

**USDA SPECIALTY CROP COMPETITIVE GRANT**

**ENHANCING THE COMPETITIVENESS OF SPECIALTY CROPS IN NEVADA**

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**Guidelines, Instructions and Application**

**Federal Fiscal Year 2015**

**Administered by**

**The Nevada Department of Agriculture**

Letter of Intent (required) due April 1, 2015

Full Application due May 8, 2015

**405 South 21<sup>st</sup> Street**

**Ashley Jeppson, Program Manager**

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**[ajeppson@agri.nv.gov](mailto:ajeppson@agri.nv.gov)**

**<http://www.agri.gov/SCBGP/>**



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**I. Cover Page 1 page (Instructions on page 12)**

**II. Application Content 5-10 pages**

**III. Budget Page (Required excel form available at [http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Plant/Specialty\\_Crop\\_Block\\_Grant/SpecialtyCropPostAwardManagementDocument.pdf](http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Plant/Specialty_Crop_Block_Grant/SpecialtyCropPostAwardManagementDocument.pdf))**

**IV. Authorization Page**

**V. Biographical Sketches-** Provide a Curriculum Vitae resume or other description of each project manager’s qualifications. See Instructions for details.

**VI. Letters of Support -**Attach letters providing evidence of support for the project. Letters must be signed by the organizations authorized official

**Separate Attachments** (Can be found on-line)

1. Evaluation Scoring Sheet  
([http://agri.nv.gov/Plant/SpecialtyCrop/Specialty\\_Crop\\_Block\\_Grant\\_Program/](http://agri.nv.gov/Plant/SpecialtyCrop/Specialty_Crop_Block_Grant_Program/))
2. Samples of Project/Application Content (<http://www.ams.usda.gov/AMSV1.0/scbgp>)
3. Developing Expected Measurable Outcomes  
(<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5081266>)

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Application Review and Selection Process

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## THE USDA SPECIALTY CROP COMPETITIVE GRANT PROGRAM

### Background/Overview

The Agriculture Act of 2014 (Farm Bill) authorized the U.S. Department of Agriculture (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.

Specialty crops are defined as:

- fruits and vegetables,
- tree nuts,
- dried fruits, and
- nursery crops (including floriculture).

Crops excluded from the program as defined by USDA's Agriculture Marketing Service include: cotton, cottonseed, feed crops (such as barley, corn, hay, oats, sorghum grain, and millet), flaxseed, food grains (such as quinoa, rice, rye, and wheat), livestock and dairy products (including eggs), marine aquaculture, oil crops (such as peanut, soybean, sunflower, safflower, rapeseed, canola, and mustard seed), peanuts, range grasses, sugar beets, sugarcane, and tobacco.

### Scope of Work and Program Priorities

The Nevada Department of Agriculture (NDA) is pleased to announce a competitive solicitation process to award funds for specialty crop projects in Nevada. The sole purpose of this program is to enhance the competitiveness of specialty crops. Priorities for use of USDA Specialty Crop Competitive Grant Program funds will include, but are not limited to the activities listed below:

- Increase nutritional knowledge and specialty crop consumption
- Improve efficiency within the distribution system and reduce costs
- Promote the development of good agricultural, handling and manufacturing practices while encouraging audit fund cost-sharing for small farmers, packers and processors
- Support research through standard and green initiatives
- Enhance food safety
- Develop new/improved seed varieties and specialty crops

- Control pests and diseases
- Create organic and sustainable production practices
- Establish local and regional fresh food systems
- Expand food access in underserved/food desert communities

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 [http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Plant/Specialty\\_Crop\\_Block\\_Grant/2014%20SCBGP%20Awards%20Newsletter.pdf](http://agri.nv.gov/uploadedFiles/agrinvgov/Content/Plant/Specialty_Crop_Block_Grant/2014%20SCBGP%20Awards%20Newsletter.pdf).

### Application Deadline

To be eligible for consideration, completed proposals must be received electronically by the NDA **no later than the close of business (5:00 pm) on May 8, 2015.**

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

### Funding Availability

Approximately \$294,949 is available for funding Nevada SCBGP projects. Projects ranging from \$5,000-\$25,000 will be accepted and reviewed for selection. Funding availability for projects may increase or decrease depending on the number of applicants.

