

# 2024 Specialty Crop Grant Request for Applications

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## Guidelines, Instructions and Application

### Federal Fiscal Year 2024

Administered by the  
**Nevada Department of Agriculture**

Letter of Intent due December 15, 2023

Full Application due February 1, 2024

All submissions must be sent via email to:

**Nevada Specialty  
Crop Block Grant  
Program**

[NevadaSC@agri.nv.gov](mailto:NevadaSC@agri.nv.gov)

[agri.nv.gov/scbcp](http://agri.nv.gov/scbcp)



# USDA Specialty Crop Grants Request for Application

Division of Plant Health and Compliance



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## TABLE OF CONTENTS

|   |                |
|---|----------------|
| <b>The USDA Specialty Agriculture Competitive Grant Program</b> |                |
| Background/Overview   | Page 4         |
| <b>Part I – Qualifications and Requirements</b>                 | <b>Page 4</b>  |
| Scope of Work/Program Priorities                                | Page 4-6       |
| Program Changes   | Page 6         |
| Application Submission  | Page 6         |
| Funding Availability  | Page 7         |
| Terms of Grant  | Page 7         |
| Eligible Recipients   | Page 7         |
| Eligible/Ineligible Crops                                       | Page 8         |
| SCBGP Eligible Grant Projects                                   | Page 8         |
| Examples of Acceptable Projects                                 | Page 9         |
| Examples of Unacceptable Projects                               | Page 9         |
| Applicant Requirements  | Page 9         |
| Federal Suspension and Debarment                                | Page 10        |
| <b>Part II- Fiscal Requirements and Terms</b>                   | <b>Page 10</b> |
| Advances and Reimbursement                                      | Page 10        |
| Program Income  | Page 10        |
| Cost Principle and Allowable/Unallowable Costs                  | Page 11-13     |
| Accounting System Requirements                                  | Page 14        |
| Co-mingling of Funds  | Page 14        |
| Financial Supplanting   | Page 14        |
| Fraud Waste and Abuse   | Page 14        |
| SAM Requirements  | Page 14        |
| Conflict of Interest  | Page 15        |
| <b>Part III- Application Process</b>                            | <b>Page 15</b> |
| Application and Submission Instructions                         | Page 15-16     |
| Timeline/Deadlines  | Page 16        |
| <b>Part IV – Application Template</b>                           | <b>Page 17</b> |
| Application/Project Profile Template                            | Page 17-29     |
| <i>Continued on next page</i>                                   |                |

**TABLE OF CONTENTS**  
**continued**

|  |                   |
|--|-------------------|
| <b>Part V-Application Review and Selection Process</b> | <b>Page 30-31</b> |
| Technical and Fiscal Review                            | Page 30           |
| Evaluation Committee/ Criteria                         | Page 30           |
| Appeal Process   | Page 31           |
| USDA Final Approval                                    | Page 31           |
| <br>   |                   |
| <b>Part VI-Grant Award/Post-Award Process</b>          | <b>Page 32</b>    |
| Grant Acceptance/Grant Management Process              | Page 32           |
| Budget or Programmatic Changes                         | Page 32           |
| Request for Reimbursement                              | Page 33           |
| Withholding Payment                                    | Page 33           |
| Project Monitoring and Site Inspections                | Page 33           |
| Reporting Requirements                                 | Page 34           |

## THE USDA SPECIALTY CROP COMPETITIVE GRANT PROGRAM

### Introduction

The Nevada Department of Agriculture (NDA) is pleased to announce a competitive solicitation to award funds for specialty crop projects in Nevada by way of the Specialty Crop Block Program (SCBGP). The SCBGP is a competitive grant program operated by the NDA through funding from the United States Department of Agriculture (USDA) to be sub awarded to eligible applicants in support of Nevada's specialty crop industry.

### Background/Overview

The Agriculture Act of 2018 (Farm Bill) authorized the USDA to partner with state departments of agriculture to enhance the competitiveness of growers of fruits, vegetables and other horticultural crops in areas such as marketing, promotion, education, research, trade and nutrition. A state department of agriculture is the agency, commission or department of a state government responsible for agriculture within the state. Examples of initiatives that enhance the competitiveness of specialty crops include:

1. Leveraging efforts to market and promote specialty crops (not a business but crops themselves) with multiple project beneficiaries.
2. Assisting producers with research and development relevant to specialty crops that will enhance the industry.
3. Expanding availability and access to specialty crops; and
4. Addressing local, regional and national challenges confronting specialty crop producers.

This Request for Application (RFP) invites applicants to apply for the upcoming 2024 Specialty Crop Block Grant Project.

Specialty crops are broadly defined as:

- Fruits and vegetables,
- Tree nuts,
- Dried fruits, and
- Nursery crops (including floriculture).

