- The total amount of cost share requested cannot exceed the maximum of \$10,000 (35%) or \$15,000 (50%).
- Present your line-item budget using example formats below.

Proposed Budget						
Project Sector	Item Description	Source of Cost Quote	QTY	Total Cost	%	Amount Requested
Fruit & Vegetable	Peach tree liners	The Peach Seed Co.	300	\$9,000	50%	\$4,500
Value-Added Products	Fruit press	Jacto, Inc.	1	\$2,500	35%	\$875
TOTALS				\$11,500		\$5,375

## 6) If you are requesting 50% cost share, indicate what special requirements you have met or plan to meet before reimbursement request deadline (September 1, 2019).

Refer to individual sector pages to determine what special requirements must be completed for 50% cost share eligibility. Present your special requirements using this table format.

Special Requirements - 50%			
Project Sector	Course/Event Title	Date	Location
Fruit & Vegetable	CPA - Food for Profit	April 10, 2015	Murfreesboro
Fruit & Vegetable	Pick TN Conference	Plan to attend February 2019	Franklin

Important! This form will be scanned. Please complete in CAPITAL LETTERS using a black or dark blue ink pen. Do not use a felt tip pen, pencil or marker. Leave boxes blank to indicate spaces. Please do not write outside the boxes.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0

# 2018 TAEP Cost Share - Application B

## Producer Diversification

Official Use Only

### 1. APPLICANT INFORMATION

Last Name:

First Name:

Middle Name:

Title:  MR  MRS  MS  MISS Suffix:  JR  SR  II  III  IV

Social Security Number - Last four digits only:    -   -

*This is for identification purposes ONLY. Applicant will provide taxpayer information at time of reimbursement.*

Mailing Address:

City:  ZIP:

Home Address - same as mailing address (PO BOX not allowed)

Home Address:

City:  ZIP:

Home Phone:  -  -  Cell Phone:  -  -

Email:

Farm County:

### 2. FEDERAL IRS SCHEDULE F: I certify that I have filed a Federal IRS Schedule F in one of the following years.

Please check year(s) filed:  2016  2017  No

### 3. TAEP PRODUCER NUMBER (TPN):

*This number replaces the previously required premises account number and ID. The TPN is exclusive to an individual and cannot be transferred. If you have applied for TAEP within the past three years, your TPN will be mailed to you in September. Please include your TPN on this form. **New TAEP applicants will not have a TPN until applications are processed.***

### 4. INDUSTRY SECTOR:

Indicate sector(s) that apply to your cost share projects.

Agritourism  Fruit & Vegetable  Honey Bee  Horticulture  Organic  Value-Added Products

### 5. COST SHARE REQUEST AMOUNT:

Requested amount cannot exceed program maximums.

\$   ,

## 6. APPLICANT AGREEMENT

- I certify that I am a citizen of the United States of America or lawfully present in the United States.
- I certify that I am a resident of Tennessee and that I am at least 18 years old during application period.
- I certify that I have filed a Federal IRS Schedule F (Form 1040) within the last two years (2016 or 2017).
- I understand that only one Application B is allowed per Federal IRS Schedule F, per person, per application period.
- I understand that it is my responsibility to ensure that my project is eligible and meets all TAEP criteria.
- I certify that all the information on this application is complete, true and factual to the best of my knowledge and belief.
- I understand that providing any false, fraudulent or misleading information may result in penalties and/or make my operation ineligible to participate in present and/or future Tennessee Department of Agriculture programs.
- I have reviewed and understand all of the guidelines listed in this application booklet.

Print Name:

Date:

 /  / 

Signature:

## 7. APPLICATION B CHECKLIST

Prepare your application materials in the following order and submit together:

- Application B Form – required
- Proposal – required
- Project cost quotes – required
- Project dimensions, designs, and/or photos – if applicable

## 8. HOW TO SUBMIT APPLICATION B

- Application must be postmarked or hand delivered October 1 – 15 , 2018
- FAXES AND EMAILS ARE NOT ACCEPTED
- It is recommended to make a copy and mail the original using a traceable method of delivery
- Applicant will be notified in writing of approval or denial of application.

