

Federal-State Marketing Improvement Program

Guidelines, Instructions and Application

Federal Fiscal Year 2015

Administered by

The Nevada Department of Agriculture

Full Application due April 24, 2015 by 5:00 PM

405 South 21st Street

Ashley Jeppson, Program Manager

(775) 353-3675

ajeppson@agri.nv.gov



Federal-State Marketing Improvement Program
Fiscal Year 2015 Request for Applications
Funding Opportunity Number: USDA-AMS-FSMIP-2015

Application Due Date: 5:00 PM Pacific Time on April 24, 2015
Nevada Department of Agriculture

Program Solicitation Information

Funding Opportunity Title: Federal-State Marketing Improvement Program (FSMIP)
Funding Opportunity Number: USDA-AMS-FSMIP-2015

Announcement Type: Initial
Catalog of Federal Domestic Assistance (CFDA) Number: 10.156

Dates: Applications must be received by 5:00 PM Pacific Time on April 24, 2015, through the Nevada Department of Agriculture. sscheetz@agri.nv.gov.

Inquiries regarding the grant program can be submitted to Ashley Jeppson, ajeppson@agri.nv.gov, (775)-353-3675.

Executive Summary: The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), requests applications for the fiscal year (FY) 2015 Federal-State Marketing Improvement Program (FSMIP) to competitively award matching grants to eligible applicants for projects that explore new market opportunities for U.S. food and agricultural products, and encourage research and innovation aimed at improving the efficiency and performance of the U.S. marketing system. Approximately \$1 million is available to fund applications under this solicitation.

FSMIP funding will be available for use beginning September 30, 2015. A \$1 to \$1.20 match consisting of cash and/or in-kind non-Federal resources is required.

This announcement identifies eligibility criteria for FSMIP projects and applicants, and the application forms and associated instructions needed to apply for a FSMIP award.

It is important that applicants read and adhere to the guidance contained in this Request for Applications when preparing their applications.

- New grant regulations were published last year by the Office of Management and Budget (OMB) that became effective in 2015. AMS addresses all applicable regulatory changes in this Request for Applications and in the terms and conditions of award.

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1.0 FUNDING OPPORTUNITY

1.1 LEGISLATIVE AUTHORITY

Legislative authority is provided under section 204(b) of the Agricultural Marketing Act of 1946, (7 U.S.C. 1621-1627).

1.2 PURPOSE

The Federal-State Marketing Improvement Program (FSMIP) provides matching funds on a competitive basis to explore new market opportunities for U.S. food and agricultural products, and encourage research and innovation aimed at improving the efficiency and performance of the U.S. agricultural marketing system. FSMIP funds a wide range of applied research projects that address barriers, challenges, and opportunities in marketing, transporting, and distributing U.S. food and agricultural products domestically and internationally.

Eligible entities include State Departments of Agriculture, State agricultural experiment stations, and other appropriate State agencies, including state universities and state colleges. The eligible entities are collectively referenced throughout this document as “State agencies.” See [Section 3.0](#) for further information on eligibility.

1.3 PROJECT TYPES

1.3.1 ELIGIBLE AGRICULTURAL CATEGORIES

Eligible agricultural categories include poultry, livestock, dairy, food, feed and fiber crops, fish and shellfish, horticulture, viticulture, apiary, and forest products, and processed or manufactured products derived from such commodities. Reflecting the growing diversity of U.S. agriculture, in recent years, FSMIP accepts proposals dealing with nutraceuticals, bioenergy, compost,

agroforestry products, and products made from agricultural residue. To check on the eligibility of agricultural categories not listed, contact the FSMIP Program Coordinator ajeppson@agri.nv.gov.

1.3.2 ELIGIBLE PROJECT SCOPE

Proposals may address topics dealing with any level of the marketing chain including direct, wholesale, and retail. Proposals must have a strong marketing focus, must involve research, and the primary beneficiaries must be agricultural producers and agribusinesses. Proposals that involve training or education programs must include a research component that tests the effects of the program on the marketing goals.

Proposals may involve small, medium or large scale agricultural entities but **MUST** benefit multiple producers or agribusinesses, whereas proposals that benefit one business or individual will not be considered. Proposals that address issues of importance at the State, multi-State, or national level are appropriate for FSMIP.

FSMIP will consider unique proposals on a smaller scale that may serve as pilot projects or case studies useful as models for others. Such proposals must include an objective to analyze opportunities and formulate recommendations with regard to how the project could be scaled up or expanded to other regions.

1.3.3 ELIGIBLE PROJECT TOPICS

FSMIP's enabling legislation authorizes projects to:

- Determine the best methods for processing, preparing for market, packing, handling, transporting, storing, distributing, and marketing agricultural products.
- Determine the costs of marketing agricultural products in their various forms and through various channels.
- Assist in the development of more efficient marketing methods, practices and facilities to bring about more efficient and orderly marketing, and reduce the price spread between the producer and the consumer.
- Develop and improve standards of quality, condition, quantity, grade and packaging in order to encourage uniformity and consistency in commercial practices.
- Eliminate artificial barriers to the free movement of agricultural products in commercial channels.
- Foster new/expanded domestic/foreign markets and new/expanded uses of agricultural products.
- Collect and disseminate marketing information to anticipate and meet consumer requirements, maintain farm income, and balance production and utilization.

1.4 PRIORITY AREAS

All proposals that fit within the FSMIP scope are encouraged and will receive equal consideration during the review process. FSMIP will award five percent of total FSMIP funds to proposals that score among the higher ranked proposals and meet one of the following criteria:

- Reflect a collaborative approach between the States, academia, the farm sector and other appropriate entities and stakeholders, in recognition of the synergies and improved outcomes that are attributable to such collaborations and partnerships.
 - Assess challenges and develop methods or practices that could assist producers in marketing agricultural products that meet the mandates of the Food and Drug Administration’s Food Safety Modernization Act 21 U.S.C. 2201.
 - Have the potential to create wealth and economic opportunity in rural communities through research and studies on issues relating to marketing in local and regional food systems, and value-added agriculture.
 - Contribute to the strategy of a designated Promise Zone. For more information on current Promise Zones, visit the U.S. Department of Housing and Urban Development Website: http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/economicdevelopment/programs/pz
- If your proposal involves a partnership with a Promise Zone, you will need to provide certain documentation. See [Section 4.3.5](#).

1.5 DEVELOPMENT OF PROPOSALS

1.5.1 STATE AGENCY RESPONSIBILITIES

State Agencies bear the primary responsibility for developing proposals and overseeing funded projects. Proposals must be structured so that the State Agency maintains control of the project objectives, sets policy, and ensures that the project will be carried out in accordance with all applicable Federal statutes and regulations as well as with the Grant Agreement and the Terms and Conditions of Award. State Agencies are responsible for ensuring that subrecipients maintain appropriate records and follow all applicable Federal statutes and regulations as well as the Grant Agreement and the Terms and Conditions of Award.