A complete list of all eligible specialty crops is available at:

<https://www.ams.usda.gov/services/grants/scbgp/specialty-crop>

## Part I: Qualifications and Requirements

### Scope of work and program priorities

The sole purpose of this program is to enhance the competitiveness of specialty crops through research, education or promotion. All SCBGP project applications must benefit multiple beneficiaries and **cannot be used to solely benefit an individual or business.**

### SCBGP project activities may include the following:

- Developing new/improved seed varieties and specialty crops

- Research that will aid in control of pests and diseases
- Increasing education that will support the establishment of new specialty crop producers
- Creating sustainable production practices
- Establishing local and regional fresh food systems
- Expanding food access in underserved/food desert communities
- Increasing nutritional knowledge and specialty crop consumption
- Improving efficiency and sustainability within the distribution system with reduced costs
- Supporting research through standard and green initiatives
- Enhancing food safety

### **Definition of a project**

A project is a set of interrelated tasks with a cohesive, distinct, specified and defined goal. It follows a planned, organized approach over a fixed period and within specific limitations (cost, performance/quality, etc.). Additionally, it uses resources that are specifically allocated to the work of the project and usually involves a team of people. Projects are different from other ongoing operations in an organization because, unlike operations, projects have a definitive beginning and end - they have a limited duration. One way to think about this is that a project has an overarching goal that the applicant wants to accomplish through a series of individual activities or tasks.

Activities or tasks that could be a part of such projects might include:

- Hiring personnel to complete project tasks
- Holding an educational workshop
- Planting specialty crops for research or training purposes
- Conducting surveys and needs assessments
- Distributing product promotional materials

Projects must have multiple beneficiaries and cannot be used to solely benefit one individual or organization. Examples of previously awarded projects can be found at [agri.nv.gov/Plant/SpecialtyCrop/Previously\\_Awarded\\_Projects/](http://agri.nv.gov/Plant/SpecialtyCrop/Previously_Awarded_Projects/).

## Program changes

Key program changes that have occurred in recent years include the following:

- The application template has changed, and USDA now requires all applications to use the Adobe PDF template.
- Subgrantees will be required to attend at least one training provided by the NDA covering the submission of Reimbursement Requests and Reporting requirements.
- **All subgrantees will be required to obtain a SAM number prior to starting the project.** You can obtain a SAM # [here](#).
- Indirect costs are only allowed for entities that have an existing federal indirect rate agreement. The amount that can be claimed for indirect is limited to 8% of the project budget (excluding contractual and equipment) per the federal grant requirements. A copy of your rate agreement will need to be provided if your application is selected.
- Project performance measures and evaluations requirements have changed, particularly involving marketing focused projects. The new requirements are outlined at [USDA SCBGP Outcome Measures and Indicators](#).

## Application submissions

The NDA will **not** accept any submission of incomplete applications. Deadline extensions will **not** be provided to applicants that miss the posted application deadline. Any applicant that fails to satisfy the deadline requirements will be considered non-responsive and will not be considered for funding under this announcement.

Letters of Intent (LOI) are due by **December 15, 2023, and** should be submitted to Nevada Specialty Crop block Grant Program via email at [NevadaSC@agri.nv.gov](mailto:NevadaSC@agri.nv.gov) with a subject line beginning with “2024 Letter of Intent”.

Applications are by invitation only and are due **February 1, 2024**. An electronic copy is required and must be submitted to Nevada Specialty Crop block Grant Program via email at [NevadaSC@agri.nv.gov](mailto:NevadaSC@agri.nv.gov) with a subject line beginning with “2024 SCBGP Application”.

LOIs should include a description of the proposed project and its objectives, why it is needed, who the intended beneficiaries are, the approximate timeframe of the project, how the project will enhance the competitiveness of specialty crops as described throughout the RFP and the estimated total budget for the project.

Submission of full applications is by invitation only. The NDA will review all LOIs and send invitations to all qualified applicants with the application template. Applications must be submitted using the template provided. Applicants must fill out all relevant parts of the template and should not modify or delete any portion of the template.

An example of the application template is available at [agri.nv.gov/Plant/SpecialtyCrop/Specialty\\_Crop\\_Block\\_Grant\\_Program/](http://agri.nv.gov/Plant/SpecialtyCrop/Specialty_Crop_Block_Grant_Program/).

Failure to use the required template, which will be emailed if the LOI is accepted, will result in applications not being accepted. Thoroughly review this RFP and the application to ensure all requirements of the RFP and questions within the provided template are addressed. Questions involving the program can be directed to [NevadaSC@agri.nv.gov](mailto:NevadaSC@agri.nv.gov) or 775-353-3615.

### **Funding availability**

Nevada is eligible to receive an estimated grant of approximately \$267,239.00. Funding allocation for individual projects may increase or decrease and is dependent on the number of qualified applicants selected. The NDA reserves the right to reduce the amount awarded to a subgrantee based on the amount of funding the department receives.

### **Terms of grant**

All projects must be completed by **September 29, 2027**. Projects can last up to three years with the anticipated award period starting on October 1, 2024, and ending September 29, 2027. Projects that are anticipated to be finished in less than the full award period are still eligible to apply. All project leads/coordinators will be required to submit annual progress reports and a final report. The final report is to be submitted no more than 30 days after the completion of the project. The expenditure of grant funds must occur within the authorized subgrant period. Failure to fulfill reporting requirements may be cause for withholding funding, withdrawal of funding or possible rejection of future applications.