**Mail to:**

**TN Dept. of Agriculture  
Attn: TAEP FY2018 - B  
P.O. Box 40627  
Nashville, TN 37204**

# References

TAEP Producer Diversification .....	615-837-5348
TDA Agritourism Marketing Consultant .....	615-837-5348
TDA Consumer and Industry Services Division .....	615-837-5193
TDA Fruit and Vegetable Marketing Consultant .....	615-837-5160
TDA Horticulture Marketing Consultant .....	615-837-5348
TDA Organic Marketing Consultant .....	615-837-5163
TDA State Apiarist .....	615-837-5342
TDA Value – Added Meats Marketing Consultant .....	615-837-5309
TDA Value – Added Products Marketing Consultant .....	615-837-5160
UT Master Beekeeper Program .....	865-974-0209 <a href="http://bees.tennessee.edu/beemaster.htm">bees.tennessee.edu/beemaster.htm</a>
UT Center for Profitable Agriculture (CPA) .....	931-486-2777 <a href="http://cpa.utk.edu">cpa.utk.edu</a>
UT/TSU Extension .....	865-974-7114 <a href="http://utextension.tennessee.edu">utextension.tennessee.edu</a> or <a href="http://www.tnstate.edu/extension">www.tnstate.edu/extension</a> for your local UT/TSU Extension Office
UT Mastery Nursery Producer Program (TMNP).....	865-974-7152 <a href="http://www.tnmasternursery.com">www.tnmasternursery.com</a>
UT Organics .....	865-974-7324 <a href="http://organics.tennessee.edu">organics.tennessee.edu</a>
Good Agricultural Practices (GAP) Certification .....	865-974-7274
<b>Organic Certification Agencies near Tennessee:</b>	
Quality Certification Services (QCS) .....	352-377-0133 <a href="http://www.qcsinfo.org">www.qcsinfo.org</a>
Georgia Crop Improvement Association (GCIA).....	706-542-2351 <a href="http://www.georgiacrop.com">www.georgiacrop.com</a>
USDA National Organic Program (NOP).....	202-720-3252 <a href="http://www.ams.usda.gov/NOP">www.ams.usda.gov/NOP</a>
Tennessee Small Business Development Center.....	877-898-3900 <a href="http://www.tsbdc.org">www.tsbdc.org</a>

# TAEP Online

TAEP Online is an account management system that allows TAEP participants to view information about their account online. Participants can view their history and see current status of application and reimbursements.

## Past TAEP Participant?

In order to initially access your TAEP Online account, you will need the following:

- Email address – correspondence will be sent to this address.
- TAEP Producer# (TPN) – this number replaces the previously required premises account number and premises ID. If you have applied for TAEP within the past three years, your TPN will be mailed to you in September. Please include your TPN on the application form and any other TAEP correspondence. *New TAEP applicants will not have a TPN until applications are processed.*
- TAEP ID# – this number is only applicable to existing TAEP participants. If this is your first year to apply for TAEP funding, you will not have a TAEP ID# until your first application is processed. If you are an existing producer and do not know your TAEP ID#, you may e-mail [taep.online@tn.gov](mailto:taep.online@tn.gov) to request your number. Please include your name, address, and the last four digits of your social security number in your correspondence. Please note that this number must be mailed to you. *The last day to request a TAEP ID# for the 2018 application period is September 24, 2018.*

Complete step-by-step instructions for setting up initial access to your TAEP Online account are available on the TAEP website. Visit [www.tn.gov/taep](http://www.tn.gov/taep) and click on “TAEP Online account” and then “How to setup your TAEP Online Account.”

## Already have a TAEP Online Account?

Go to [www.tn.gov/taep](http://www.tn.gov/taep) and click on “TAEP Online.” If you forgot your password or need to reset your account, click on “How to setup your TAEP Online account” for useful tips.

## New to TAEP?

If you have not participated in TAEP previously, you will not be able to setup an online account at this time.

## Important – Applying online only available for TAEP Application A Programs

Producer Diversification applicants will not be able to submit their applications online. See p. 19 for ways to submit Application B.

# Additional TAEP Programs

The following cost share programs are also offered by TAEP.

- Genetics
- Grain Storage
- Hay Storage
- Livestock Equipment
- Livestock Solutions
- Livestock Working Facility Cover
- Poultry Grower
- Licensed Livestock Market Equipment
- Veterinarian Equipment

Please contact [taep.online@tn.gov](mailto:taep.online@tn.gov) for additional information.

## **Nondiscrimination**

The Tennessee Department of Agriculture prohibits discrimination against persons based on their race, color, national origin, sex, age or disability. Any person alleging discrimination based on a prohibited basis has a right to file a complaint within 180 days of the alleged discrimination with the Tennessee Department of Agriculture and/or the Tennessee Human Rights Commission. For more information contact Human Resources at 615-837-5116 or the Title VI Coordinator at 615-837-5280.

## **Public Disclosure**

Under Tennessee's Public Records law, information provided to the state becomes public record and is open to public inspection unless otherwise protected by state or federal law.

A public record is defined as all documents or materials, regardless of physical form or characteristics made or received in connection with the transaction of official business by any governmental agency. Please be aware that information collected by the Tennessee Department of Agriculture could be made available to the public upon request by any citizen of the state. Requests for public records will be examined for compliance with public record laws.

# TAEP Contact Information

livestock.genetics@tn.gov  
livestock.equipment@tn.gov  
workingfacility.cover@tn.gov  
grain.storage@tn.gov  
hay.storage@tn.gov  
livestock.solutions@tn.gov  
poultry.grower@tn.gov  
producer.diversification@tn.gov  
taep.online@tn.gov

**Tennessee Agricultural Enhancement Program**  
Tennessee Department of Agriculture  
Ellington Agricultural Center  
P.O. Box 40627  
Nashville, TN 37204

## Information Line

# 1.800.342.8206



Physical Address:  
Ellington Agricultural Center  
Holeman Building  
424 Hogan Road  
Nashville, TN 37220



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