DELAWARE DEPARTMENT OF
AGRICULTURE

2019
Specialty Crop Block Grant Program – Farm Bill

REQUEST FOR PROPOSALS (RFP)

Grant Proposals Due Date
April 22, 2019

Specialty Crop Block Grant Program – Farm Bill
Request for Proposal

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Timeline

March 19, 2019	Release of Request for Proposals
April 3, 2019 5:00pm	Grant workshop held at DDA
April 22, 2019 no later than 4:30pm	Grant proposals due to DDA
May 7, 2019	Evaluation Team to select proposals to be included in Delaware's State Plan
May 24, 2019	State Plan submitted to AMS/USDA
September 30, 2019	Anticipated AMS/USDA approval
October 15, 2019	Grant agreements completed
November 15, 2019	Anticipated Project start date
July 31, 2022	All projects conclude

Program Description

The Delaware Department of Agriculture (DDA) is pleased to announce a competitive solicitation process to award 2019 Specialty Crop Block Grant Program (SCBGP) funds for projects that solely enhance the competitiveness of Delaware's specialty crop industry. Projects should benefit the specialty crop industry as a whole and be able to provide a positive impact with measurable outcomes.

Specialty crops are defined by USDA as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture). Please see Attachment C for a comprehensive list of eligible specialty crops and ineligible commodities under the SCBGP.

The USDA is the funding entity and has the final approval of projects submitted to the AMS/USDA for the SCBGP. Prior to the AMS/USDA's approval the Delaware Department of Agriculture and an Evaluation Committee of industry representatives will make the initial review and suggest recommendations to the AMS/USDA and the AMS/USDA will make the final award decision.

Applications for grant funds should describe how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners.

Applicants must be a legal entity and have the legal capacity to contract.

Eligibility

This invitation for proposals has been developed to provide all interested parties an opportunity to apply for Specialty Crop Block Grant Program funds. Individual producers, producer groups, organizations, and associations, as well as state and local organizations, academia and other specialty crops stakeholders are eligible to apply either as single entities or in combined efforts. Proposals submitted by individual producers must demonstrate that the potential impact of the project will accrue to a broader group of similar producers, region or industry segment.

Applicants may submit more than one proposal. If more than one proposal is submitted, please prioritize the submissions.

According to USDA guidelines, grant funds cannot be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual because these projects do not enhance the specialty crop industry's competitiveness. Projects are required to impact and produce measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution or individual.

Applicants must also be able to administer funds according to federal requirements. Visit the USDA website at http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5075989 for requirements.

In order to be eligible to participate, applicants must reside or their business or educational affiliation must be in Delaware. Those applicants that are non-profit or for-profit, if awarded a grant, will be required to provide verification of their status.

Funding

The Specialty Crop Block Grant Program funds are authorized under the Specialty Crop Competitiveness Act, amended by the Agricultural Act of 2014. All projects are subject to the availability of federal funds.

Delaware Department of Agriculture's portion of the USDA's Specialty Crop Block Grant Program is approximately $359,000.00 and will be distributed through a competitive review process. Competitive grants will be awarded for projects between $5,000 and $50,000.
Delaware Department of Agriculture reserves the right to offer an award amount less than the amount requested.

Matching funds are not required; however, we consider the levels and sources of matching funds to be key criteria for evaluating proposals. We want to make the best use of available resources and will give preference to proposals that demonstrate applicant commitment to the project in terms of cash contribution and that maximize the leveraging of funds.

Projects must be completed by July 31, 2022. No extensions will be permitted. Projects can not begin until the AMS/USDA has made their official award announcement and a contract

between the Delaware Department of Agriculture and sub-grantees has been signed and a Purchase Order has been set up.

Indirect Costs: Indirect costs are not allowed.

DUNS Number -All grantees are required to have a DUNS numbers (Data Universal Numbering System) which is a system developed and regulated by Dun & Bradstreet that assigns a unique numeric identifier to a single business entity. DUNS Number assignment is free for all business required registering with the US Federal Government for contracts or grants. This number may be obtained online at http://www.grants.gov/applicants/request_duns_number.jsp or over the phone at 866-705-5711.

SAM - All Applicants must also register with the federal System for Award Management (www.sam.gov) and provide updates as needed. Registering allows you to do business with the Federal government and ensures that federal funds are not paid to organizations that have been suspended or disbarred.

Debarment, Suspension, Criminal or Civil Convictions - The Recipient and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; have not been convicted or indicted under criminal or civil statutes or had one or more public transactions terminated for cause or default within the past three years; will provide immediate written notice to the CDFA Grant Specialist if at any time it learns that this certification was erroneous when made or has become erroneous by reason of changed circumstances; and will require recipients of lower-tier covered transactions under this grant award to similarly certify (Executive Order 12549, as implemented by 7 CFR Part 3017, Section 3017.510, Participants' responsibilities).