### **Eligible recipients**

All entities, organizations or individuals must be in good standing in order to receive funds. Debarred or suspended organizations are not eligible. Poor performance from previous SCBGP awards may also impact eligibility. Additional eligibility information includes the following:

- Applications will be accepted from non-profits, tribal organizations, minority groups, disadvantaged farmers, agricultural associations, industry groups, community-based organizations, individual producers (*cannot be for the benefit of a sole individual business or entity*), and academia that seek to improve the competitiveness of specialty crops in Nevada.
- Applicants must be in good standing with all grant funds and required reports associated with the NDA to be eligible to apply.
- Any individual/organization that has been disbarred or had funding revoked with any state/federal entity will not be considered.
- Applicant projects *must* benefit more than one individual or organization.

**Note:** Previous subgrantees with poor performance may not be considered for funding. The review committee will be provided background sheets on previously funded projects by program management which allows a collective determination to be made on whether the project should be considered for funding. Poor performance may include late/incomplete reports, failure to respond to correspondence from SCBGP management staff in a timely manner, mismanagement of SCBGP funds, among other activities.

## Eligible crops

Fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture) are eligible specialty crops. This list is not all inclusive. If unsure whether your crop would qualify contact the program coordinator Alexa Johnson at [NevadaSC@agri.nv.gov](mailto:NevadaSC@agri.nv.gov). A full list of eligible crops can be found at: <http://www.ams.usda.gov/services/grants/scbgp/specialty-crop>

## Ineligible crops

Any crop that is federally illegal to produce and distribute is not eligible for this federal program.

- Alfalfa
- Amylomaize
- Barley
- Buckwheat
- Camelina
- Canola
- Canola Oil
- Clover
- Cotton
- Cottonseed oil
- Dairy products
- Dent corn
- Eggs
- Field corn
- Fish (marine or freshwater)
- Flax
- Flaxseed
- Flint corn
- Flower corn
- Hay
- Hemp
- Livestock products
- Millet
- Mustard seed oil
- Oats
- Peanut oil
- Peanuts
- Pod corn
- Primrose
- Quinoa
- Rapeseed oil
- Range grasses
- Rice
- Rye
- Safflower meal
- Safflower oil
- Shellfish (marine or freshwater)
- Sorghum
- Soybean oil
- Soybeans
- Striped Maize
- Sugar beets
- Sugarcane
- Sunflower oil
- Tobacco
- Tofu
- Triticale
- Waxy corn
- Wheat
- White corn
- Wild Rice

## SCBGP eligible grant projects

Examples of "enhancing the competitiveness" of specialty crops includes, but is not limited to: research, promotion, marketing, nutrition, trade enhancement, food safety, food security, plant health programs, education, increased consumption, increased innovation, improved efficiency and reduced costs of distribution systems, development of sustainable farming systems, school garden programs, farm-to-school programs, environmental concerns and conservation, product development, and developing cooperatives.



## **Projects may not be used for farm-startup, expansion, or to benefit one business.**

Examples of acceptable SCBGP projects:

- State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating and growing a specialty crop in an area, the results of which can be shared with many growers throughout the state.
- 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 the region, which currently does not have one.
- A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts field days and farm tours 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 for making a profit, or to expand production of a single business.
- A state requests grant funds to issue project funds to an individual specialty crop business or roadside stand to promote their individual business.
- A sole proprietor requests grant funds to redesign her/his logo to make her/his specialty crop value-added product stand out at the local farmer's market.
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

### **Applicant Requirements**

Applicant agencies that are a Nevada corporation, LLC, LP, LLP, or LLLP must have a current Nevada State Business License. Organizations or individuals that are exempt from having a business license must provide proof that they have been exempted. Non-profit corporations must show that their corporation is active and in good standing. Satisfactory proof may include one of the following from the applicant:

- A copy of the certificate of good standing.
- A copy of an unexpired business license.
- A print-out from the Nevada's Secretary of State's free Business Entity Search showing active status; or
- A copy of the exemption status which can be obtained through the Secretary of State's office.

## **Federal suspension and debarment**

Organizations or individuals that are suspended or debarred cannot apply for or be paid from NDA grants during the period of the suspension or debarment. If an organization or individual is debarred, another entity from within the county, an adjoining county, or regional provider can compete for the program dollars. As a result, the entity awarded the grant cannot contract and/or hire the debarred agency in any capacity. Any expenditure charged to this grant for such individuals or agencies will be disallowed.

Applicants with ongoing non-compliances or that are in default with the state will not be awarded grant funding.

Applicants are required to disclose to the NDA if any of the following conditions apply to the agency or agency personnel:

1. Applicant has been convicted of or had a civil judgment rendered against them within the three-year period preceding the application for NDA funding for any of the following:
  - a. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction.
  - b. Violation of a federal or state antitrust statute.
  - c. Embezzlement, theft, forgery, bribery, falsification, or destruction of records.
2. False statements or receipt of stolen property: Applicant is presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses enumerated above.
3. Applicant has had any public transaction (federal, state or local) terminated for cause or default within the three-year period preceding the application for NDA funding.