### Term of Grant

All projects must be completed within three years. All project leaders will be required to submit annual progress reports and a final report. The final report is to be submitted no more than thirty days after the completion of the project. The expenditure of grant funds must occur within the authorized sub-grant period. Failure to fulfill reporting requirements may be cause for withholding funding, withdrawal of funding, or possible rejection of future proposals.

Projects can be up to three years and the anticipated award period would be September 30, 2015 to September 29, 2018.

### **PART I: ELIGIBLE RECIPIENTS, ELIGIBLE CROPS AND ELIGIBLE PROJECTS**

## Eligible Recipients

All entities, organizations, or individuals are eligible and must be in good standing. 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 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 NDA in order 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 sub-grantees with poor performance may not be considered for funding. The review committee is provided background sheets on previously funded projects from program management which will help them collectively determine whether the project should be considered for funding. Poor performance may include late/incomplete reports, failure to respond to correspondence from SCBG Program Management staff in a timely manner, inappropriate use of SCBGP funds, among other activities.

## Eligible/Ineligible Crops

### **Eligible Specialty Crops**

Fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture) are eligible specialty crops. A full list of eligible crops can be found at:

[www.ams.usda.gov/scbgp](http://www.ams.usda.gov/scbgp)

### **Ineligible Commodities**

Alfalfa	Aquaculture	Livestock products
Amylomaize	Clover	Millet
Barley	Cotton, Cottonseed oil	Mustard seed oil
Borage	Dairy products, eggs	Oats
Buckwheat	Dent corn, field corn, flint corn, flower corn, pod corn	Peanut, peanut oil
Canola, canola oil	Flax, flaxseed	Primrose
Quinoa	Rapeseed oil	Range grasses
Rice	Rye	Safflower meal, safflower oil
Shellfish (marine or freshwater)	Sorghum	Soybean oil
Soybeans, soybean oil	Striped Maize	Sugar beets
Sugarcane	Sunflower oil	Tobacco
Triticale	Wild Rice	Wheat

### 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, "buy local" programs, 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.

### Examples of Acceptable Projects

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which 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
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- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers market.
- A 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.

### **Active and Good Standing and Nevada State Business License Requirements**

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.

### **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.

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

<b>Fiscal Requirements/Restrictions</b>
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### **Advances and Cash Reimbursement**

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

### **Cost Sharing/Matching and Program Income**

Cost sharing or matching refers to the portion of project costs not paid by USDA Specialty Crop Block grant funds. Non-federal funds received from the Nevada Department of Agriculture (NDA) for other purposes are also ineligible as match.

Matching funds are no longer required; however, it is encouraged to demonstrate project commitment. If including match be aware of the different types of match and recording keeping requirements as listed below.

### **Cash Match**

Cash match has to be **non-federal income** received by the applicant agency that will be used for project-related costs at the time the cost are incurred. Cash match include appropriations, fees, or third-party cash donations by the applicant agency.

### **In-Kind Match**

In-kind (non-cash) contributions are provided by a third-party or volunteers. Donated goods and services must be necessary to the organization; that is, they are good or services with cash value which the organization would have to purchase if not donated.

### **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 USDA Specialty Crop Block grant 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.) **Note:** Program Income **Must** be reinvested into the Specialty Crop Block Grant program.

Program income for purposes of this grant can be used to satisfy all or part of the non-Federal share of a proposed project.

### **Timing of Matching Contribution/Program Income**

Matching contributions must be applied at the time of reimbursement and in proportion to the obligation of federal funds. The full matching share must be obligated by the end of the project period for which the federal funds have been made available for obligation under an approved grant program.

### **Records of Match/Program**

Sub-grantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions. In addition, if a program or project has included, within its approved budget contributions that exceed the required matching portion, the sub-grantees must maintain records of them in the same manner as it does for the awarding agency funds and required matching.