State Agencies must ensure that proposals are appropriate for FSMIP by reviewing [Section 1.2](#). Contact the FSMIP Staff Officer if there is any question about whether or not the proposal qualifies for FSMIP.

1.5.2 OUTREACH

State Agencies must assume the lead role in FSMIP projects and use cooperative or contractual linkages as needed to carry out the proposed work. State Agencies are encouraged to reach out to potential project partners within their States including producer and commodity groups, community-based organizations, economic development organizations, and groups that represent American Indians and Alaska Natives, socially disadvantaged producers, veterans, and [Promise Zone](#) partner organizations to engage them in developing proposals.

1.5.3 MULTI-STATE PROPOSALS

The State Agency that will assume the administrative and coordinating role for a multi-state proposal must submit the application.

1.5.4 PREVIOUS PROJECTS AND SIMILAR OR FOLLOW-UP PROPOSALS

If the proposal: (a) Builds on a project funded by the AMS Specialty Crop Block Grant Program, the AMS Farmers Market Promotion Program, the AMS Local Food Promotion Program, or another USDA award program; (b) Is part of a larger project or initiative; (c) Builds on a previously funded FSMIP project; or (d) Is similar to, or replicates, previous FSMIP-funded work done in another State or under another project, an explanation must be included in the project Narrative that indicates how the proposal relates to, and is distinct from, such work. A follow-up proposal is allowed only after the original FSMIP project has been completed, and the final report on the original FSMIP project has been submitted to and accepted by FSMIP. A follow-up proposal to a FSMIP project that is still in progress as of the application deadline is not allowed. It is also FSMIP's policy not to fund more than three successive projects on the same topic submitted by the same State Agency.

1.5.5 PROPOSALS INVOLVING FOREIGN MARKET DEVELOPMENT OR FOREIGN TRAVEL

If a proposal involves foreign market development, determine first if the project is more appropriate for federal award programs administered by the Foreign Agricultural Service (FAS) or for funding through a State-Regional Trade Group. FSMIP recommends that applicants search the [FAS database of GAIN reports](#) to ensure that proposals will not duplicate existing information. Any request for funds for foreign travel must be directly related to the project objectives.

2.0 AWARD INFORMATION

2.1 TYPE OF FEDERAL ASSISTANCE

FSMIP will use a Grant Agreement to provide a Federal award to successful FSMIP applicants.

2.2 TYPE OF APPLICATIONS

New application. All new applications will be reviewed competitively using the selection process and evaluation criteria described in [Section 5.0](#).

2.3 AVAILABLE FUNDING

Approximately \$1 million will be available to fund applications in fiscal year 2015.

2.4 FEDERAL AWARD PERIOD DURATION

FSMIP projects must be completed within 24 months (2 years). It is acceptable to complete a project before the scheduled ending date. The grant period must begin on September 30, 2015, and end no later than September 29, 2017. The applicant must indicate the start date and end date on Block 17 on the SF-424 "Application for Federal Assistance."

2.5 AWARD SIZE

FSMIP awards typically average about \$60,000 each, and in recent years have ranged from \$25,000 to \$135,000.

3.0 ELIGIBILITY INFORMATION

3.1 ELIGIBLE APPLICANTS

Eligible applicants (“State agencies”) are State departments of agriculture, State agricultural experiment stations, and other appropriate State agencies from the 50 States, American Samoa, the District of Columbia, Guam, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands. The term “other appropriate State Agency” means a State university, a State college, or a State government entity such as a State department of forestry, natural resources, or energy. The terms State university and State college include land-grant universities and colleges established under the Morrill Acts of 1862 and 1890, 7 U.S.C. sections 301 et seq and 321 et seq, respectively, and tribal colleges and universities that became land-grant institutions in 1994, under the Elementary and Secondary Education Reauthorization Act, as well as other state-run colleges and universities.

Although not eligible to apply directly, producer associations, non-profit organizations and other agricultural and stakeholder organizations may participate in FSMIP as partners with an eligible applicant.

3.2 BENEFIT MORE THAN ONE INDIVIDUAL FARM OR AGRIBUSINESS

FSMIP will not award grant funds for projects that solely benefit one individual farm or agribusiness. FSMIP projects must benefit multiple producers or agribusinesses, or have agricultural sector-wide impact.

3.3 ACTIVE AND GOOD STANDING AND STATE OF NEVADA BUSINESS LICENSE

Applicant agencies that are a Nevada corporation, LLC, LP, LLP, or LLLP must have a current Nevada Business License. Organization or individuals that have been exempted from having a business license must provide proof that they have been exempted. Non-profit corporation 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 or,
- A copy of an unexpired business license or,
- A print-out from the Nevada’s Secretary of State’s free Business Entity Search showing active status.

3.4 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. In the event that 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 are required to disclose to 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, or
 - d. False statements or receipt of stolen property.
2. 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.

3.5 FISCAL REQUIREMENTS AND TERMS

Advances and Cash Reimbursement

As of FY 2015 cash advances will not be permitted, only reimbursements will be issued.

3.6 COST SHARING OR MATCHING

FSMIP awards must be matched \$1-for-\$1.20 with cash and/or with properly-valued, in-kind non-Federal resources. Examples of matching resources commonly used in FSMIP projects include cash, State-appropriated funds, student tuition, partners' time, meeting facilities that would otherwise have to be rented, and travel expenses associated with the project. Program income cannot be contributed as a match. Applicants must review [2 CFR 200.306](#) and contact FSMIP if there are any questions about what constitutes a legitimate match.

All matching contributions must be committed or in place when the proposal is submitted to FSMIP. Non-Federal funds that are expected or anticipated to be awarded by the time the project commences cannot be counted toward the matching requirement. The time donated by unspecified individuals or groups is not an acceptable match. Time and travel expenses of producers who will attend training or conferences held in connection with the FSMIP project are not an acceptable match.

The State Agency must obtain, and submit with the application, written verification of commitment from any third party who will contribute cash and/or in-kind matching resources to the project. Such written verification is not required of the State Agency itself because the

signature of the State Agency representative on the SF-424 Federal application form affirms the availability of the matching resources the State Agency brings to the project. Bringing more than the required \$1-for-\$1.20 match does not convey any advantage to the application in terms of evaluation and scoring during the review process.

Example of Matching Requirements:

Grant Funding request: \$30,000

Matching Requirement: \$36,000 ($\$30,000 * \1.20)

3.7 FINANCIAL MANAGEMENT

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, Plant Industry staff of 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.