## **Part II: Fiscal Requirements and Terms**

### **Advances**

Advances will not be issued, and funding is only disseminated on a reimbursement basis. Expenditures must align with the project scope of work and invoices, receipts, payroll and proof of payment must be provided for expenditures to be reimbursed.

### **Program income**

Program income is gross income directly generated by USDA Specialty Crop Block grant 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 this award (this includes items sold at cost if the cost of producing the item was funded in whole or partially by SCBGP funds).
- Registration fees for conferences, workshops, etc.

If program income will be earned, indicate the nature of the source of the income, the estimated amount, and how the income will be used to further enhance the competitiveness of specialty crops in Nevada. For example, if registration fees are being collected at a conference or workshop, indicate the estimated amount, and how that amount will be used once collected. Program income **must** be reinvested into the SCBGP.

## Cost principles

The costs included in proposed budgets must conform to Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and all applicable state laws and regulations. OMB's objective is to ensure federal funds meet the following general criteria:

- Be necessary and reasonable and allowable for proper and efficient performance and administration of the subgrant. Cost should not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. When determining reasonableness of a given cost, the following should be considered:
  - The cost must be a type generally necessary for the organization's operations or the grants performance.
  - The cost must follow federal, state and your organization's own established policies for incurring a cost or charge.
  - Consideration must be given for market prices for comparable goods or services in the geographic area.
  - Individuals responsible for the expenditure must act with due prudence in carrying out their responsibilities to the Federal and State government, the public at large, as well as to the organization.
- Be allocable to the USDA SCBGP purposes, project goals and objectives. If cost is shared for a good or service, then that portion of the costs allocable to the grant must be in accordance with the relative benefits received. A cost is allocable to a grant if it:
  - Is incurred solely to advance work under the grant.
  - Benefits both the grant and other work of the organization, including other grant-supported projects and programs and can be distributed in proportions that may be approximated using reasonable methods; and
  - Is necessary to the overall operation of the organization under similar circumstances and is deemed to be assignable, at least in part, to the grant.
- Be authorized or not prohibited under state or local laws and regulations.
- Be consistent in assigning cost to cost objectives and must treat costs consistently for all work of the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.
- Be in conformance with limitations and exclusions contained in the terms and conditions of this award.

### **Allowable costs**

A comprehensive list of eligible/unallowable costs is available at [AMS Grants Division General Terms and Conditions \(usda.gov\)](https://www.ams.usda.gov/grants/ams-grants-division-general-terms-and-conditions). The NDA does not allow SCBGP applicants to request indirect costs due to the USDA indirect cap for state awards needed to recover management costs. Examples of allowable costs may include, but are not limited, to the following:

- Advertising/Public Relations- Promotion of specialty crop activities
- Advertising/Public Relations- Selling and marketing cost of an eligible specialty crop
- Audio/visual activities
- Audit Costs
- Communication costs
- Conferences
- Contractual and consultant costs (Professional Services)
- Equipment-special purpose
- Invention, patent and licensing costs
- Participant support cost-stipends or subsistence allowances, etc., in connection with approved conferences, training projects and focus groups
- Publication and printing costs
- Registration fees
- Rental or lease costs of buildings, vehicles, land, and equipment
- Salaries, wages, fringes
- Scholarships and student aid costs
- Supplies and materials
- Training and education
- Travel

## Unallowable costs

Examples of unallowable cost may include, but are not limited to the following:

- Advertising/Public Relations- Promotion of an organization's image, logo, or brand name
- Advertising/Public Relations- Promotion of non-specialty crop activities
- Advertising/Public Relations- Gifts, prizes, memorabilia, and souvenirs
- Advertising-Sponsorships
- Advertising/Public Relations- Coupons, incentives, or other price discounts
- Advertising/Public Relations- Use of meeting rooms, space, exhibits for non-specialty crops
- Alcoholic beverages
- Construction and renovation and land or building acquisition
- Contingency provisions
- Contributions or donations
- Costs associated to fiscal services, building maintenance, agency general program costs, etc.
- Costs for receptions, parties, fund raising benefits and other hospitality funds
- Depreciation or use allowances
- Entertainment
- Equipment- General purpose
- Fines, penalties, damages, and other settlements
- Fundraising
- Goods and services for personal use
- Indirect costs
- Information technology systems
- Investment management cost
- Lobbying
- Lobbying expenses
- Most meal expenses
- Political activities
- Reduction of debts

Additional information on allowable and unallowable costs and project activities can be found in the document available at [4.7.2 ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES](#)

### **Accounting system requirements**

Financial records, statistical records, supporting documents and other records pertinent to this award shall be retained for a period of three years from submission of the Final Project Report. Records that relate to audits, appeals, litigation or settlement of claims arising out of the performance of the project shall be retained until such audits, appeals, litigation or claims have been disposed of, but not earlier than three years from submission of the Final Project Report. The Program Manager, Division of Plant Health and Compliance staff of the NDA, or any of their duly authorized representatives shall have access to any pertinent documents, books, papers and records of the recipient organization to make audits, examinations, excerpts and transcripts.