## **Cost Principle and Allowable/Unallowable Costs**

### **Cost Principles**

The costs included in proposed budgets must conform to OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and all applicable state laws and regulations. All costs must meet the following general criteria:

- Be necessary and reasonable and allowable for proper and efficient performance and administration of the sub-grant. 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 be in compliance with 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.
  - Individual responsible for the expenditure must act with due prudence in carrying out their responsibilities to the Federal and State government and the public at large as well as to the organization.
- Be allocable to the USDA Specialty crop grant purposes, project goals and objective. If cost are shared for a good or service than that portion of the costs allocable to the grant must be in accordance to 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;
  - 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 costs 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**

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

<ul style="list-style-type: none"> <li>• Advertising/Public Relations-Selling and Marketing cost of an eligible specialty crop</li> </ul>	<ul style="list-style-type: none"> <li>• Participant Support Costs-stipends or subsistence allowances, etc.in connection with approved conferences, training projects, and focus groups.</li> </ul>
<ul style="list-style-type: none"> <li>• Advertising/Public Relations-Promotion of specialty crop activities</li> </ul>	<ul style="list-style-type: none"> <li>• Publication and Printing Costs</li> </ul>
<ul style="list-style-type: none"> <li>• Audiovisual activities</li> </ul>	<ul style="list-style-type: none"> <li>• Registration Fees</li> </ul>
<ul style="list-style-type: none"> <li>• Audit Costs</li> </ul>	<ul style="list-style-type: none"> <li>• Rental or Lease Costs of Buildings, Vehicles, Land, and Equipment</li> </ul>
<ul style="list-style-type: none"> <li>• Communication Costs</li> </ul>	<ul style="list-style-type: none"> <li>• Salaries, Wages, Fringes</li> </ul>
<ul style="list-style-type: none"> <li>• Conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships and Student Aid Costs</li> </ul>
<ul style="list-style-type: none"> <li>• Contractual and Consultant Costs (Professional Services).</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies and Materials</li> </ul>
<ul style="list-style-type: none"> <li>• Equipment-Special Purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Training and Education</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance and Indemnification</li> </ul>	<ul style="list-style-type: none"> <li>• Travel</li> </ul>
<ul style="list-style-type: none"> <li>• Invention, Patent, and licensing costs</li> </ul>	

### **Unallowable Costs**

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

<ul style="list-style-type: none"> <li>• Advertising/Public Relations-Promotion of an organization’s image, logo, or brand name.</li> </ul>	<ul style="list-style-type: none"> <li>• Depreciation or use allowances</li> </ul>
<ul style="list-style-type: none"> <li>• Advertising/Public Relations-Promotion of non-specialty crop activities</li> </ul>	<ul style="list-style-type: none"> <li>• Entertainment</li> </ul>
<ul style="list-style-type: none"> <li>• Advertising/Public Relations-Gifts, prizes, memorabilia and souvenirs</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment-General Purpose</li> </ul>
<ul style="list-style-type: none"> <li>• Advertising-Sponsorships</li> </ul>	<ul style="list-style-type: none"> <li>• Fines, Penalties, Damages and other</li> </ul>

	Settlements
<ul style="list-style-type: none"> <li>• Advertising/Public Relations-Coupons, Incentives, or Other Price Discounts</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising</li> </ul>
<ul style="list-style-type: none"> <li>• Advertising/Public Relations-Use of meeting rooms, space, exhibits for</li> </ul>	<ul style="list-style-type: none"> <li>• Goods and Services for personal use</li> </ul>
<ul style="list-style-type: none"> <li>• Alcoholic Beverages</li> </ul>	<ul style="list-style-type: none"> <li>• Information Technology systems</li> </ul>
<ul style="list-style-type: none"> <li>• Construction and Renovation and Land or Building Acquisition</li> </ul>	<ul style="list-style-type: none"> <li>• Investment Management Cost</li> </ul>
<ul style="list-style-type: none"> <li>• Contingency Provisions</li> </ul>	<ul style="list-style-type: none"> <li>• Lobbying</li> </ul>
<ul style="list-style-type: none"> <li>• Contributions or Donations</li> </ul>	<ul style="list-style-type: none"> <li>• Most meal expenses</li> </ul>
<ul style="list-style-type: none"> <li>• Reduction of Debts</li> </ul>	<ul style="list-style-type: none"> <li>• Lobbying Expenses</li> </ul>
<ul style="list-style-type: none"> <li>• Costs for receptions, parties, fund raising benefits, and other hospitality funds.</li> </ul>	<ul style="list-style-type: none"> <li>• Political activities</li> </ul>

<b>Financial Management</b>
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**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.