3.8 CO-MINGLING OF FUNDS

In no case will USDA Federal-State Marketing Improvement 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.

3.9 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.

3.10 FRAUD, WASTE, AND ABBUSE

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 Nevada Department of Agriculture (NDA) and to USDA.

Fraud, waste, and abuse include, 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 NDA.

4.0 APPLICATION AND SUBMISSION INFORMATION

4.1 OBTAINING AN APPLICATION PACKAGE

Applicants are due to the Nevada Department of Agriculture by 5:00pm April 24, 2015.

4.2 APPLICATION CHECKLIST

The application must include the following:

The following forms are available and must be submitted with application to NDA. ***Submit these forms with the application:***

1) AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants, if applicable. Any entity that has filed articles of incorporation with a State government, DC, etc. must complete this form. This requirement does not apply to state departments of agriculture, but it may apply to state universities and state colleges.

2) AD-3031, Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants, if applicable. Any entity that has filed articles of incorporation with a State government, DC, etc. must complete this form.

The following documents must be prepared outside of Grants.gov, then uploaded under SF-424 item #15. Click on “Add Attachments” and follow the instructions on the form. ***Combine and submit the following items:***

3) Narrative and Budget which consist of:

a) Cover Page

b) Table of Contents

c) Abstract

d) 10-page Narrative plus References

e) Budget Spreadsheet and Budget Narrative (required budget narrative form at

http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Plant/Specialty_Crop_Block_Grant/2015%20Sub-Grant%20Budget%20Form.xls.

4) Other Required Elements

a) Personnel Qualifications

b) Letters from Third Parties who will Contribute Matching Resources

c) 1-3 Letters of Support from Stakeholders or Beneficiaries

d) Letter from Promise Zone implementation partner, if applicable

e) Areas Affected by Project

4.3 CONTENT AND FORM OF APPLICATION SUBMISSION

4.3.1 BUDGET NARRATIVE

4.3.2 SF-424B ASSURANCES FOR NON-CONSTRUCTION PROGRAMS (REQUIRED)

4.3.3 AD-3030 – REPRESENTATIONS REGARDING FELONY CONVICTION AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS (REQUIRED IF APPLICABLE)

Any entity that has filed articles of incorporation with a State government, DC, etc. must complete this form. This requirement does not apply to state departments of agriculture, but it may apply to state universities and state colleges.

4.3.4 AD-3031 – ASSURANCE REGARDING FELONY CONVICTION AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS (REQUIRED IF APPLICABLE)

Any entity that has filed articles of incorporation with a State government, DC, etc. must complete this form. This requirement does not apply to state departments of agriculture, but it may apply to state universities and state colleges.

4.3.5 APPLICATION PACKAGE (REQUIRED)

To ensure a fair and equitable competition, the required format is a single-spaced, 12-point font with 1-inch margins. Number the pages in the right hand bottom corner. The Narrative may be in Word (.doc, .docx) or Adobe Acrobat (.pdf), but whichever format is used, the cut/paste function must be operational.

Handwritten applications will be not accepted. Ensure that upon application submission to NDA, your document is in final form (e.g. if you used the “track changes” function, accept all changes before submitting so that the mark-up is not visible upon final submission).

COVER PAGE

The Cover Page must be included at the beginning of the application package, and include:

- Proposal Title of no more than 10 words
- Name of the applicant 13
- Names and contact information of the project leader, other principal partners, as well as the university grants office and financial office, if applicable.

TABLE OF CONTENTS

All pages must be numbered. The Table of Contents indicates the page number for all required sections of the application as well as for any attachments.

ABSTRACT

The Abstract must be a concise, stand-alone description of and justification for the project. The maximum length is 250 words.

NARRATIVE (Pages 1-10) and REFERENCES

The Narrative must include the following sections in the order they appear below. All sections of the Narrative must be in a paragraph format. Do not present or combine sections into a spreadsheet or table.

(1) Background and Justification

(i) Clearly identify the marketing issue, problem, barrier, challenge or opportunity to be addressed and explain why the proposal is important and timely. Articulate the research question to be answered by the project or provide a concise problem statement. Provide a literature review sufficient to demonstrate the current state of knowledge about the topic and how the proposed

work builds on it or addresses any gaps. See (7) References for instructions on how to handle literature citations.

(ii) Quantify and discuss the potential economic impact of the project on agricultural producers and agribusinesses. Impacts include, but are not limited to number of jobs, volume and value of sales or shipments, market share, and the value of new markets and new products.

(iii) Include data and/or estimates that describe the extent of the problem, and the number of agricultural producers or agribusinesses affected. Explain who will benefit and how they will benefit from the project.

(iv) If the proposal:

- Builds on a project funded by the AMS Specialty Crop Block Grant Program, the AMS Farmers Market Promotion Program, the AMS Local Food Promotion Program, or another USDA award program, briefly describe what has been accomplished already, how the proposal is distinct from the previous work, and how the proposal furthers the ultimate overall goals of the project.

- Is part of a larger non-FSMIP project, briefly describe how the proposal fits into the larger project and how it is distinct from other aspects of the larger project.

- Is a follow-up to a previously completed FSMIP project, briefly describe what has been accomplished already, how the FSMIP proposal is distinct from the previous project, and how the proposal advances the overall project goals.

- Is similar to or replicates previous FSMIP-funded work done in another State or under another project, describe how the proposal is distinct from such work, and indicate briefly how it will add to the general body of knowledge on this topic. A search function for FSMIP final reports is available at <http://www.ams.usda.gov/AMSV1.0/FSMIP>.

- Involves foreign market development, briefly describe efforts taken to ensure this proposal does not duplicate publically available reports or data, and describe how it will fill any data gaps.

- Involves a Promise Zone implementation partner, discuss the role and relevance of the Promise Zone implementation partner, and the impact of the Promise Zone strategy on the goals, purposes, and outcomes of the project. Evidence of the partnership agreement with the Promise Zone Lead Applicant in the form of a letter must be included in the FSMIP application.

(2) Other Federal Award Programs

Indicate if the proposal has been or will be submitted to another federal award program, and if so, identify the federal award program. If the proposal is selected for funding by another federal award program after the proposal is submitted to FSMIP, the applicant must inform FSMIP immediately and withdraw the FSMIP proposal.

(3) Goal(s), Objectives and Work Plan

Describe the overall goal(s) in one or two sentences. List and describe the proposal objectives. Explain how each objective will be accomplished and by whom. Also include the expected completion date for each objective and indicate the major milestones of the project.