You are required to disclose if any of the following conditions apply to Sub-recipient or principals, including all key grant management personnel:

Within the 3-year period preceding the application, the Applicant or its principals have been convicted of, or had a civil judgment rendered against them, for:

- fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;

- violation of a Federal or State antitrust statute; o embezzlement, theft, forgery, bribery, falsification, or destruction of records; or

- false statements or receipt of stolen property.

The Applicant or its principals are presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above.

Within a 3-year period preceding the application, the Applicant or its principals had any public transaction (Federal, State, or local) terminated for cause or default.

A variety of "lower-tier" covered transactions are also subject to these requirements. Contracts (including individual consultants) under grants (where the contract requires the provision of goods or services that will equal or exceed $25,000) and all sub-awards also are subject to these suspension and debarment rules. Sub-recipient is required to comply with the requirements of Subpart C of 2 CFR part 4 180 that provides Sub-recipient's responsibilities when entering into a lower-tier transaction as described above.

Delinquency on Federal Debt - Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a Federal grant. Applicants are required to inform the Delaware Department of Agriculture if they are delinquent on any Federal debt. If an applicant discloses a delinquency, the Delaware Department of Agriculture may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a SCBGP grant until the judgment is paid in full or is otherwise satisfied. No funds may be re-budgeted following an award to pay such an individual. The Delaware Department of Agriculture will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

Past Performance - An applicant may be removed from competition in the screening stage if they previously received funding from the Delaware Department of Agriculture and failed to adequately deliver on the conditions of that funding. Failure to perform may include, but is not limited to:

- Inability to responsibly manage funds
- Inability to adhere to reporting requirements
- failure to provide agreed upon deliverables

Eligible Grant Projects

The Delaware Department of Agriculture is looking for grant projects that solely increase the competitiveness of Delaware grown specialty crops, sustain the livelihood of Delaware Farmers and strengthen rural economies in regards to the following priorities specified by the USDA.

- enhancing food safety;
- improving the capacity of all entities in the specialty crop distribution chain to comply with the requirements of the Food Safety Modernization Act, for example by developing "Good Agricultural Practices," "Good Handling Practices," "Good Manufacturing Practices," and in cost-share arrangements for funding audits of such systems for small farmers; packers and processors;

- investing in specialty crop research, including research to focus on conservation and environmental outcomes;
- developing new and improved seed varieties and specialty crops;
- pest and disease control;
- increasing child and adult nutrition knowledge and consumption of specialty crops;
- increasing opportunities for new and beginning farmers;
- improving efficiency and reducing costs of distribution systems;
- protecting and improving pollinator health;
- developing local and regional food systems; and
- improving food access in underserved communities and among veterans.

Examples of Acceptable Projects

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which will be shared with many growers throughout the State during the project.

- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.

- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in a region that currently does not have one.

- A non-profit organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.

- A single farmer erects high tunnels on his/her property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

Examples of Unacceptable Projects

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop to make a profit, or to expand production of a single business or organization.

- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.

- A non-profit organization uses grant funds to purchase produce and then sells that produce to other entities at cost or a higher price than the purchase price while competing with other private companies who sell produce in the area.

- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers' market.

- A single specialty crop organization requests grant funds to market its organization so that it can increase its membership.

Review Process and Criteria

All qualifying proposals will be reviewed by the SCBGP Evaluation Committee after the grant application submittal deadline. The Evaluation Committee will be made up of Delaware industry representatives.

The Evaluation Committee will use the SCBGP Evaluation Criteria form to score the proposals. After the proposals have been evaluated and scored, grant award recommendations will be made to the Cabinet Secretary of the Delaware Department of Agriculture based on the scoring and the strength of the project proposal as determined by the Evaluation Committee. The Delaware Department of Agriculture Cabinet Secretary will have final say on all projects submitted into the State Plan.