**Co-mingling of Funds**

In no case will USDA Specialty Crop Competitive Grant 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.

**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.

## **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 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.

## **Other Requirements**

### **DUNS and FFATA Requirements**

#### **FFATA**

Under the most recent Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB) grant agreement, State departments of agriculture are required to report sub-awards over \$25,000 and executive compensation. This is in accordance with Award Term and Condition 17.

#### **DUNS**

All recipients of SCBGP funds must have a DUNS number. Dun & Bradstreet (D&B) Provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the US Federal Government for contracts or grants. DUNS numbers may be obtained by visiting: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or calling 1-866-705-5711

#### **Conflict of Interest**

Sub-recipients 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,
- Adversely affecting the public confidence in the integrity of the program.

No sub-recipient employees may participate in the process of contracting or sub-granting 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 sub-agreement.

### Part III: Letter of Intent and Application Process

#### Letter of Intent

**Prior to submitting applications, all potential applicants must submit a Letter of Intent. Letters of Intent are due by April 1st, 2015 by 5:00 p.m. PST.**

Submit Letters of Intent (LOI) via mail, hand delivery or email to the address listed below. Letters of Intent are designed to identify eligible projects before allowing a full application. The LOI step is to determine whether the proposed project meets eligibility requirements outlined in this Request for Proposal document. This process allows appropriate utilization of both the applicant's and the State Program Coordinator's time.

The Letter of Intent should not exceed two (2) pages and must be typed. Content must include a brief description of your project, a detailed budget outline and how you reached this estimate (include quotes, invoices, etc), and a brief discussion on how your project will enhance the competitiveness of Nevada Specialty Crops in domestic or foreign markets in Nevada.

Projects that benefit a particular organization or provide profit to a single organization, institution, or individual will not be accepted. Projects that involve a single organization but benefit the overall promotion of Specialty Crops in Nevada are appropriate.

Letters of intent that are approved may then submit a complete application. Applications received without having prior approval will **NOT** be considered. Please submit the letter of intent to the address provided below.

Attn: Ashley Jeppson  
SCBG Program Coordinator  
Nevada Department of Agriculture  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431-5557  
[ajeppson@agri.nv.gov](mailto:ajeppson@agri.nv.gov)  
(775) 353-3675

#### Application and Submission Instructions

All applicants must submit proposals 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 under this announcement.

There are six sections to be completed (please use the Order and Attachments section to be sure to Complete **all** information requested). Proposals that are incomplete and do not satisfy all the requirements will be disqualified.

Include a cover page, budget page, and signature/authorization page. Examples of these can be found under section II:

Applications will only be accepted from those that received approval from NDA during the letter of intent phase. All copies must be signed. Proposals received after 5:00pm on May 8, 2015 may not be considered for funding.

### **Application Formatting and Length Instructions**

Please complete your proposal in a Microsoft Word Document

Application Font: Times New Roman

Application Font Size: 12 point

Application Spacing: Single-spaced

Application Printing: Single-sided

Binding: Bind Clips only. Application cannot be stapled, in three ring binders, or otherwise bound.

**Applicant's that fail to follow all of the formatting requirements listed above shall not be considered for funding.**

The application should be a minimum of 5 pages not to exceed 10 pages of narrative in addition to any required documentation.

### **Submission Instructions**

Application must be received by Steve Scheetz, Fiscal Services, by:

***Friday, May 8<sup>th</sup>, 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 May 8th 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 21<sup>st</sup> 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 21<sup>st</sup> Street  
Sparks, NV 89431  
Email: [sscheetz@agri.nv.gov](mailto:sscheetz@agri.nv.gov)

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

There are six sections to be completed (please use the Order and Attachments section to be sure to Complete ***all*** information requested). Proposals that are incomplete and do not satisfy all the requirements are at risk of being disqualified. Include a cover page, budget page, and signature/authorization page. Examples of these can be found under section II:

Please complete your proposal in a Microsoft Word Document. The application should be broken into the sections outlined in the project profile/application form attached. 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. Please see application examples on-line for formatting <http://www.ams.usda.gov/AMSV1.0/SCBGP>.