(4) Project Evaluation, Outputs and Expected Outcomes

Describe what the project is expected to accomplish, the expected benefits, and how the project will be evaluated while in progress and upon conclusion. Describe outputs that explain who the target audience is and what activities are to be completed. Describe expected measurable outcomes that explain what knowledge may be gained or what actions may be implemented as a result of the project. Include at least one quantitative metric that will be reported at the beginning and the end of the project to demonstrate impact.

(5) Project Deliverables

List any expected deliverables that will result from the project in addition to the required final report. Examples of project deliverables include professional journal or farm press articles, Extension bulletins, and manuals.

(6) Outreach Plan

Describe how the project results will be shared with and disseminated to the target audience(s), stakeholders and other interested parties beyond those directly served by the project. Examples of such activities include presentations at professional conferences or producer meetings, publication of articles in professional journals or the agricultural press, educational brochures, slides, survey instruments, and websites. Web pages devoted to the project must also include this information in a prominent location. All materials must be made available electronically and disseminated via appropriate websites.

(7) References

Do not use footnotes. Cite the literature referenced in the text and attach a separate page called "References" with the detailed literature citations. Reference pages do not count toward the 10-page Narrative maximum.

(8) Draft Survey

If the proposal involves a survey, briefly discuss the nature of the questions that will be asked, the methodology to be used for data collection and analysis, and the population to be surveyed. It is not required, but if a draft survey is available, include it at the end of the Narrative. A draft survey does not count toward the 10-page Narrative maximum.

Budget Spreadsheet and Budget Narrative

The required budget spreadsheet can be found at

http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Plant/Specialty_Crop_Block_Grant/2015%20Sub-Grant%20Budget%20Form.xls

The Budget Spreadsheet must show the relevant expenditure categories in the far left column and, proceeding across the page, there must be a column showing the dollar amount of FSMIP funds requested and separate columns showing the dollar amount for each of the non-federal entities that will provide matching resources. For 2-year projects, provide separate Year 1, Year 2, and cumulative budgets.

The Budget Narrative must explain how the dollar amounts for each category shown on the Budget Spreadsheet were derived and what they cover. Following is information on some of the

more common expenditures associated with FSMIP projects. See Section 4.7.2 for a full listing of allowable and unallowable costs.

Personnel – Show hourly rates and estimated number of hours, FTEs or percent of time to be spent on the project, and describe the role and responsibilities of each party. If a third party will be hired after FSMIP funds are awarded but has not yet been identified, provide a brief description of the qualifications to be sought and the type of wages to be paid hourly, salaried, or graduate assistantship. Rates must be reasonable and consistent with locality pay for similar jobs. See [2 CFR 200.430](#) and [2 CFR 200.431](#).

Travel – Indicate what the travel includes (mode of travel, how many people, how many days, destination, lodging, meals, etc. as applicable) and how it relates to the project goals. See [2 CFR 200.474](#).

Contracts – Indicate if the expense represents a flat fee for services or an hourly rate. Indicate the actual or estimated hourly rate to be applied. List general categories of items the contract covers such as professional services, travel, lodging, administrative expenses, etc. Rates must be reasonable and consistent with locality pay for similar jobs. Hourly rates that exceed the salary of a GS-14 step 10 federal employee in your area must be justified.

Other Required Elements

(1) Personnel Qualifications

Provide a one- to two-page resume of relevant experience and/or qualifications of the principal investigator(s) and for each of the other major project participants. *Longer resumes will be disregarded.*

(2) Approved Negotiated Indirect Cost Rate Proposal

If an applicant has a negotiated indirect cost rate greater than 10 percent of total direct costs, they must submit a copy of their approved *indirect cost rate proposal* to substantiate their request, as described in Appendix III to Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs) through Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals of this part, and Appendix IX to Part 200—Hospital Cost Principles.

(3) Letters from Third Parties who will Contribute Matching Resources

Written verification of commitment from each third party who will contribute cash and/or in-kind matching non-Federal resources to the project is required. Acceptable written verification is in the form of a letter on organization letterhead, and may be addressed either to the State Agency or to FSMIP. Letters must accompany the proposal at the time of application. Do not send original letters. Unsigned letters and email messages in lieu of a letter will not be accepted. Clearly indicate at the top of the letter that it is a MATCH letter. Letters of verification must include:

- Organization name, name and title of letter writer, address, telephone number and email address.
- Project title and a reference to FY 2015 FSMIP.

- Total dollar amount of cash contribution and/or a description of the in-kind contribution. For example, if the in-kind contribution is personnel time, include name, title, total dollar amount and an indication of number of hours, percent of salary or FTEs the dollar amount represents.

(4) Letter(s) of Support from Stakeholders or Beneficiaries

At least one, but no more than three, letters of support from stakeholders or beneficiaries detailing the expected benefits of the project to the group is required. A third party that contributes resources to the project may write a letter of support, but that letter must be separate from the MATCH letter discussed in item (3). Letters of support must be on letterhead and may be addressed either to the State Agency or to the FSMIP Staff Officer. Letters of support must accompany the proposal at the time of application. Do not send original letters. Unsigned letters and email messages in lieu of letters will not be accepted. Form letters are discouraged. Clearly indicate at the top of the letter that it is a SUPPORT letter. Congressional letters of support do not meet this requirement.

(5) Letter from a Promise Zone Implementation Partner, if Applicable

For applicants partnering with Promise Zone Lead Applicant Organizations, identify the specific **Promise Zone** area in which your project will be implemented and attach documentation on letterhead from and signed by the Promise Zone Lead Applicant Organization certifying the partnership. The letter must describe how the proposal meets the goals of the Promise Zone initiative.

(6) Areas Affected by Project (Cities, counties, States, etc.)

Complete Block 14 on the SF-424 Application for Federal Assistance and submit as a separate attachment with the application.

4.4 DISQUALIFICATION OF A SUBMITTED APPLICATION

Your application will be disqualified if:

- You are not an eligible entity.
- The application is received after the deadline.
- The application does not meet the required \$1 for \$1.20 match.
- The topic and/or approach of the application is outside the FSMIP program scope.

4.5 SUBMISSION DATE AND TIME

The deadline for submitting FY 2015 applications is 5:00 pm Pacific Time, April 24, 2015. Applications must be submitted to the Nevada Department of Agriculture. Ensure that all components of the application are complete before submitting them to NDA.

4.6 INTERGOVERNMENTAL REVIEW

BUDGET

Proposed Project Budget- Utilize the NDA sub-grant budget page available at

http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Plant/Specialty_Crop_Block_Grant/2015%20Sub-Grant%20Budget%20Form.xls

FSMIP is subject to [Executive Order 12372](#), “Intergovernmental Review of Federal Programs.”

4.7 FUNDING RESTRICTIONS

4.7.1 INDIRECT COSTS

Indirect costs are ineligible

Indirect costs (also known as “facilities and administrative costs”—defined at [2 CFR §200.56](#)) represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Refer to [2 CFR §200.413](#) and [414](#) for additional information on determining if costs charged to the award are direct or indirect.