### **Co-mingling of funds**

In no case shall USDA SCBGP funds be commingled with the personal funds of, or be used for personal purposes by, any officer, employee or agent of the recipient; nor will any of these funds be deposited in personal bank accounts for disbursement by personal check.

### **Financial supplanting**

Requests that seek to replace operational funding for ongoing projects that have suffered losses of state or federal funding, or to supplant other local, state or federal funding are not allowed. If there is a potential presence of supplanting, the subgrant organization will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, civil and/or criminal penalties.

### **Fraud, waste and abuse**

Anyone who becomes aware of the existence (or apparent existence) of fraud, waste or abuse related to the AMS SCBGP grants, or use of grant funds, should report this information to the NDA and to USDA.

Fraud, waste and abuse includes, but is not limited to, embezzlement, misuse or misappropriation of grant funds or property, and false statements, whether by organizations or individuals. Examples are theft of grant funds for personal use, using funds for non-grant related purposes, theft of federally owned property or property acquired or leased under a grant, charging inflated building rental fees for a building owned by the recipient, submitting false financial reports, and submitting false financial data in bids submitted to the NDA.

### **SAM requirements**

All recipients of SCBGP funds must have a SAM number. On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by [SAM.gov](https://sam.gov).
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

### **Conflict of interest**

Sub-recipient's grantee agencies shall avoid any action that might result in or create the appearance of:

- Giving preferential treatment to any person;
- Losing complete independence or impartiality; or
- Adversely affecting the public confidence in the integrity of the program.

No sub-recipient employees may participate in the process of contracting or subgranting out federal funds if any real or apparent conflict of interest would be involved. Sub-recipient employees are to neither solicit nor accept gratuities, favors or anything of value from contractors or parties to the sub-agreement.

### **Part III: Application process**

#### **Application and submission instructions**

All applicants must submit applications according to the instructions provided in this announcement. Applications not submitted in the manner prescribed in this announcement will be considered non-responsive. Non-responsive applications will not be considered for funding.

#### **STEP 1: Letter of Intent due December 15, 2023**

To be invited to submit a full application, a Letter of Intent is required (LOI). This should be submitted via email to [NevadaSC@agri.nv.gov](mailto:NevadaSC@agri.nv.gov). This step is to ensure the application is eligible. LOIs are due **December 15, 2023**. All LOIs should include a description of the proposed project and its objectives, why it is needed, who the intended beneficiaries are, the approximate timeframe of the project, how the project will enhance the competitiveness of specialty crops as described throughout the RFP, and the estimated total estimated budget.

When submitting the Letter of Intent, the subject of your email **must** include the following: "2024 Letter of Intent 2024 SCBGP".

Letters that are incomplete and do not satisfy all the requirements stated above will be disqualified. If the project is deemed eligible, an invite for a full application will be returned via email along with the required application template.

#### **STEP 2: Applications due February 1, 2024**

##### **Application formatting and length instructions**

Applications will only be accepted from those that received an email indicating the LOI was accepted. Please complete your Application in the Adobe Application Template that was emailed by the NDA staff. Please see the Application Template in Part IV of the application for additional guidance.

**Submission instructions**

Applications must be received via email at [NevadaSC@agri.nv.gov](mailto:NevadaSC@agri.nv.gov). The subject of your email **must** include the following: **2024 SCBGP Application**. The application must be typed. Incomplete applications will not be considered. Please ensure that you thoroughly read the application and address all questions completely prior to submission. You must use the Adobe documents provided not the previous year's Microsoft Word documents. Applications are due by **February 1, 2024**.

**Timeline and deadlines**

|   |
|---|
| <b>SCBGP</b>  |
| <b>December 15, 2023</b> – Submit a Letter of Intent.   |
| <b>February 1, 2024</b> – Applications are due for selected applicants.   |
| <b>Late February 2024</b> – Scoring Committee will evaluate projects and select the top projects for submission to USDA.  |
| <b>March 2024</b> – The NDA will contact the subgrantees that have been selected for USDA approval. Updates and corrections may be requested for selected projects. Full applications will be submitted to USDA after this. |
| <b>September 2024</b> - USDA accepts projects and issues Notice of Award to the NDA.  |
| <b>November/December 2024</b> - Award funds are accepted through the Nevada Interim Finance Committee (IFC).  |
| <b>TBA</b> - Notice of subawards issued by the NDA and signed projects can officially start.  |



## THIS IS SUBJECT TO CHANGE PER USDA

*\*The final template will be issued when letters of support are approved, and applicants are invited to submit a full application.*

### Part IV: Application Template

The next page contains an example of the application template. This is meant to be an example only for use in planning/preparing a project. If you are selected to submit a full application the template will be provided to you. All questions must be addressed. Submission of an incomplete or modified template will not be considered.