Applications will only be accepted from those that received approval from NDA during the letter of intent phase. 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. Proposals received after 5:00pm on May 8, 2015 may not be considered for funding.

### **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 21<sup>st</sup> 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 21<sup>st</sup> Street  
Sparks, NV 89431

<b>Timeline/Deadlines</b>
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**March, 2015** – Request For Proposal released by NDA

**April 1st 2015**- Pre-Proposal/Letter of Intent is due to NDA

**April 8<sup>th</sup> 2015**- Notifications sent to potential/denied applicants

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

**April 24<sup>th</sup>, 2015**- General Application/Technical Assistance Questions due to allow sufficient time for posting questions to the website

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

**May 8<sup>th</sup> 2015**- Full Applications are due to NDA

**May 11<sup>th</sup> to May 15<sup>th</sup>, 2015**-Technical and Budget Review by NDA Fiscal Staff

**May 18<sup>th</sup> to May 29<sup>nd</sup> 2015**- Selection Committee Review Date (subject to change)

**May 29<sup>th</sup> to June 6<sup>th</sup> 2015**- Selection Committee Joint Review Date (subject to change)

**June 8<sup>th</sup> 2015**- Funding Recommendation to Director's Office (subject to change)

**July 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

**Letters of Intent MUST be received by 5:00 PM PST April 1st 2015**

**Applications MUST be received by 5:00 PM PST May 8<sup>th</sup>, 2015**

<b>Application Required Documents (page requirements)</b>
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- i. Submittal Cover Letter-2 pages maximum
- ii. Personnel Descriptions and Qualifications-1 page maximum
- iii. Projective Narrative-3 pages maximum
- iv. Budget Narrative- 1 page maximum
- v. Budget-2 page maximum
- vi. Fiscal Assessment-1 page maximum
- vii. Copy of Business License or Proof of Good Standing
- viii. Copy of SAM Registration
- ix. Quotes for Special Equipment Purchases

**Part IV**

Applicant Cover Page

<b>Project Title</b> (No more than 50)		
<b>Name of Organization</b>	<b>Address of Organization</b>	
<b>Employer Identification Number</b>		
<b>PROPOSAL INFORMATION</b>		
<b>Requested Start Date:</b>	<b>Anticipated End Date:</b>	
<b>Requested Amount:</b>	<b>Total Project Cost:</b>	
	<b>PROJECT LEADER</b>	<b>CHIEF EXECUTIVE</b>
<b>Full Name</b>		
<b>Title</b>		
<b>Organization</b>		
<b>Telephone Number</b>		
<b>Tax ID#</b>		
<b>Duns#</b>		
<b>E-Mail Address</b>		
<b>Mailing Address</b>		

**Signature**

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**Date**

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## Personnel Descriptions and Qualifications

Applicants must describe the positions that will be directly working on the project. Provide position descriptions for those positions that include their roles, responsibilities in the applicant organization. Also provide qualifications of proposed FTE project staff. This should not be longer than one (1) page.

## Project Narrative

### **Abstract and Project Title**

- Is a project title included?
- Is an abstract of 200 words or less suitable for dissemination to the public included?

### **Partner Organization**

- Is the name of the organization that will partner with the State Department of Agriculture to lead and execute the project included?

### **Project Purpose**

- Does the project enhance the competitiveness of eligible U.S. or U.S. territory grown specialty crops?
- Does this section describe the specific issue, problem, or need to be addressed?
- Does this section discuss why the project is important and timely?
- Are the objectives of the project clearly stated?
- If the project has the potential to enhance the competitiveness of non-specialty crops, does this section indicate the methods or processes the applicant will use to ensure all grant funds will solely enhance the competitiveness of eligible specialty crops?
- If this project was previously funded by the SCBGP or SCBGP-FB, how does this project differ from the previously funded project?
- Does this section include a statement indicating whether the project has been submitted to or funded by another Federal or State grant program?
- If the project has been submitted to or funded by another Federal or State grant program, does this section identify which Federal and/or State grant programs and describe how the project differs from and supplements efforts of the SCBGP-FB and the other Federal or State grant program and does not duplicate funding efforts? This section ***MUST*** disclose all grant funds being applied for or intentions to apply for.