Direct charging of these costs may be appropriate where the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency; and
4. The costs are not also recovered as indirect costs.

4.7.2 ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

The following is information on allowable and unallowable costs in common categories of FSMIP proposal budgets. This section is not intended to be all-inclusive. Reference [Subpart E-Cost Principles of 2 CFR part 200](#) for the complete explanation of the allowability of costs.

Applicants that have questions concerning the allowability of costs after reviewing this section should contact FSMIP.

Note that the allowable costs listed below may also be cost-shared or brought as part of the required match. Unallowable costs cannot be brought as a match.

Advisory Councils

Unallowable for costs incurred by advisory councils or committees.

Buildings and Land - Construction

Unallowable for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations of an existing building or facility (including site grading and improvement, and architecture fees). This also includes construction and construction-related materials, which may include, but are not limited to the purchase of building materials such as wood, nails, concrete, asphalt, roofing, gravel, sand, paint, insulation, drywall, or plumbing.

Allowable for rental costs of land with prior approval.

A *building* is any permanent structure designed or intended for support, enclosure, shelter or protection of people, animals or property having a permanent roof supported by columns or walls.

Conferences

A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award.

Unallowable if the project solely consists of conference or workshop.

Allowable if a conference or workshop is part of a larger project. The applicant must clearly indicate the purpose and target audience for the conference or workshop, and explain how the

activity will be paid for. Also indicate if registration fees will be collected and if applicable, show the fees as program income on the Budget spreadsheet and provide an explanation in the Budget Narrative. If funds are requested to pay for food or refreshments, provide an estimate *Allowable* to rent a building or room for training, however, where appropriate, FSMIP encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to rent a building or a room. If renting a building or a room is necessary, the most cost-effective facilities such as State government conference rooms should be utilized.

Unallowable for meal costs (breakfast, lunch and dinner) unless the applicant justifies that to do so would otherwise impose arduous conditions on the continuity of a meeting and its participants. Breakfasts for conference attendees are usually considered unallowable as it is expected that individuals will have sufficient time to dine on their own before the conference begins.

Allowable for meals consumed while in official travel status. They are considered per diem expenses and should be reimbursed in accordance with the organization's established written travel policies.

Contributions or Donations

Unallowable for contributions or donations, including cash, property, and services, made by the recipient, regardless of the recipient (also referred to as "re-granting of funds").

Allowable for products or samples purchased with FSMIP funds or brought as a match if they are used in a study that assesses acceptance by the target audience, or has a similar evaluative objective.

Entertainment Costs

Unallowable for entertainment costs, including amusement, diversion, and social activities and any costs directly associated with such costs such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities, regardless of their apparent relationship to project objectives.

Equipment

Unallowable for acquisition costs of general purpose equipment.

Allowable for rental costs of general purpose equipment. For equipment leases or rentals with an acquisition cost that equals or exceeds \$5,000, rates should be in light of such factors as rental costs of comparable vehicles and equipment, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of equipment leased.

Allowable for acquisition costs and rental costs of special purpose equipment provided the following criterion is met:

- 1) Necessary for the research, scientific, or other technical activities of the grant award;
- 2) Not otherwise reasonably available and accessible;
- 3) The type of equipment is normally charged as a direct cost by the organization;
- 4) Acquired in accordance with organizational practices;
- 5) Must only be used to solely meet the legislative purpose of the grant program and objectives of the grant award;
- 6) More than one single commercial organization, commercial product, or individual must benefit from the use of the equipment;

- 7) Must not use special purpose equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services; and
8) Equipment is subject to the full range of acquisition, use, management, and disposition requirements under [2 CFR part 200.313](#) as applicable.

Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. Recipients and subrecipients purchasing equipment are encouraged to use funds to purchase only American-made equipment or products.

Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.

General Purpose Equipment means equipment that is not limited to technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

Special Purpose Equipment is equipment used only for research or technical activities. 23

Fines, Penalties, Damages and Other Settlements

Unallowable for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations.

Fixed Amount Subawards

Unallowable.

Fund Raising and Investment Management Costs

Unallowable for organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. This includes salaries of personnel involved in activities to raise capital.

Goods or Services for Personal Use

Unallowable for costs of goods or services for personal use of employees regardless of whether the cost is reported as taxable income to the employees.

Insurance and Indemnification

Allowable as indirect costs for insurance and indemnification.

Indirect Costs - Unrecovered

Unallowable to use unrecovered indirect costs as part of cost sharing or matching. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the

amount which could have been charged to the Federal award under the potential recipient's approved negotiated indirect cost rate.

Memberships, Subscriptions, and Professional Activity Costs

Unallowable for costs of membership in any civic or community organization.

Organization Costs

Allowable with prior approval for organization costs per [2 CFR 200.455](#).

Unallowable for costs of investment counsel and staff and similar expenses incurred to enhance income from investments.

Participant Support Costs

Incentives for Study Participants and Survey Respondents:

Allowable to provide cash, coupons, vouchers or other appropriate incentives to recruit target entities to participate in a research project such as to complete a survey or participate in a focus group. All other uses of coupons and vouchers are not allowed. The amount and type of the incentive must be reasonable and appropriate, and is subject to approval by FSMIP.

Allowable with prior approval, for participant support costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Pre-Award Costs

Allowable, if such costs are necessary to conduct the project or program, and would be allowable under the grant, if awarded.

A recipient may incur pre-award costs 90 calendar days before FSMIP makes the award without prior approval from FSMIP. Expenses more than 90 calendar days pre-award require FSMIP prior approval. All costs incurred before FSMIP makes the award are at the recipient's risk. The incurrence of pre-award costs in anticipation of an award imposes no obligation on FSMIP to award funds for such costs.

Printing and Publications

Allowable to pay the cost of preparing informational leaflets, reports, manuals, and publications relating to the project, however the printing of hard copies is discouraged.

Program Income

Program income is gross income earned by a recipient resulting from activities supported by a federal award. It includes income in the form of fees for services performed during the award performance period, real property, usage or rental fees, or patent or copyright royalties. Program income cannot be used to meet the matching requirement.

Real Property

Unallowable for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations of an existing building or facility (including site grading and improvement, and architecture fees). This also includes construction and construction-related materials, which may

include, but is not limited to the purchase of materials wood, nails, concrete, asphalt, roofing, concrete, gravel, sand, paint, insulation, drywall, or plumbing.

Building is defined as any permanent structure that is designed or intended for support, enclosure, shelter or protection of person, animals or property having a permanent roof that is supported by columns or walls.