Delaware
FY 2019 Specialty Crop Block Grant Program
Evaluation Criteria Form

Application Rating Criteria	Maximum Points	Points Received
1. Problem Statement and Specialty Crop Context	20	
Does the applicant define the problem the project is proposing to address? Does the project address the problem? Does this project meet the goal of enhancing the competitiveness of specialty crops?		
2. Project Work Plan	10	
How well do tasks relate to the goals and objectives? Is the timeline reasonable?		
3. Project Description	15	
How well does the applicant describe the project? How well does the applicant define the need for and purpose of the project?		
4. Measurable Outcomes	15	
Does the project include at least two measurable outcomes? How well will the proposed project allow the applicant to quantify and document the project's benefits and outcomes?		
5. Potential Impact	15	

Does the applicant clearly demonstrate how the project will have an impact on more than one grower? Does the project provide a direct benefit to and how effective will the project be at enhancing the competitiveness of Delaware specialty crops?		
6. Project Commitment and Oversight	10	
Does the applicant demonstrate a strong commitment to the success of the project?		
7. Budget	15	
Do the budget and budget narrative clearly show how each cost is necessary to the project?		
TOTAL POINTS	100	

Comments:_____

_____

Grant Awards

Notification of Award: Successful proposals will be chosen on the merits of the project as they relate to the published criteria and will be included in the Delaware State Plan which will be submitted to AMS/USDA no later than the final deadline which they set for the receiving of applications for approval. Applicants will be notified in writing whether or not their project is selected for inclusion in the Delaware State Plan. Following approval of the Delaware State Plan by AMS/USDA, applicants will be notified and applicants will be sent a Grant Award Agreement to sign.

Grant Award Agreement and Payment: Prior to beginning work on the proposed project or receiving funding, each successful applicant will be required to provide a valid DUNS number (Data Universal Numbering System) and register with the federal System for Award Merit (SAM). Each applicant will also be required to sign a Grant Award Agreement with the Delaware Department of Agriculture indicating their intention to complete the proposed tasks and authorizing the Delaware Department of Agriculture to monitor the progress of the proposed project.

Grant Award Agreements must be signed and returned to the Delaware Department of Agriculture within 30 days of receipt. Failure to submit an executed copy of the Grant Award Agreement within 30 days of receipt could result in the loss of awarded grant funds, unless the delay is approved by the DDA.

Grant Award Agreements may extend up to thirty-four (34) months (July 31, 2022) in duration depending on the type of project. The Delaware Department of Agriculture will write your grant award agreement based on the information you provide, so it is important that you carefully complete the application packet.

Reporting Requirements

Annual Reports – Grantees are required to submit written performance reports annually to the Delaware Department of Agriculture detailing the project status and how grant monies were used to achieve project outcomes outlined in the project proposal submitted with the grant application packet. The first report will be due to the Delaware Department of Agriculture one year from the date the grant agreement between the Delaware Department of Agriculture and USDA is signed. Subsequent annual reports for multi-year projects must be received by the Delaware Department of Agriculture no later than thirty (30) calendar days after the close of each twelve month period. Performance reports must be submitted to the Delaware Department of Agriculture on an annual basis until the project is completed. Performance reports must also include a detailed budget report that tracks all expenditures against the project budget submitted with the grant proposal.

Final Report - Grantees must submit a final performance report in a format designated by the Delaware Department of Agriculture, within sixty (60) calendar days of the grant agreement end date.

In addition to the final project report the Delaware Department of Agriculture reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impacts.

Reporting Compliance - Grantees who do not submit reports on time, and /or submit incomplete reports, may be required to return previously disbursed funds to the Delaware Department of Agriculture, and may be removed from consideration for future funding.

Monitoring - Delaware Department of Agriculture reserves the right to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

Application Requirements

Each application submitted must include the following sections:

Contact Information/Cover Sheet: See Attachment A.

Project Title: The title must adequately describe the project in 15 words or less.

Duration of Project: Start Date: _____ End Date: _____

Project Partner and Summary: Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

- The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Department of Agriculture to lead and execute the project,
- A concise outline the project's outcome(s), and
- A description of the general tasks to be completed during the project period to fulfill this goal.

Project Purpose: Clearly define the specific issue, problem, interest, need or opportunity that will be addressed in the project. Explain why this project is important and timely. Clearly describe the goals and objectives of the project. Who are the beneficiaries and what is the overall impact of Delaware's specialty crops.

Potential Impact: Provide the specific issue, problem or need that the project will address.

Objectives: Provide a listing of the objectives that this project hopes to achieve. Add more objectives by copying and pasting the existing listings or delete objectives that are not necessary.

Objective 1
Objective 2
Objective 3
Objective 4

Add other Objectives as necessary

Project Beneficiaries - Discuss the number of people or operations affected, the intended beneficiaries of each project, and/or the potential economic impact if such data is available and relevant to the project(s). This section should show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual.

- Estimate the number of project beneficiaries:_____*Enter the Number of Beneficiaries*

- Does this project directly benefit socially disadvantaged farmers? (Socially Disadvantaged Farmer is a farmer who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

  Yes_____ No_____

- Does this project benefit beginning farmers? (Beginning Farmer is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation)

  Yes_____ No_____

- Who are the specialty crop beneficiaries of the project?
- How will the project benefit the specialty crop beneficiaries?
- What is the potential economic impact of the project if it can be estimated?