**Potential Impact**

- Are the specialty crop beneficiaries of this project adequately discussed?
- Have the number of specialty crop project beneficiaries been appropriately addressed?
- Does this section address how the specialty crop beneficiaries will be impacted by the project?
- If available, is a potential economic impact provided under this section?
- Does the project benefit more than one commercial product or individual, or organization?

**Expected Measurable Outcomes**

(See Attachment: Developing Expected Measurable Outcomes)

- Has at least one distinct, quantifiable, and measurable outcome that defines an event or condition that is external to the project and that is of direct importance to the intended beneficiaries been provided?
- Do the outcomes include a goal, performance measure, baseline, and a target, if applicable?
- Does this section describe how performance toward meeting the outcomes will be monitored?
- Are expected measurable outcomes long term and outside the grant period? If so, indicate how monitoring will occur after the grant period ends without SCBGP-FB funding.

**Work Plan (please format as a table, see below for an example)**

Does the work plan adequately describe the activities necessary to accomplish the project objectives?

- Does the work plan indicate who will do the work of each activity, including sub grantees, and/or contractors?
- Does the work plan include the performance monitoring/data collection plan activity described in the expected measurable outcome section?
- Does the work plan include timelines for each activity (at least month and year) and beginning and end dates for the project?
- Does the timeline show that the project will be completed in 3 years and/or within the grant period?

<i><b>Project Activity</b></i>	<i><b>Who's Responsible</b></i>	<i><b>Timeline</b></i>

<b>Will hold production workshop</b>	July 2012
<b>Example: Will circulate surveys for Baseline Data on Specialty crop sales, and compile data</b>	Oct. 2012

## Budget Narrative

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of the proposed objectives. The budget justification **MUST** be concise. Do **NOT** use the justification to expand the project narrative.

Include the following in the Budget Justification narrative:

### 1. Personnel

Personnel cost include wages and salaries of an agency or organization’s employees assigned to project.

Personnel cost should be explained by listing each staff member who will supported from project fund. Identify staff by including, official titles, and their project responsibilities. Additionally, identify staff as a full-time, part-time, or voluntary.

**Unallowable Salaries, Wages, and Fringe:** Time and effort to non-specialty crop specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. where costs cannot be specifically identified and easily and accurately traced to activities that solely enhance the competitiveness of specialty crops.

### 2. Fringe

Itemize the components that comprise your organization’s fringe benefit rate, for example, health insurance, taxes, unemployment, life insurance, retirement plans, etc.

If personnel costs are budgeted and fringe benefits are not included in the budget, an explanation regarding the fringe benefit omission must be explained in the Budget narrative.

If fringe benefits are being funded through another sources or no benefits are being requested, sub-grantee will need to state who will be responsible for paying fringe benefits in the Budget Narrative section.

### **3. Travel**

The cost for transportation, lodging, meals and related items are restricted to project employees identified in the Personnel Narrative section. Budget cost must be based on current U.S. GSA per diem rates. These can be found at:

<http://www.gsa.gov/portal/content/104877>

Break out separately your narrative of in-state and out-of-state travel. For each trip please include the following:

- The starting point of each trip;
- The destination for each trip;
- The mode of transportation;
- The purpose of each trip,
- The number of persons traveling per trip
- The duration of each trip.

If you are making multiple trips to the same destination, you do not have to list out each trip. However, you will have to include the estimated number of trips to that destination.

### **4. Mileage/Fuel**

Please use the 2015 New Mileage Rate for use of personal vehicles. This can be found at: <http://www.irs.gov/uac/Newsroom/New-Standard-Mileage-Rates-Now-Available;-Business-Rate-to-Rise-in-2015>

If you are using your fleet vehicles than actual fuel expenses for this project can be charged. Please include the estimated miles expected to travel to complete this project.