Rearrangement and Reconversion Costs

Allowable only as indirect costs incurred for ordinary and normal rearrangement and alteration of facilities.

Selling and Marketing Costs

Unallowable selling and marketing costs include, but are not limited to:

Advertising media costs to promote a producer-to-consumer direct marketing effort.

Advertising media includes newspaper; radio; television; direct mail; bus, signs, or other advertisement wraps; and other electronic and computer transmittals.

Promotional items such as point-of-sale materials, promotional kits, billboard space, signs or streamers, automobile stickers, table tents, and place mats, swag, souvenirs, memorabilia, or promotional items of a personal nature.

Public relations activities utilizing advertising media to promote a direct producer-to-consumer marketing to the public or a specific and FSMIP approved audience.

- Product advertising through any media, either directly or indirectly, through an advertising agency or other firm.
- General publicity or information programs designed to build the image of the State's agriculture, State Department of Agriculture, or other State Agency.
- Costs associated with County and State fair exhibits, or promotion of commodity months or weeks.
- Costs associated with sponsorships. A sponsorship is a form of advertising in which an organization uses grant funds to have its name and/or logo associated with certain events and where the organization does not necessarily know how the funds associated with the sponsorship costs will be used. These costs are considered a contribution or donation and only benefit the organization offering the funding.
- Purchase of products or samples of products to give away to the public. However, products or samples may be purchased with FSMIP funds or brought as a match if they are used in a study that assesses acceptance by the target audience, or has a similar evaluative objective.
- Expenses relating to domestic or foreign trade shows except educational programs or technical seminars conducted to educate potential buyers about the properties, characteristics or uses of an agricultural commodity or product.

Unallowable for the purchase of food-relative incentives, including any types of bonuses, coupons, and vouchers.

Unallowable for the purchase of food for displays, incentives or cooking demonstrations.

Allowable for products or samples may be purchased with FSMIP funds or brought as a match if they are used in a study that assesses acceptance by the target audience, or has a similar evaluative objective.

Travel Costs

Unallowable for travel costs of government officials per [2 CFR 200.474](#)

Unallowable for travel costs of producers or processors simply to gain marketing experience, to network and/or to sell their products.

Allowable for domestic and international travel of individuals for activities directly related to activities directly related to the project objectives. Examples of personnel whose travel may be covered: state agency personnel working directly on the project, technical experts, producer representatives who have unique knowledge about a commodity or market, and individuals whose presence on an international trip will make a direct contribution to the goals of the project. All travel expenses associated with FSMIP projects must follow Federal travel regulations ([41 CFR Chapters 300 through 304](#)) unless State travel requirements are in place. If alternative technologies such as teleconferencing or videoconferencing are available, appropriate for the project, and less costly, they must be utilized as an alternative to travel.

4.8 OTHER SUBMISSION REQUIREMENTS

FSMIP requires applicants to submit applications through the Nevada Department of Agriculture.

(A) Data Universal Number System (DUNS) Number Requirement: Applicants must have a DUNS number at the time of application submission. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

URL: <http://www.dnb.com/get-a-duns-number.html>

Hours: Monday – Friday 7 a.m. to 8 p.m., CST

US Calls and U.S. Virgin Islands: 866-705-5711

Alaska and Puerto Rico: 800-234-3867 (Select option 2, then option 1)

(C) Registration and Submission

Submit application to the Nevada Department of Agriculture

Submission Instructions

Application must be received by Steve Scheetz, Fiscal Services, by: ***Friday, April 24th, 2015 at 5 PM.***

The application must be typed. Incomplete applications will not be considered so please ensure that you thoroughly read this document and address all questions completely prior to submission. Complete the required format in a Microsoft Word document. Applications are due by April 24th 2015 5:00 p.m. PST.

- Applications will be accepted via mail, electronic mail, express delivery or hand delivery to the NDA office at 405 South 21st Street, Sparks NV 89341. ***Both an electronic copy***

(word document) and hard copy of your application must be received. When submitting a hard copy, include three signed, unbound original (applications should not be permanently bound or in a notebook). Send applications to both the address and e-mail below:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431
Email: sscheetz@agri.nv.gov

Inquiries regarding the application process should be addressed to the contact information provided on page one.

Applications must include the date that the proposal was submitted and must be sent via email and with a hard copy either mailed or hand delivered. Hard copies must be signed.

Please complete your proposal in a Microsoft Word Document. The application should be broken into the sections outlined in the project profile/application referenced on page 10. Each listed item must be addressed in order to consider the application complete. The application should be single spaced and a minimum of 5 pages not to exceed 10 pages of narrative.

Number of Copies

Three (3) copies of the full application including all attachments.

Mailing Application Instructions

Mail application, including all required documents, to:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431

Applications Delivered in Person

Deliver applications to front desk. Make sure applications, including all required documents, are delivered in an envelope or box between 8 AM and 5 PM to:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431

5.0 APPLICATION REVIEW INFORMATION

5.1 PROJECT EVALUATION CRITERIA

Each application will be reviewed competitively using the following criteria and scoring:

(1) **OBJECTIVES** (25 points) – the proposal is well-justified, addresses an important marketing barrier, challenge or opportunity, and contains a problem statement or clearly frames the issue to be studied; the literature review supports the need for research; and aligns well with FSMIP’s legislative and program goals.

(2) **APPROACH** (25 points) –the goals, objectives, and work plan are clear, appropriate, and logical; personnel demonstrate appropriate qualifications, knowledge and experience necessary to conduct the research; research methodology is described and appropriate to answer research questions; and all budget items, both federal award funds and matching resources, are allowable, reasonable and clearly described.

(3) **IMPACT** (30 points) – the proposal describes the potential impact it will have on target producers and agribusinesses, and the potential for the proposal to provide new knowledge and lessons learned that could be applied in other States or regions of the country; estimated economic impact is described and supported by relevant data. For small-scale or pilot proposals, the proposal includes recommendations as to how the project could be scaled up or expanded to other States or regions. The proposal includes at least one quantitative metric to demonstrate impact.

(4) **DELIVERABLES AND OUTREACH** (20 points) – the proposal describes deliverables attributable to the project in addition to the final report; and outlines a plan to disseminate project results electronically and in person to the target audience, stakeholders, and interested parties beyond those directly served by the project.

5.2 REVIEW AND SELECTION PROCESS

Step 1: Initial Screening

Each application will be screened by FSMIP to determine if the applicant is an eligible entity, that all required components of the application have been submitted, and that the budget meets the \$1 for \$1 match. FSMIP will also ensure that the topic of the application is generally within the FSMIP program scope. Applicants will receive an email message from FSMIP once the initial screening is complete. Applications that pass Step 1 will proceed to Step 2: Technical Review.