Statement of Solely Enhancing Specialty Crops: By checking the box below, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by 7 U.S.C. 1621. Further information regarding the definition of a specialty crop can be found at www.ams.usda.gov/services/grants/scbgp. ☐

Continuation Project Information: If your project is continuing the efforts of a previously funded SCBGP project, please address the following.

- **Describe How This Project Will Differ From And Build On The Previous Efforts**
- **Provide A Summary (3 to 5 Sentences) Of the Outcomes Of The Previous Efforts**
- **Provide Lessons Learned on Potential Project Improvements**
    - What was previously learned from implementing this project, including potential improvements?
    - How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?

Describe The Likelihood Of The Project Becoming Self-Sustaining And Not Indefinitely Dependent On Grant Funds:

Other Support From Federal Or State Grant Programs: The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently?

Yes ☐ **No** ☐

If Your Project Is Receiving or Will Potentially Receive Funds from another Federal or State Grant Fund

- Identify the Federal and/or State grant program by name and describe how the new project differs from and supplements efforts of the SCBGP and the other Federal or State grant program rather than duplicates funding efforts. The SCBGP will not fund duplicative projects.
- Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.

External Project Support: Project Commitment - Describe the specialty crop stakeholders other than the lead organization involved who support this project and why? How will all project stakeholders work towards the goals and outcomes of the project.

Expected Measurable Outcomes – Select the appropriate **OUTCOME(S)** and **INDICATOR(S)**

- You must choose at least one of the eight outcomes listed in the SCBGP Performance Measures, which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level

FOR EXAMPLE: Outcome 2, Indicator 1.a. Of the 150 total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

Outcome 1: To enhance the competitiveness of specialty crops through increased sales

THIS IS MANDATORY FOR ALL MARKETING AND PROMOTION PROJECTS.

Outcome Definition:
Marketing and Promotion

Marketing and promotion projects focus efforts to sell, advertise, promote, market, and generate publicity, attract new customers, or raise customer awareness for specialty crops or a specialty crop venue. These include, but are not limited to:

- Uses of social media to market and promote;
- Specialty crop local, regional and national campaigns;
- Specialty crop only tradeshows;
- Website promotion and development;
- Use/development of billboards, radio, television, magazine and email ads, marketing
- materials such as direct mail, brochures;
- Agritourism;
- Export market development;
- Retail promotions including point-of-purchase items, labels, packaging etc.;
- Farmers market promotions; and
- Marketing and promotion campaigns with an education component directed to consumers.

The specific measure must be expressed as a dollar value and percentage increase in sales of one or more specialty crops in one or more States or foreign markets as a result of marketing and/or promotion activities. For example, an expected outcome of growth in sales from 5% to 10% is not acceptable by itself, but in combination with an increase in sales of $1 million to $2 million it is acceptable. This requirement means that an established baseline of sales in dollars should already exist at the time of application. For projects that do not already have a baseline of sales in dollars, one of the objectives of the project must be to determine such a baseline in

order to meet the requirement to document the value of sales increases by the end of the project.

Indicator: Sales increased from $_____ to $_____ and by _____ percent, as result of marketing and/or promotion activities

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

Outcome 2: Enhance the competitiveness of specialty crops through increased consumption

Indicators:

1. Of the _____total number of children and youth reached,
   a. The number that gained knowledge about eating more specialty crops
   b. The number that reported an intention to eat more specialty crops
   c. The number that reported eating more specialty crops

2. Of the ____total number of adults reached,
   a. The number that gained knowledge about eating more specialty crops
   b. The number that reported an intention to eat more specialty crops
   c. The number that reported eating more specialty crops

3. Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents) _____

4. Number of new specialty crops and/or specialty crop products introduced to consumers____

Outcome 3: Enhance the competitiveness of specialty crops through increased access and awareness.