### **5. Advertising/Public Relations and Marketing**

Most cost associated with advertising and marketing are not allowed. However, advertising and public relations cost are allowed if the primary purpose is to promote the sale of an eligible specialty crop by either stimulating interest in a particular specialty crop or disseminating technical information or messages for the purpose of increasing market share for specialty crops.

Also allowable are cost associated with promotional items that solely promote specialty crops rather than a single organization, general brand, or general logo. Distribution of any promotional item must not be contingent upon the consumer, or other target audience, purchasing a good or service to receive the promotional item.

Lastly allowable advertising costs can include the costs for promoting the specialty crops in processed products (products prepared or created for the purposes of promoting a specialty crop



but that require other ingredients are considered a processed product). Processed product is defined as a product that consists of greater than 50% of the specialty crop by weight, exclusive of added water.

Please itemize all costs associated for advertising/public relations and marketing and provide the following information:

- Reference what part of the project narrative these cost are associated with;
- For goods, provide number of units, the units, the cost per unit and show how numbers for promotional items where determined;
- For services, identify the services and how this services will be used to advertise or market proposed grant activities.

## **6. 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 subrecipient and is necessary and reasonable for successful performance under this grant award. Allowable conference costs paid by sub-recipients as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals (see Meals for restrictions), and refreshments, local transportation, and other items incidental to such conferences with the exception of entertainment costs that are unallowable. If registration fees are collected, the recipient or subrecipient must report those fees as program income (See also Program Income).

The AMS SCBGP and NDA encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room.

If you are planning hosting or sponsoring a conference or conferences, please provide the following information:

- The title of the conference(s)
- The purpose of the conference(s)
- Location of the conference(s)
- Dates of the conference(s)
- Itemize cost associated with hosting or sponsoring the conference

Please provide as back up any announcement and conference agendas/itineraries. If this do not exist at this time please note. Also note that these costs will not be awarded until an official announcement and conference agenda/itinerary is provided as proof of the conference.

## **7. Educational Outreach and Training Supplies**

Educational supplies are considered brochures, handouts, art/craft and student/general public supplies that are in direct relationship to the project. These items need to be itemized.

Training Supplies are considered those items needed to conduct instructional workshops such as films, audiovisuals, books, workbooks, curriculum guides, periodicals, and bulletins. These items need to be itemized that states the type, title, number requested, cost per unit (plus shipping and handling). Costs for periodicals and bulletins must be pro-rated for the grant period.

If supplies are budgeted (defined as purchases under \$5,000), does the budget narrative include an itemized list of supplies and the estimated dollar amount for each item, as well as a total of all supply costs? Include quotes for supplies that led to the estimated budget.

## **8. Operating Supplies**

Items in this category includes equipment under \$5,000, office supplies, field supplies, laboratory supplies training and registration fees, printing, postage, telephone, rental cost, and audit costs. These items are to be related to and deemed necessary for the function of this project. If the item listed is not used 100% for this project, it must be prorated.

Equipment under \$5,000 will be considered on a case-by-case basis and require a justification for their purchase.

## **9. Office Supplies**

Office supplies are considered paper, envelopes, pens, pencils, staples, postage, printer cartridges, etc. Office supplies request should be reasonable, cost effective and in relation to the total funds requested to perform project functions. Applicants are allowed \$50 per month for basic office supplies not to exceed \$600 for a 12-month project. If the request exceeds \$600, you must itemized the supplies.

## **10. Other Supplies**

Other supplies that cannot be categorized in the above sections need to be itemized with the quantity, price and a description of their function and relationship to the project.

## **11. Printing**

Printing jobs must be itemized, describing the print job, the number of copies, and cost per unit. All printed materials funded by the sub-grant must bear the prominent statement acknowledging support to the effect that printing was made through funds supported through a Federal grant from the Nevada Department of Agriculture (NDA). Printing materials must include the logo of both the USDA and the NDA.

Three (3) copies of any printing job under this sub-grant must be submitted to the Department at the time of request for reimbursement.

## 12. Contractual

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.

For each contract that the applicant is planning on using please provide the following information:

- The nature and scope of the service to be rendered and their relationship to the grant.
- The necessity of contracting for the service. Can this service be provided by existing staff within the organization?
- Proposed contract amount, duration, and method of compensation? Hourly? Fixed Rate?