# SCBGP PROJECT PROFILE TEMPLATE

## AWARD YEARS 2022 FORWARD

The State Plan should include a series of project profiles that detail the necessary information to fulfill the goals and objectives of each project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

### PROJECT TITLE

*Provide a descriptive project title in 15 words or less in the space below.*

### DURATION OF PROJECT

**Start Date:** Start Date

**End 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:*

- 1. 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,*
- 2. The project's purpose, deliverables, and expected outcomes and*
- 3. A description of the general tasks/activities to be completed during the project period to fulfill this goal.*

#### **FOR EXAMPLE:**

The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

### 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**

*Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary.*

**Objective 1**

**Objective 2**

**Objective 3**

**Objective 4**

**Add other objectives as necessary**

**PROJECT BENEFICIARIES**

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

**Does this project directly benefit socially disadvantaged farmers as defined in the RFA?** Yes  No

**Does this project directly benefit beginning farmers as defined in the RFA?** Yes  No

**STATEMENT OF ENHANCING SPECIALTY CROPS**

By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).

**CONTINUATION PROJECT INFORMATION**

**Does this project continue the efforts of a previously funded SCBGP project?** Yes  No

*If you have selected "yes", 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 PROGRAM

**Identify the Federal or State grant program(s).**

**Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.**

## EXTERNAL PROJECT SUPPORT

*Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).*

## EXPECTED MEASURABLE OUTCOMES

SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-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.*

OUTCOME MEASURE(S)

*Select the outcome measure(s) that are applicable for this project from the listing below.*

- Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- Outcome 3:** Increase Food Safety Knowledge and Processes
- Outcome 4:** Improve Pest and Disease Control Processes
- Outcome 5:** Develop New Seed Varieties and Specialty Crops
- Outcome 6:** Expand Specialty Crop Research and Development
- Outcome 7:** Improve Environmental Sustainability of Specialty Crops

OUTCOME INDICATOR(S)

*Provide at least one indicator listed in the [SCBGP Performance Measures](#) and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.*

**FOR EXAMPLE:**

Outcome 1, Indicator 1.1a

Total number of consumers who gained knowledge about specialty crops, Adults 132.

**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.*

**BUDGET NARRATIVE**

*All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used and a description of their use is required by the State department of agriculture, the expenses to be covered with matching funds must be described separately. Applicants should review the Request for Applications section 4.7 Funding Restrictions prior to developing their budget narrative.*

**BUDGET SUMMARY**

| <b>Expense Category</b>       | <b>Funds Requested</b> |
|-------------------------------|------------------------|
| <b>Personnel</b>              |                        |
| <b>Fringe Benefits</b>        |                        |
| <b>Travel</b>                 |                        |
| <b>Equipment</b>              |                        |
| <b>Supplies</b>               |                        |
| <b>Contractual</b>            |                        |
| <b>Other</b>                  |                        |
| <b>Direct Costs Sub-Total</b> |                        |
| <b>Indirect Costs</b>         |                        |
| <b>Total Budget</b>           |                        |

## PERSONNEL

List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance.

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

**Personnel Subtotal:**

## PERSONNEL JUSTIFICATION

For everyone 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 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

| # | Trip Destination | Type of Expense<br>(airfare, car rental, hotel, meals, mileage, etc.) | Unit of Measure<br>(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 4.7.2 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. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

| # | 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 enhance the competitiveness of specialty crops. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.

| 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, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.7.2 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 4.7.2 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).*

## INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of any project's budget. Indirect costs are any costs that are incurred for common or joint objectives that, therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. See Request for Applications section 4.7.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

| Indirect Cost Rate | Funds Requested |
|--------------------|-----------------|
|                    |                 |

**Indirect Subtotal:**

## PROGRAM INCOME

Program income is gross income—earned by a recipient or subrecipient 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 enhance the competitiveness of specialty crops | Estimated Income |
|---------------------------------|--|------------------|
|                                 |  |                  |
|                                 |  |                  |

**Program Income Total:**

## Work Plan

Please include:

- Description of the activities necessary to accomplish the project objectives.
- Who is responsible for each activity, including subgrantees, and/or contractors.
- Monitoring/data collection activity as described in expected measurable outcomes.
- A timeline for each activity (month and year).
- Beginning and end dates for the project.
- Does the timeline show that the project will be completed within the grant period?

| <i>Project Activity</i>                        | <i>Who is responsible</i> | <i>Timeline</i> |
|--|---------------------------|-----------------|
| Circulate survey for baseline data of SC sales | John Doe                  | January 2022    |
|  |                           |                 |
|  |                           |                 |

## **Financial Management Assessment**

Address the following questions for the entity responsible for the financial management of the project.