Indicators:

1. Of the _____total number of consumers or wholesale buyers reached,
   a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
   b. The number that reported an intention to access/produce/prepare/preserve specialty crops
   c. The number that reported supplementing their diets with specialty crops that they produced/preserved/obtained/prepared

2. Of the ____total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached,

a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
b. The number that reported an intention to access/produce/prepare/preserve specialty crops
c. The number that reported supplementing their diets with specialty crops that they produced/prepared/preserved/obtained

3. Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops

a. _____farmers markets
b. _____produce at corner stores
c. _____school food programs and other food options (vending machines, school events, etc.)
d. _____grocery stores
e. _____wholesale markets
f. _____food hubs that process, aggregate, distribute, or store specialty crops
g. _____home improvement centers with lawn and garden centers
h. _____lawn and garden centers
i. _____other systems/access points, not noted
j. _____total (if not reported above)

4. Number of new delivery systems/access points offering specialty crops

a. _____farmers markets
b. _____produce at corner stores
c. _____school food programs and other food options (vending machines, school events, etc.)
d. _____grocery stores
e. _____wholesale markets
f. _____food hubs that process, aggregate, distribute, or store specialty crops
g. _____home improvement centers with lawn and garden centers
h. _____lawn and garden centers
i. _____other systems/access points, not noted
j. _____total (if not reported above)

Outcome 4: Enhance the competitiveness of specialty crops though greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources.

Indicators:

1. Numbers of plant/seed releases (i.e., cultivars, drought-tolerant plants, organic, enhanced nutritional composition, etc.) _____

2. Adoption of best practices and technologies resulting in increased yields, reduced inputs, increased efficiency, increased economic return, and conservation of resources (select at least one below).

a. Number of growers/producers indicating adoption of recommended practices _____
b. Number of growers/producers reporting reduction in pesticides, fertilizer, water used/acre _____
c. Number of producers reporting increased dollar returns per acre or reduced costs per acre _____
d. Number of acres in conservation tillage or acres in other best management practices

3. Number of habitat acres established and maintained for the mutual benefit of pollinators and specialty crops_____

Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems.

Indicators:

1. Number of new or improved innovation models (biological, economic, business, management, etc.), technologies, networks, products, processes, etc. developed for specialty crop entities including producers, processors, distributors, etc. _____

2. Number of innovations adopted _____

3. Number of specialty crop growers/producers (and other members of the specialty crop supply chain) that have increased revenue expressed in dollars _____

4. Number of new diagnostic systems analyzing specialty crop pests and diseases._____ [Diagnostic systems refer to, among other things: labs, networks, procedures, access points.]

5. Number of new diagnostic technologies available for detecting plant pests and diseases. _____ [The intent here is not to count individual pieces of equipment or devices, but to enumerate technologies that add to the diagnostic capacity.]

6. Number of first responders trained in early detection and rapid response to combat plant pests and diseases_____

7. Number of viable technologies/processes developed or modified that will increase specialty crop distribution and/or production_____

8. Number of growers/producers that gained knowledge about science-based tools (research) through outreach and education programs _____

Outcome 6: Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety.

Indicators:

1. Number of viable technologies developed or modified for the detection and characterization of specialty crop supply contamination from foodborne threats ____

2. Number of viable prevention, control and intervention strategies for all specialty crop

production scales for foodborne threats along the production continuum_____

3. Number of individuals who learn about prevention, detection, control, and intervention food safety practices and number of those individuals who increase their food safety skills and knowledge_____

4. Number of improved prevention, detection, control, and intervention technologies_____

5. Number of reported changes in prevention, detection, control, and intervention strategies_____

Outcome 7: Enhance the competitiveness of specialty crops through increased understanding of threats to food safety from microbial and chemical sources.

Indicators:
Number of projects focused on:
1. Increased understanding of fecal indicators and pathogens _____

2. Increased safety of all inputs into the specialty crop chain _____

3. Increased understanding of the roles of humans, plants and animals as vectors _____

4. Increased understanding of pre-harvest and postharvest process impacts on microbial and chemical threats _____

5. Number of growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices) _____

Outcome 8: Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development.

Indicators:
1. Number of new rural careers created _____

2. Number of new urban careers created _____

3. Number of jobs maintained/created_____

4. Number of small businesses maintained/created _____

5. Increased revenue/increased savings/one-time capital purchases (in dollars) _____

6. Number of new beginning farmers who went into specialty crop production _____

7. Number of socially disadvantaged famers who went into specialty crop production

MISCELLANEOUS OUTCOME MEASURE In the unlikely event that the outcomes and indicators above the selected outcomes are not relevant to your project, you must develop a project-specific outcome(s) and indicator(s) which will be subject to approval by AMS.

DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS
Explain how you will collect the required data to report on the outcome and indicator in the space below

Work Plan - The plan of work must provide a detailed description of how the proposed project is to be carried out.

- Project Activity: Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.

- Who will do the work? Indicate the project participants who will do the work of each activity, including sub-recipients, and/or contractors. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included.

- When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period.

Proposed Budget - Include a detailed budget proposal showing the use of funds. Include a budget narrative describing cost allocations. Budget categories include: personnel, fringe benefits, travel, equipment, supplies, contractual, construction and other. Administrative costs/indirect costs will not be eligible for reimbursement under this grant. (See attachment B).