**Please note:** Contractor/consultant employee rates cannot exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/>). This does not include fringe benefits, travel, indirect costs, or other expenses. Please note that any statutory limitations on indirect costs also apply to contractors and consultants

If rates exceed this amount, one of the following justifications must be provided:

- A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis. The purpose of the analysis is to review and evaluate each element of cost to determine reasonableness, allocability, and allowability.

OR

- Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Therefore, the selected contractor's specialized qualifications necessitate hiring at a rate beyond a GS-15 step 10. (Please outline the unique qualifications of the contractor.)
- 

Documentation for consultants maintained by the receiving organization must include:

- the name of the consulting firm or individual consultant;
- the nature of the services rendered and their relevance to the grant-supported activities, if not otherwise apparent from the nature of the services;
- the period of service; the basis for calculating the fee paid (e.g., rate per day or hour worked or rate per unit of service rendered);
- the amount paid; and
- termination provisions.
- This information may be included in the consultant's invoice, in the report, or in another document.

### 13. Equipment-Special Purpose

“Special purpose equipment” is tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000, and is used only for research, scientific, or other technical activities.

If you plan on purchasing special equipment, please provide the following information:

- A recent quote for equipment item. Quote must have been received within the last sixty (60) days from the application deadline date of the May 8<sup>th</sup>, 2015.
- A description of the equipment, its function and relationship to the project.

### 14. Other Costs

“Other” cost are those direct costs that cannot be categorized into any of the budget narrative categories. Please itemize these costs and describe their relationship to this project.

### 15. Indirect Costs

Indirect costs are not eligible.

<b>Budget</b>
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The budget period for these awards is September 30, 2015 to September 29, 2018. Please provide a line item budget using the budget categories provided in the budget form that is part of the application packet.

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

<b>Financial Management Assessment (Include under Budget Narrative)</b>
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Address the following questions with your budget narrative:

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 Nevada Department of Agriculture through RFA's or RFP's. If yes, please list.
3. Has your organization administered programs similar to your current grant proposal? If yes, please list and explain.
4. How many years has your organization been in existence?
5. How many total FTE are there in your organization?
6. How many total FTE 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 sub-grant funds accounted for separately from other funding sources in your organization's accounting records?
9. This sub-grant 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?

**V. 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: \_\_\_\_\_

Name of Authorizing Agent: \_\_\_\_\_

Title of Authorizing Agent: \_\_\_\_\_

Address of Authorizing \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature of Authorizing Agent: \_\_\_\_\_

Date: \_\_\_\_\_

**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.

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

## Part V: Application Review and Selection Process

### 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 for submitting 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 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.

#### 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.

Score sheets utilized by the review committee can be found at

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

If applicants would like to review their evaluation criteria, a request can be submitted to the Program Coordinator within 30 days of receiving written notice of application review status.

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 and score applications and recommend project proposals for selection. The review panel should also provide a recommended award amount for project proposals.

This includes the factors and reasons for selecting an applicant and any changes in project proposal 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**  
[http://agri.nv.gov/Plant/SpecialtyCrop/Specialty\\_Crop\\_Block\\_Grant\\_Program/](http://agri.nv.gov/Plant/SpecialtyCrop/Specialty_Crop_Block_Grant_Program/)

### **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.

### **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.

### **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 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.



## **Part VI: Grant Award/Post-Award Process**

### **Grant Award/Post-Award Process**

#### **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.

#### **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.

#### **Sub Award 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.

### **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, Specialty Crop Block Grant Program Coordinator  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

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

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

Extensions to the award dates will not be approved.

## Request for Reimbursements

### **Request for Reimbursements**

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

## **Withholding Payments**

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.

## **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)
- 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.

## **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.

### **Report Checklist and Format**

Examples and checklists are available on the SCBGP sub-recipient web-page

### **Acknowledgement of Support**

An acknowledgement of the USDA Specialty Crop Competitive Grant 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 Specialty Crop Grant Program, through a sub-grant from the Nevada Department of Agriculture.”

### **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.