1. Please detail your organization's current sources of funding (including other NDA contracts and grants), identify the funding agency, the program name, the types of funds (i.e., federal, state, local, private, etc.).
2. Are you currently seeking other funds from the NDA through RFA's or RFP's? If yes, please list.
3. Has your organization administered programs like your current grant application? If yes, please list and explain.
4. How many years has your organization been in existence?
5. How many total Full Time Equivalent (FTE)s are there in your organization?
6. How many total FTEs perform accounting functions within your organization?
7. How are the financial records maintained to identify the source/revenue and program/expenditure of funds?
8. How will subgrant funds be accounted for separately from other funding sources in your organization's accounting records?
9. This subgrant will be on a cash reimbursement basis. What will your organization's source of cash be and how will your organization manage its cash flow between the time costs are incurred and reimbursed?

**Authorization**

By signing this Application, the Authorizing Agent is guaranteeing that the information contained in this Application is correct and verifiable. The Authorizing Agent is also affirming that the funds requested herein will be used for the specific purpose outlined in this Application and for no other purpose. (Attach a resolution of the governing body of the applicant organization, authorizing this person to submit the application in the name of the organization.)

Name of Requesting Entity:

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Name of Authorizing Agent:

---

Title of Authorizing Agent:

---

Address of Authorizing Agent:

---

Telephone Number:

---

Signature of Authorizing Agent:

---

Date:

---

Date and Initial \_\_\_\_\_

**Disclosure:** By signing this section, you are certifying that all the enclosed information is not in conflict with any other federal funding, dually funded, or previously funded by any other federal source.

## **Part V: Application review and selection process**

Letters of Intent are utilized for assessing the eligibility for proposed projects. If determined to be eligible, applicants receive approval to submit a full application.

### **Technical and fiscal review**

Applications will be reviewed internally by the Department's fiscal staff who provide a financial and technical review for eligibility, completeness, accuracy and compliance with the requirements outlined in this announcement. If an applicant grant packet is deemed ineligible, fiscal staff will provide information about the components or elements that did not meet state eligibility requirements.

### **Evaluation committee/Criteria**

During the application review process, clarification regarding application content may be requested. In addition, budget modification may be requested to align individual project budgets with total funding availability.

If applicants would like to review a summary of their evaluation criteria, a request can be submitted to the Program Coordinator within 30 days of receiving written notice of application review status. Proprietary information involving Applications will not be released. This may include income, trade secrets, patent information, personal identification details, etc.

The evaluation process will include the use of an independent review panel of experts or qualified individuals, overseen by state department of agriculture officials, to evaluate, score, and recommend project Applications for selection. The review panel should also provide a recommended award amount for project Applications.

This includes the factors and reasons for selecting an applicant and any changes in project Application ranks/scores that may occur during the review process. All documentation affecting the decision to approve, disapprove, defer or otherwise not fund an application should be maintained in an accessible, centralized program file.

Review panel members must be free from conflicts of interest and conduct fair and impartial reviews. The SCBGP encourages state departments of agriculture to require and keep on file written conflict of interest disclosures from their review panel members.

Individuals that have a conflict of interest may have:

- Served as advisors/advisees of the applicant;
- Collaborated with the applicant over a designated amount of time;
- Currently affiliated with, previously employed by, or are being considered for employment at the institution(s) of the applicant(s);
- Hold a personal/familial relationship with the applicant(s); or
- In recent years, participated in a consulting/financial arrangement with the applicant.

Program staff who are directly involved with the management of the grant program or who meet any of the criteria above, should also not participate in the review panel. Conflicts of interest have the potential to diminish the credibility of the selection process and leave the state vulnerable to challenges about the fairness of their competitive review process.

NDA's project evaluation scoring sheet can be found at:

[agri.nv.gov/Plant/SpecialtyCrop/Specialty\\_Crop\\_Block\\_Grant\\_Program/](http://agri.nv.gov/Plant/SpecialtyCrop/Specialty_Crop_Block_Grant_Program/)

### **Appeal process**

If an application is not funded, the applicant may appeal if the applicant demonstrates one of the following:

1. Provided misinformation; or
2. Department staff failed to follow existing policies.

Notice of Appeal must be made in writing on the applicant agency's letterhead to the Fiscal Administrator of the NDA within seven (7) calendar days of the Intent to Award announcement on the department's website. The Notice of Appeal must be signed by the same Authorized Representative who signed the application submittal cover letter.

### **USDA final approval**

All NDA-approved projects will be developed into a single grant submission to the USDA. They will review applications according to federal grant requirements and specific parameters of SCBGP, and the NDA will provide any request for follow-up information. Upon approval from USDA, the NDA will notify applicants of their status. Awards will not be made to any subgrantee until a final grant award is made to the NDA by the USDA and approved by the State of Nevada's Interim Finance Committee.

## **Part VI: Grant award and post-award process**

### **Grant acceptance and grant management process**

Upon final approval, all subgrant recipients must sign a Notice of Subgrant Award Agreement stating that funds shall be used as described in the final scope of work. A signed and initialed grant guidelines document must also be submitted to demonstrate acknowledgement and understanding of subgrant requirements.

### **Post-award management**

By signing the subgrant award agreement, you agree to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved Application, all state and federal laws, approved budget, NDA policies/procedures, and award terms and conditions of parent award. Refer to the clauses in your subaward, be aware of federal guidelines available via websites provided above or ask program staff for clarification.