Estimated Expenses	**SCBGP-FB Funds Requested**	**Gov't**	**Business & Industry**	**Other** (Include other grants or in-kind)	**Total**
A. Personnel (Salaries & Wages)					
B. Fringe Benefits					
C. Travel					
D. Equipment					
E. Supplies					
F. Contractual					
G. Other					
H. Program Income					
TOTAL Project Cost					

Personnel – (Should not be more than 50% of grant budget)

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty

crops. See the Request for Applications https://www.ams.usda.gov/sites/default/files/media/SCBGP2019RFA.pdf section 4.6.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.6.1 for further guidance.

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			
2			
3			
4			

Personnel Subtotal	

Personnel Justification

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.

Personnel 1:

Personnel 2:

Personnel 3:

Add other Personnel as necessary

Fringe Benefits

Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds.

#	Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			
4			

Fringe Subtotal	

Travel

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and

subsistence rates prescribed in those regulations. This information is available at http://www.gsa.gov. See the Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1							
2							
3							
4							
5							
6							
7							

Travel Subtotal	

Travel Justification

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

Trip 1 (Approximate Date of Travel MM/YYYY):

Trip 2(Approximate Date of Travel MM/YYYY):

Trip 3(Approximate Date of Travel MM/YYYY):

Add other Trips as necessary

Conforming with Your Travel Policy

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with 2 CFR 200.474 or 48 CFR subpart 31.2 as applicable. ☐

Equipment

Describe any special purpose equipment to be purchased or rented under the grant. ''Special purpose equipment'' is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds $5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications

section 4.6.2 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance

Rental of "general purpose equipment’’ must also be described in this section. Purchase of general purpose equipment is not allowable under this grant.

#	Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				

Equipment Subtotal	

Equipment Justification

For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn’t necessary.

Equipment 1:

Equipment 2:

Equipment 3:

Add other Equipment as necessary

Supplies

List the materials, supplies, and fabricated parts costing less than $5,000 per unit and describe how they will support the purpose and goal of the proposal and solely enhance the competitiveness of specialty crops

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested

Supplies Subtotal	

Supplies Justification

Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project’s objective(s) and outcome(s).

Contractual/Consultant

Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contract/consultant.)

Itemized Contractor(s)/Consultant(s)

Provide a list of contractors/consultants, detailing out the name, hourly/flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1			
2			
3			
4			

Contractual/Consultant Subtotal	

Contractual Justification

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

Contractor/Consultant 1:
Contractor/Consultant 2:
Contractor/Consultant 3:

Add other Contractors/Consultants as necessary

Conforming with your Procurement Standards

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 2 CFR Part 200.317 through.326, as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements. ☐

Other

Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs. See Request for Applications section 4.6.2 Allowable and Unallowable Costs and Activities, Meals for further guidance.

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested

Other Subtotal	

Other Justification

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

Program Income

Program income is gross income—earned by a recipient or sub recipient under a grant—directly generated by the grant-supported activity, or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

Source/Nature of Program Income	Description of how you will reinvest the program income into the project to solely enhance the competitiveness of specialty crops	Estimated Income

Program Income Total	

Application Format

Application packets must be submitted in entirety. Incomplete application packets will not be given further consideration. Your application packet must include the following:

1. Proposal(s) must be organized and have the requested information in the sequence presented in the Application Requirement section of this Request for Proposal.
2. An entity may submit more than one application packet, but only if the application packets are for completely different projects.
3. Proposal(s) should be typed in **Microsoft Word, single spaced, Times New Roman font, in 12 pt. font size, with one inch margins**.
4. **Remove all instructions from proposal prior to submitting.**
5. Complete application packets should not exceed 8-10 pages in length (1 page cover sheet, 5-6 page project proposal, and 2-3 page budget)
6. **Do not bind application packets**. Each application packet should be paper clipped in the upper left-hand corner.
7. Submit EIGHT (8) printed complete original application packets and ONE (1) electronic copy of the application packet. Please use Microsoft Word formatting for compatibility purposes. **DO NOT SUBMIT APPLICATION IN PDF FORMAT.**
8. The person authorized to receive funds must sign the original copy of the application and all subsequent documents in the grant process.

Due Date

The Delaware Department of Agriculture must receive the eight paper copies and an electronic copy of the completed application packets no later than **4:30 p.m. on Monday, April 22, 2019** ***This is not a postmark deadline; application packets must be received by the grant deadline date and time.*** No late or incomplete applications will be accepted.