Proposals will be evaluated on the criteria listed in [section 5.1](#). The text under each heading is provided to help applicants understand generally what aspects of their proposals will be evaluated, but is not meant to be a checklist or to indicate how scores within the individual evaluation categories will be weighted.

Proposals that address priority areas, including Promise Zone projects, will also be evaluated on the criteria listed in [section 5.1](#) in competition with all other proposals.

Step 3: Administrative Review

Top applications that qualify for Step 3 of the review process will be evaluated to ensure the application is consistent with the appropriate *Federal Assistance Regulations*.

AMS selections are made based on review panel's top rankings and recommendations, Agency clearances and priorities, review of potential award project and budget (below), and available funding.

In consideration for an award, potential awarded projects and budgets may be revised by FSMIP based on allowable, allocable, and reasonable costs; fulfillment of Agency's funding, authorization and mission priorities; and quantitative evaluation of project outputs, outcomes, and performance metrics. Depending upon the timelines of award determination, the applicant may be contacted to negotiate these revisions or the FSMIP award may be rejected upon receipt. AMS will also assess your organization's ability to account for the use of Federal funds and monitor the performance associated with these monies. This assessment will consider your organization's:

- (1) Financial stability;
- (2) Quality of management systems and ability to meet the management standards prescribed in 2 CFR 200;
- (3) History of performance. Your record in managing Federal awards, if you have previously received Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- (4) Reports and findings from audits performed under [Subpart F—Audit Requirements of 2 CFR 200](#) or the reports and findings of any other available audits; and
- (5) Ability to effectively implement statutory, regulatory, or other requirements imposed on your organization.

For the remainder of this document, the term “recipient” refers to a State Agency selected to receive a FSMIP award. The term “subrecipient” refers to a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal award in the course of carrying out the project.

6.0 AWARD ADMINISTRATION INFORMATION

6.1 AWARD NOTICES

Upon announcement of the Federal awards, FSMIP will prepare and send a Grant Agreement to each recipient for signature by the appropriate official. Grant Agreements consist of a 1-page Agreement Face Sheet (AMS-33) that will be signed by AMS and the appropriate recipient official.

The Grant Agreement sets forth pertinent information about the federal award, including, but not limited to, the following:

- Federal Agreement Identification Number (FAIN) or “agreement number;”
- Statutory authority for the award and any applicable program regulations;
- Name of Recipient organization;
- Name of the Recipient Project Coordinator;
- Approved period of performance start and end dates;
- Amount of Federal funds authorized for obligation by the recipient;
- Amount of matching resources brought to the project by the recipient and partners;
- Name of the Federal Agency Project Manager; and
- General Terms and Conditions of Award, by either reference or inclusion.

6.2 UNSUCCESSFUL APPLICANTS

Unsuccessful applicants will be contacted by FSMIP via email as soon as possible after the FSMIP awards are announced to inform them of the results. FSMIP will email unsuccessful applicants anonymous review panel consensus comments regarding their proposals as feedback.

6.3 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to the ones listed below.

[2 CFR part 25](#) – *System for Award Management and Universal Identifier Requirements*

[2 CFR part 170](#) – *Reporting Subaward and Executive Compensation Information*

[2 CFR part 175](#) – *Award Term for Trafficking in Persons*, which is the implementation of the Trafficking Victims Protection Act of 2000, as amended ([22 U.S.C. 7104\(g\)](#)) 32

[2 CFR part 180](#) and [part 417](#) – *OMB Guidelines to Agencies on Government-Wide Debarment and Suspension (Nonprocurement)* and *USDA Nonprocurement Debarment and Suspension*

[2 CFR part 200](#) – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

[2 CFR part 400](#) – *USDA implementation of 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

[2 CFR part 415](#) – *USDA General Program Administrative Regulations*

[2 CFR part 416](#) – *USDA General Program Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

[2 CFR part 418](#) – *USDA implementation of Restrictions on Lobbying*

Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of federal contracts, grants, cooperative agreements, and loans.

[2 CFR part 421](#) – *USDA Implementation of Government-wide Requirements for Drug-Free Workplace (Financial Assistance)*

[7 CFR part 1, subpart A](#) – USDA implementation of the *Freedom of Information Act*

[7 CFR part 1b](#) – USDA procedures to implement the *National Environmental Policy Act of 1969*, as amended

[7 CFR part 3](#) – USDA implementation of *OMB Circular No. A-129* regarding debt collection

[7 CFR part 15, subpart A](#) – USDA implementation of Title VI of the *Civil Rights Act of 1964*, as amended

[7 CFR part 331](#) and [9 CFR part 121](#)—USDA implementation of the *Agricultural Bioterrorism Protection Act of 2002*

[37 CFR part 401](#) – *Rights to Inventions made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements*

The implementation of the *Bayh Dole Act (35 U.S.C. 200 et seq.)* controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in federally-assisted programs (implementing regulations are contained in).

[41 CFR part 301-10.131 to 301-10.143](#) – *Use of United States Flag Air Carriers*, which implements the *Fly America Act (49 U.S.C. 40118)* 33

[48 CFR part 25](#) – *Foreign Acquisition*, which implements the *Buy American Act (41 U.S.C. Ch. 83)*

[48 CFR subpart 31.2](#) – *Contracts with Commercial Organizations*

[44 U.S.C. 3541 et seq. \(Pub. L. 107-347\)](#) – *Federal Information System Security Management Act of 2002 (FISMA)*

An Act designed to improve computer and network security within the Federal Government. Applies to awardees if it will collect, store, process, transmit, or use information on behalf of AMS.

Motor Vehicle Safety – *Highway Safety Act of 1966*, as amended ([23 U.S.C. 402 & 403](#)); *Government Organization and Employees Act*, as amended ([5 U.S.C. 7902 \(c\)](#)); *Occupational Safety and Health Act of 1970*, as amended ([29 U.S.C. 668](#)); *Federal Property and Administrative Services Act of 1949*, as amended ([40 U.S.C. 101, et seq.](#)); *Increasing Seat Belt Use in the United States (EO 13043)*; *Federal Leadership on Reducing Text Messaging While Driving (EO 13513)*

Federal statutes and regulations found on the SF-424B “Assurances –Non-Construction Programs” (this form is submitted through Grants.gov with your application package)

[2 CFR part 422](#) – *Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct*

6.4 REPORTING

Recipients are required to submit 6-month performance reports and a final performance report.

Recipients are also required to submit an interim SF-425 “Federal Financial Report” with each 6-month performance report and a final SF-425 at the end of the grant period.

The 6-month performance report and interim SF-425 are due within 30 calendar days after each 6 month performance period.