### **Notice of subgrant award document /contract**

**As subgrant awards are issued, you must review the terms and conditions in addition to:**

- Disclose conflicts
- Use award funds for purposes only as specified in agreement
- You must comply with all labor laws, the Civil Rights Act of 1964, and the American Disabilities Act

### **Budget or programmatic changes**

All requests for programmatic and budget changes to grant awards must be submitted in writing. Grantees cannot make changes to the grant award without written prior approval from the NDA. Proposed programmatic and budget changes can be emailed to Alexa Johnson at [a.johnson@agri.nv.gov](mailto:a.johnson@agri.nv.gov).

Proposed programmatic and budget changes will be reviewed by program staff for their reasonableness. A final decision will be made in writing to the grantee.

Written prior approval is necessary, but limited to the following as they are anticipated:

- Revision to the scope, objectives, location or methodology of the subgrant award;
- Change in key personnel as specified in the application package and subgrant award;
- Cumulative transfers among direct cost categories, or, if applicable, among separately budgeted activities or projects; or
- Change in contractors.

Requests must be in writing and approved by the program manager prior to initiating the change. They will be accepted via e-mail and should include a description, justification and the project lead signature (who signed the agreement).

Extensions to the award dates will not be approved beyond the three-year award.



### **Request for reimbursement**

Funds are disbursed on a reimbursement basis and upon submission of a Request for Reimbursement (RFR) form and adequate supporting documentation. Reimbursement requests must be turned in, at minimum, on a quarterly basis. The NDA reserves the right to request more frequent submissions of RFRs. All expenses must be submitted with supporting documentation. Supporting documentation includes receipts, invoices and copied checks of approved purchases. If receipts do not clearly specify what items were purchased and utilized for grant activities, you must specify. Itemized expense reports are strongly encouraged. All RFR must be submitted using the template and workbook provided by the NDA.

Payments will be made within 30-45 days after receipt of properly completed reimbursement requests. Advances will not be issued without approval from the department. If an advance is given, no additional reimbursements will be paid until all advance funds have been accounted for. All requests for reimbursements must include documentation verifying expenses.

Expenses must be submitted at least quarterly per the federal parent award requirements.

All funds must be expended by the expiration date listed on the subgrant agreement. Final reports are due 30 days after project completion.

Reimbursement requests quarterly deadlines:

Quarter 1: July-Sept. due October 15

Quarter 2: Oct-Dec due January 15

Quarter 3: Jan-March due April 15

Quarter 4: April-June due July 15

### **Withholding payments**

The NDA reserves the right, upon written notice, to withhold future payments if the recipient fails to comply with the conditions of the award, including reporting requirements. In addition, if subgrantees fail to respond to program staff correspondence in a timely manner, funds will be put on hold and could ultimately be revoked.

### **Project monitoring and site inspections**

Program staff or their authorized representatives have the right, at all reasonable times, to make site visits to review project accomplishments and management control systems, and to provide such technical assistance as may be required. Site inspections may be performed to ensure the following:

- Adequate progress is being made toward achieving the grant project's goals, objectives and targets (reference your work plan);
- Activities follow your signed contract, all Federal and State laws or statutes, AMS regulations and policy, and NDA policies/procedures;
- Grant records are kept and accessible by staff for three years after the final report deadline; and
- Use of federal funds are handled ethically and responsibly.

## Reporting requirements

Performance reports are required.

- All projects must complete two annual performance reports and one final report.
- If your project was approved to end early, you may submit a final report in lieu of a scheduled annual report. If you need your specific dates, please contact the NDA program staff. Generally, a first annual report is due one year into the project and a second annual report at the end of the second year. Final Reports are due 30 days after the expiration of your project.
- You will receive notification from the NDA program staff reminding you a report is due. The notice will be issued approximately 30 days prior to being due.
- Reports are required to be submitted and timely per your contract. Use the checklist and report examples provided in the reminder. These are also available on the [USDA SCBGP webpage](#).
- Reports will only be accepted via e-mail (a digital copy is required).
- The reporting function mainly serves as a report of activities during that period.
- Reports that are approved become public record.
- Your audience is the United States Government and officials of it, including Congress.
- Use a concise business writing format.
- More information will be sent outlining the reporting requirements and content within 30 days of report due dates.
- Subgrantees must report on the activities outlined in their approved scope of work to ensure federal funds are being utilized appropriately.

## Report checklist and format

Examples and checklists are available on the [USDA SCBGP webpage](#).

## Acknowledgement of support

An acknowledgement of the program funding **must** appear in any publication or at any significant event based on this project. Terms should include “This project was funded (or funded in part) by the Nevada Specialty Crop Block Grant Program.” The USDA logo is **not** to be utilized in any publications. The NDA logo may be used if approval is received.

## Project close out

All funds must be expended by the expiration date listed on the subgrant agreement. Final reports are due 30 days after project completion. Report notifications will be sent by program staff along with reporting requirements.