Mail the eight paper copies of the proposal to:

Specialty Crop Block Grant Program
Delaware Department of Agriculture
2320 South DuPont Highway
Dover, DE 19901

Email the electronic version of the proposal as a Microsoft Word document to:
JoAnn.Walston@state.de.us. **PLEASE DO NOT SEND IN PDF FORMAT.**

Attachment A
Contact Information/Cover Sheet

Project Title:	
Project Coordinator:	
Organization:	
Street Address:	
City, State, Zip:	
Federal Tax ID Number or EIN:	DUNS Number:
Phone:	Fax:
Email:	
Best Way to Contact You: Phone Email (please circle)	
Amount of Funding Requested: $	
Project Duration (please circle) 1 year 2 year 3 year	
Signature of Person Responsible for the Grant:	

Each application submitted must include the following sections:

- **Contact Information/Cover Sheet – Attachment A**
- **Project Title**
- **Duration of Project**
- **Project Partner and Summary**
- **Project Purpose**
- **Potential Impact**
- **Objectives**
- **Project Beneficiaries**
- **Statement of Solely Enhancing Specialty Crops**
- **Continuation Project Information**
- **Other Support From Federal or State Grant Funds**
- **External Project Support**
- **Expected Measurable Outcomes**
- **Work Plan**
- **Budget – Attachment B**
- **Budget Narrative**

Attachment B
Proposed Budget

Use this sheet to show all project funds, all grant funds, and all matching funds, as well as all sources of these funds.

Project Title: _____

Estimated Expenses	**SCBGP-FB Funds Requested**	**Gov't**	**Business & Industry**	**Other** (Include other grants or in-kind)	**Total**
A. Personnel (Salaries & Wages)					
B. Fringe Benefits					
C. Travel					
D. Equipment					
E. Supplies					
F. Contractual					
G. Other					
H. Program Income					
TOTAL Project Cost					

Attachment C
Definition of Specialty Crops

Specialty crops are defined by law as "fruits and vegetables, tree nuts, dried fruits and horticulture and nursery crops, including floriculture." The tables below list plants commonly considered fruits and tree nuts, vegetables, culinary herbs and spices, medicinal plants, and nursery, floriculture, and horticulture crops. Ineligible commodities are also listed.

This list is not intended to be all inclusive, but rather intended to give examples of the most common specialty crops. It will be updated as USDA gets new questions. Please refer to the USDA-AMS Web site to get the most current list (www.ams.usda.gov).

List of Plants Commonly Considered Fruits and Tree Nuts

Almond	Cherry	Guava	Persimmon
Apple	Chestnut (for Nuts)	Kiwi	Pineapple
Apricot	Coconut	Litchi	Pistachio
Avocado	Coffee	Macadamia	Plum (including Prune)
Banana	Cranberry	Mango	Pomegranate
Blackberry	Currant	Nectarine	Quince
Blueberry	Date	Olive	Raspberry
Breadfruit	Feijou	Papaya	Strawberry
Cacao	Fig	Passion fruit	Suriname cherry
Cashew	Filbert (Hazelnut)	Peach	Walnut
Citrus	Gooseberry	Pear	
Cherimoya	Grape (including raisin)	Pecan	

List of Plants Commonly Considered Vegetables

Artichoke	Collards (including Kale)	Mustard and other Greens	Rutabaga
Asparagus	Cucumber	Okra	Salsify
Bean Snap or Green Lima Dry or edible	Edamame	Pea Garden, English or Edible Pod	Spinach
Beet, table	Eggplant	Onion	Squash (Summer and Winter)
Broccoli (including Broccoli Raab)	Endive	Opuntia	Sweet corn
Brussels Sprouts	Garlic	Parsley	Sweet Potato
Cabbage (including Chinese)	Horseradish	Parsnip	Swiss chard
Carrot	Kohlrabi	Pepper	Taro
Cauliflower	Leek	Potato	Tomato (including Tomatillo)
Celeriac	Lettuce	Pumpkin	Turnip
Celery	Melon (all types)	Radish (all types)	Watermelon
Chive	Mushroom (cultivated)	Rhubarb	

