



DELAWARE DEPARTMENT OF
AGRICULTURE

AMS/USDA Specialty Crop Block Grant Program

Grant Workshop

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Delaware Department of Agriculture



Deadlines and Timeframes

- Release of Request for Proposals: March 18, 2021
- Grant proposals due to Delaware Department of Agriculture: By April 20, 2021, no later than 4:30pm
- Grant workshop held virtually/online 10:00am
- Evaluation committee meeting: May 2021
- Delaware State Plan due to AMS/USDA: May 2021
- Announcement & Award Grant Agreements: October 15, 2021
- Estimated Project Start Date: November 15, 2021
- All projects conclude: July 31, 2024

REMINDER: Projects CANNOT begin until state contracts have been signed and a Purchase Order has been set up.



Program Description

- The State of Delaware is eligible to receive more than \$344,000 in funding and the Delaware Department of Agriculture will be funding projects in the \$5,000-\$50,000 range.
- The purpose of the Specialty Crop Block Grant Program (SCBGP) is to solely enhance the competitiveness of specialty crops.
 - Specialty crops are defined as “fruits and vegetables, tree nuts, dried fruits and horticulture, and nursery crops, including floriculture.” Attachment C of the RFP lists eligible specialty crops and ineligible crops.
- Projects should benefit the specialty crop industry as a whole and be able to provide a positive impact with measurable outcomes.
- Project duration: Projects can last up to 32 months. They can be less than the 32 months, but no more. Extensions will not be granted by the USDA.



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Eligible Applicants

- Individual producers, producer associations, community-based organizations, associations, state and local organizations, academia and other specialty crops stakeholders are eligible to apply
 - Proposals that involve collaboration or partnerships between producers, industry groups, academics, or other organizations are encouraged.
- 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; you must detail how the project will impact and produce a measurable outcome for the Specialty Crop Industry as a whole, not just a single producer or organization.
- Applicants must reside in Delaware, and their business or educational affiliation must be in Delaware.



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Eligible Grant Projects

The Delaware Department of Agriculture is looking for grant projects that solely increase the competitiveness of Delaware grown specialty crops in regard to the following priorities specified by the USDA.

- Enhancing food safety;
- Food safety compliance to address specialty crop buyer requirements for mitigating food safety risks;
- 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;



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Eligible Grant Projects (cont.)

- 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;
- Increasing urban agriculture and other emerging agricultural practices, by bringing food production into busy, populated areas – such as vertical gardens, shipping container farms, rooftop farming, aquaponics, hydroponics, community gardens, community composting and food waste reduction.



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Restrictions and Limitations

Grants funds are not to be used for any:

- Political and lobbying activities;
- Non specialty crop commodities, such as aquaculture, dairy products, poultry products, livestock, field corn, soybeans, or wheat. (A list of ineligible crops are listed on page 26, under Attachment C of the Request for proposal);
- Capital expenditures for general purposes equipment, building, and land unallowable as direct and indirect charges;
- Capital expenditures for special purpose equipment of \$5,000 or more needs prior AMS/USDA approval;
- Fundraising projects.



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Application Requirements

- Attachment A– Application Cover Sheet
- Narrative
- Project Title (*15 words or less*)
- Duration of Project *Start Date:* _____ *End Date:* _____
- Project Partner And Summary
- Project Purpose
 - Provide The Specific Issue, Problem or Need That The Project Will Address
 - Provide A Listing of The Objectives That This Project Hopes To Achieve
 - Project Beneficiaries
 - Statement of Enhancing Specialty Crops
 - Continuation Project Information
 - Other Support From Federal or State Grant Programs



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Application Requirements (cont.)

- External Project Support
- Expected Measurable Outcomes
 - Select the Appropriate Outcome(S) and Indicator(S)/Sub-Indicator(S)
 - Miscellaneous Outcome Measure (If Needed)
 - Data Collection to Report on Outcomes and Indicators
- Budget Narrative
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Contractual/Consultant
 - Other
 - Indirect Costs (Skip This Section. Indirect Costs Are Not Permitted.)
 - Program Income



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Application Requirements (cont.)

You must choose at least one of the eight outcomes listed in the Specialty Crop Block Grant Program Request for Proposal, which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the Specialty Crop Block Grant Program on a national level.



Application Requirements (cont.)

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 2: Enhance the competitiveness of specialty crops through increased consumption

Indicators:

1. Of the _____ total number of children and youth reached,
The number that gained knowledge about eating more specialty crops
The number that reported an intention to eat more specialty crops
The number that reported eating more specialty crops
2. Of the _____ total number of adults reached,
The number that gained knowledge about eating more specialty crops
The number that reported an intention to eat more specialty crops
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 _____
4. Number of new specialty crops and/or specialty crop products introduced to consumers _____



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, Calibri font, in 11 pt. font size, with one-inch margins.**



Application Format (cont.)

4. **Remove all instructions from proposal prior to submitting.**
5. **Do not bind application packets.** Each application packet should be paper clipped in the upper left-hand corner.
6. 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.
7. The person authorized to receive funds must sign the original copy of the application and all subsequent documents in the grant process.



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Evaluation of Applications

All qualifying proposals will be individually evaluated by an Evaluation Committee made up of 7 of our industry partners. Results from the Evaluation Committee will be compiled, and the Delaware Secretary of Agriculture will meet with the committee to determine the projects to be funded in the state plan. Awards will be determined based on the following requirements:

- How well the application meets all the submission requirements
- How the project effectively shows a timeline and strategy for implementation
- How the project shows that it will effectively promote the competitiveness of specialty crops to the industry
- The breadth of the project; does the project show that it will affect a specialty crop as a whole
- Is there a well constructed budget? A well constructed budget will show in the highest detail possible how funds are to be expended
- Are the goals, measurable outcomes, and benchmarks clearly stated



Post Award Responsibilities and Reporting Requirements

- Contract - Upon being awarded a grant, the successful applicants will be required to sign a Cooperative Agreement with DDA . Work on the project can not begin until the Cooperative Agreement has been signed and a purchase order has been set-up.
- Provide Delaware Department of agriculture with a DUNS Number – Dun and Bradstreet Data Universal Numbering System and register in SAM – System for Award Management
- Complete a W-9 – new state vendor Form
- Annual Report - Grantees are required to submit a written narrative report annually to DDA detailing the project status and how grant monies are being used to achieve project outcomes.
- Final Performance Report: A final performance report will be required within 60 days following the end date on your grant agreement.



Post Award Responsibilities and Reporting Requirements

- 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, 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 – The 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.



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Due Date

The Delaware Department of Agriculture must receive the **EIGHT** paper copies and **ONE** electronic copy of the completed application packets in our office no later than **4:30 p.m. on April 20, 2021. This is not a postmark deadline.** No late or incomplete applications will be accepted.

Mail the seven paper copies of the proposal to:

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

Email the electronic version of the proposal as a Microsoft Word document, **NOT a PDF, via** email attachment to: Ese.Jessa@delaware.gov



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Questions?