□ For 2015 Awards, the 2-year performance period begins September 30, 2015, and ends September 29, 2017. Recipients will submit three 6-month performance reports and three interim SF-425s:

- #1 Interim documents are due within 30 days of March 31, 2016 (no later than April 30, 2016);
- #2 Interim documents are due within 30 days of September 30, 2016 (no later than October 31, 2016);
- #3 Interim documents are due within 30 days of March 31, 2017 (no later than April 30, 2017).

To officially close out a FSMIP award, the following items are due within 90 days following the award performance period (by December 31, 2017):

1. Final Performance Report
2. Final Payment Request (SF-270), if applicable
3. Final SF-425, “Federal Financial Report”
4. Tangible Personal Property Report, if applicable

The recipient should submit the reports to FSMIP electronically as required in the FSMIP Terms and Conditions of Award.

Applicants and other interested parties are encouraged to contact the NDA regarding FSMIP inquiries by email at ajeppson@agri.nv.gov or phone 775-353-3675.

Timeline/Deadlines

March, 2015 – Request For Proposal released by NDA

April 17th, 2015-Deadline for submission of questions concerning request for applications via email to Steve Scheetz or Ashley Jeppson

April 17th, 2015- General Application/Technical Assistance Questions due to allow sufficient time for posting questions to the website

April 24th 2015- Full Applications are due to NDA

April 25th-to April 30th, 2015-Technical and Budget Review by NDA Fiscal Staff

May 1, 2015- Funding Recommendation to Director’s Office (subject to change)

May 14th, 2015- NDA will submit full application to USDA

September 2015- USDA Intent to Award

September-October 2015- Announcement of Award funds are made. Notification and sub-award agreements/contracts are sent by NDA

September 30th 2015- Anticipated Award Start Date

November 2015- Sub-awardees must sign agreements/contracts and submit to NDA

December 2015- Release of Grant funds. Projects may commence once contract is signed by both parties and approval is received from the State Interim Finance Committee

Applications MUST be received by 5:00 PM PST April 24th, 2015

6.5 EQUAL OPPORTUNITY STATEMENT

The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

USDA is an equal opportunity provider and employer.

6.6 FREEDOM OF INFORMATION ACT REQUESTS

The Freedom of Information Act (FOIA) of 1966 ([5 U.S.C. 552](#)) and the Privacy Act of 1974 ([5 U.S.C. 552a](#)), as implemented by USDA's regulations ([7 CFR part 1, Subpart A](#)) govern the release or withholding of information to the public in connection with this Federal award. The release of information under these laws and regulations applies only to records held by AMS and imposes no requirement on the recipient or any subrecipient to permit or deny public access to their records.

7.0 APPLICATION REVIEW AND AWARD PROCESS

7.1 APPLICATION REVIEW AND SELECTION PROCESS

Projects identified as eligible, based on the criteria listed in this request for proposal, will be compiled into a state application and submitted to USDA.

7.2 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 requirement 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.

7.3 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.

7.4 FINALIZATION OF NDA FUNDING RECOMMENDATIONS

Funding recommendations are sent to the to the Department's Fiscal Administrator to be finalized by the Department's Director's Office.

7.5 APPEAL PROCESS

If an application is not funded, the applicant may appeal if the applicant demonstrates one of the following: 1) The application was submitted incorrectly; 2) Department staff provided misinformation; or 3) 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 Nevada Department of Agriculture 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.

7.6 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 FSMIP and NDA will provide any request for follow-up information. Upon approval from USDA, the Department will notify applicants of their status. Awards will not be made to any sub-grantee until a final grant award is made to NDA by the USDA and approved by the State of Nevada's Interim Finance Committee.

7.7 GRANT ACCEPTANCE/GRANT MANAGEMENT PROCESS

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

7.8 POST AWARD MANAGEMENT

By signing the sub-agreement you agree to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved proposal, all state and federal laws, approved budget, NV Ag policy/procedures, and Award Terms and conditions of parent award.

7.9 SUBAWARD DOCUMENT/CONTRACT

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

7.10 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 Nevada Department of Agriculture. Proposed programmatic and budget changes can be mailed to:

Nevada Department of Agriculture
Administration Division
Attn: Ashely Jeppson, Nevada FSMIP Coordinator
405 South 21st Street
Sparks, NV 89431

Or, proposed programmatic and budget change may be submitted by email to:

ajeppson@agri.nv.gov

Proposed programmatic and budget changes will be reviewed by program staff for their reasonableness. Program staff will make recommendations for changes in writing to the Fiscal Administrator. The Fiscal Administrator will provide a final decision 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 sub-grant award;
- Change in key personnel when as specified in application package and sub-grant award;
- Cumulative transfers among direct cost categories, or, if applicable among separately budgeted activities or projects which exceed 10 percent.

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

7.11 REQUEST FOR REIMBURSEMENT

Funds are disbursed on a reimbursement basis and upon submission of a payment request form and adequate supporting documentation. Reimbursement requests **Must Be** turned in on a quarterly basis. 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. Payments will be made within 30-45 days after receipt of properly completed reimbursement requests. Advances will not be issued.

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 sub-grant agreement. Final reports are due 60 days after project completion.

Reimbursement Request Quarterly Deadlines

Quarter 1: July-Sept. October 31st

Quarter 2: Oct-Dec January 31st

Quarter 3: Jan-March April 30th

Quarter 4: April-June July 31st

7.12 WITHHOLDING PAYMENT

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 sub-grantees fail to respond to program staff correspondence in a timely manner, funds will be put on hold and could ultimately be revoked.

7.13 PROJECT MONITORING AND SITE INSPECTION

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)
- Ensure activities are in compliance with your signed contract, all federal and State laws or statutes, AMS regulations and policy, NDA Department policy.
- Refer to the clauses in your sub-award be aware of federal guidelines via websites or ask staff.
- Keep your records for access by staff for three years after the final report deadline.
- Use of federal funds ethically and responsibly.

7.14 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 the 2nd annual report.
- If you need your specific dates please contact us. Generally a 1st annual report is due one year into the project and a 2nd annual report at the end of the 2nd year. Final Reports are due 60 days after the expiration of your project.
- You will receive notification from NDOA Program staff reminding you a report is due. The notice will be 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-line.
- Reports will be accepted via e-mail or hard copy.
- 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.

7.15 ACKNOWLEDGEMENT OF SUPPORT

An acknowledgement of the USDA Federal-State Marketing Improvement Program **MUST** appear in any publication or at any significant event based on this project. Terms should include “This project is supported in part by the USDA Federal-State Marketing Improvement Program, through a sub-grant from the Nevada Department of Agriculture.”

7.16 PROJECT CLOSE-OUT

All funds must be expended by the expiration date listed on the sub-grant agreement. Final reports are due 60 days after project completion