List of Plants Commonly Considered Culinary Herbs and Spices

Ajwain	Cassia	Filé (Gumbo, cultivated)	Oregano
Allspice	Catnip	Fingerroot	Orris root
Angelica	Chervil	French sorrel	Paprika
Anise	Chicory	Galangal	Parsley
Annatto	Cicely	Ginger	Pepper
Artemisia (all types)	Cilantro	Hops	Rocket (arugula)
Asafetida	Cinnamon	Horehound	Rosemary
Basil (all types)	Clary	Hyssop	Rue
Bay (cultivated)	Cloves	Lavender	Saffron
Bladder wrack	Comfrey	Lemon Balm	Sage (all types)
Bolivian coriander	Common Rue	Lemon Thyme	Savory (all types)
Borage	Coriander	Lovage	Tarragon
Calendula	Cress	Mace	Thyme
Chamomile	Cumin	Mahlab	Turmeric
Candle Nut	Curry	Malabathrum	Vanilla
Caper	Dill	Marjoram	Wasabi
Caraway	Fennel	Mint (all types)	Watercress
Cardamom	Fenugreek	Nutmeg	

List of Herb Commonly Considered Medicinal Herbs

Artemissia	Foxglove	Marshmallow	Sorrel
Arum	Ginko Biloba	Mullein	Stevia
Astragalus	Ginseng	Passion flower	Tansy
Boldo	Goat's Rue	Patchouli	Urtica
Cananga	Goldenseal	Pennyroyal	Witch hazel
Comfrey	Gypsywort	Pokeweed	Wood betony
Coneflower	Horehound	St. John's wort	Wormwood
Ephedra	Horsetail	Senna	Yarrow
Fenugreek	Lavender	Skullcap	Yerba Buena
Feverfew	Liquorice	Sonchus	

List of Atypical Nursery, Floriculture and Horticulture Crops

Note: Under the Specialty Crop Block Grant Program (SCBGP), turfgrass sod is not eligible. Under the Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB), horticulture was added to the definition making turfgrass sod and seed eligible.

Christmas Trees	Honey	Maple Syrup	Turfgrass Sod
Cut Flowers	Hops	Tea Leaves	

List of Ineligible Commodities

Alfalfa	Field Corn	Primrose	Soybeans
Barley	Fish (marine or freshwater)	Quinoa	Sugar beets
Borage	Flaxseed	Rapeseed Oil	Sugarcane
Buckwheat	Hay	Range Grasses	Sunflower Oil
Canola Oil	Livestock products	Rice	Tobacco
Clover	Millet	Rye	Tofu
Cotton	Mustard seed oil	Safflower Oil	Wheat
Cottonseed Oil	Oats	Shellfish (Marine or Freshwater)	Wild Rice
Dairy products	Peanut Oil	Sorghum	
Eggs	Peanuts	Soybean oil	

Attachment D
General Terms and Conditions

1. Changes: This Agreement may be amended only with the written consent of both parties.

2. Non—discrimination: Grantee may not discriminate on the basis of:
   a. Political or religious opinion or affiliation, marital status, race, color, creed, or national origin;
   b. Sex or age, except when age or sex constitutes a *bona fide* occupational qualification; or
   c. The physical or mental disability of a qualified individual.

3. Drug and Alcohol-Free Work Place: Grantee agrees to comply with Delaware's policy concerning a drug and alcohol-free work place, and shall remain in compliance throughout the term of this Agreement.

4. Termination for Non—Appropriation (Multi—Year Agreements): If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Agreement shall be terminated automatically as of the beginning of the fiscal year for which funds are not available.

5. Termination for Convenience: The Delaware Department of Agriculture may terminate this Agreement in whole or in part, without showing cause upon prior written notice to the Grantee specifying the extent and effective date of the termination. The Delaware Department of Agriculture shall pay all reasonable costs associated with this Agreement that the Grantee has incurred up to the date of termination, and all reasonable costs associated with termination of the Agreement.

6. Termination for Default: If the Grantee violates any provision of this Agreement, the Delaware Department of Agriculture may terminate the Agreement by giving the Grantee written notice of the termination.

7. Delaware Law Prevails: The law of Delaware shall govern the interpretation and enforcement of this Agreement.

8. Record-keeping/Audit: The Grantee shall retain and maintain all records and documents relating to this Agreement for three years after final payment by the Delaware Department of Agriculture hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the Delaware Department of Agriculture at all reasonable times.

9. Severability: It is understood and agreed by the parties hereto that if any of these provisions shall contravene, or be invalid under the laws of the particular state, county, or jurisdiction where used, such contravention or invalidity shall not invalidate the whole agreement, but the Agreement shall be construed as if not containing the particular provision or provisions held to

be invalid in the said particular state, county, or jurisdiction, and the rights and obligations of the parties shall be construed and enforced accordingly.

10. Use/Return of Funds. The Grantee shall use all funds provided by the Delaware Department of Agriculture strictly in accordance with the Agreement and return all funds not used should the Delaware Department of Agriculture decide that Grantee may not carry them over for use the following year. If the Agreement is terminated, the Grantee shall return all funds not used.