

# USDA SPECIALTY CROP COMPETITIVE GRANT

ENHANCING THE COMPETITIVENESS OF SPECIALTY CROPS IN  
NEVADA

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## **Guidelines, Instructions and**

**Application Federal Fiscal Year 2021**

**Administered by**

**The Nevada Department of Agriculture**

Letter of Intent due March 15, 2021  
Full Application due on April 15, 2021  
Electronic submission Via Email should be  
sent to

**Alexa Johnson**  
**Program Manager**  
**(775) 353-3615**  
[a.johnson@agri.nv.gov](mailto:a.johnson@agri.nv.gov)

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





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# THE USDA SPECIALTY CROP COMPETITIVE GRANT PROGRAM

## Background/Overview

The Agriculture Act of 2018 (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. A State department of agriculture is the agency, commission, or department of a State government responsible for agriculture within the State. Examples of initiatives that enhance the competitiveness of specialty crops include:

- (1) leveraging efforts to market and promote specialty crops (not a business, but crops themselves);
- (2) assisting producers with research and development relevant to specialty crops;
- (3) expanding availability and access to specialty crops; and
- (4) addressing local, regional, and national challenges confronting specialty crop producers.

Specialty crops are defined as (complete list available at <https://www.ams.usda.gov/services/grants/scbqp/specialty-crop>):

- 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.

## **Part 1: Qualifications and Requirement**

### **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 through research, education, or promotion. All projects must benefit multiple beneficiaries which include education initiatives and research that is shared with stakeholders. Priorities for use of USDA Specialty Crop Competitive Grant Program funds will include, but are not limited to the activities listed below:

- Develop new/improved seed varieties and specialty crops
- Research that will aid in control of pests and diseases
- Increase education that will support the establishment of new specialty crop producers
- Create sustainable production practices
- Establish local and regional fresh food systems
- Expand food access in underserved/food desert communities
- Increase nutritional knowledge and specialty crop consumption
- Improve efficiency and sustainability within the distribution system and reduce costs
- Support research through standard and green initiatives
- Enhance food safety
- Improving the capacity of all entities in the specialty crop distribution chain to comply with the requirements of the Food Safety Modernization Act (21 U.S.C. Chapter 27), for example, developing "Good Agricultural Practices," "Good Handling Practices," "Good Manufacturing Practices," and in cost-share arrangements for funding audits of such systems (including USDA GroupGAP) for small farmers, packers and processors;

#### **Definition of a project:**

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

- Researching new cultivars
- Providing outreach opportunities on specialty crops to youth, families, seniors, and the overall community
- Marketing apples through a targeted promotional campaign-that does not solely benefit one business

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

- Hiring personnel
- Holding an educational workshop
- Planting specialty crops
- Distributing product promotional materials

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

## **Program Changes**

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

- Matching is no longer required
- Indirect is not allowed
- Project performance measures and evaluations requirements have changed, particularly involving marketing focused projects. The new requirements are outlined at [http://www.ams.usda.gov/sites/default/files/media/SCBGP%20FY15%20PerformanceFINAL\\_10272015.pdf](http://www.ams.usda.gov/sites/default/files/media/SCBGP%20FY15%20PerformanceFINAL_10272015.pdf)

## **Application Submission**

The Nevada Department of Agriculture will **not** accept any submission of **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.

The application template is required and is available at [http://agri.nv.gov/Plant/SpecialtyCrop/Specialty\\_Crop\\_Block\\_Grant\\_Program/](http://agri.nv.gov/Plant/SpecialtyCrop/Specialty_Crop_Block_Grant_Program/). Failure to use this template will result in your application not being accepted. Thoroughly review this request for proposal and complete all questions within the provided template. Questions involving the program can be directed to Alexa Johnson at [a.johnson@agri.nv.gov](mailto:a.johnson@agri.nv.gov) or 775-353-3615.

The Letter of Intent (LOI) is due **March 15, 2021**. A letter of intent is required and must be approved prior to submitting an application. Applications are due **April 15, 2021**. An electronic copy is required and must be submitted to:

Alexa Johnson  
[a.johnson@agri.nv.gov](mailto:a.johnson@agri.nv.gov).

## **Funding Availability**

Approximately \$269,000 is available for funding Nevada SCBGP projects. 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**. Projects that are anticipated to be completed in less than three years are still eligible to apply. All project leads/coordinators will be required to submit annual progress reports and a final report. The final report is to be submitted no more than sixty 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 2021 to September 2024.

## **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 (cannot be for sole-proprietorship purposes) 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 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 by program management which allows a collective determination to be made on whether the project should be considered for funding. Poor performance may include late/incomplete reports, failure to respond to correspondence from SCBG Program Management staff in a timely manner, mismanagement of SCBGP funds, among other activities.

## **Eligible/Ineligible Crops**

### **Eligible Specialty Crops**

This list is not all inclusive. If unsure whether your crop would qualify contact the program coordinator Alexa Johnson at [a.johnson@agri.nv.gov](mailto:a.johnson@agri.nv.gov). Any crop that is federally illegal to produce and distribute is not eligible for this federal program.

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:

<http://www.ams.usda.gov/services/grants/scbqp/specialty-crop>

### **Ineligible Commodities**

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

## **Eligible Grant Projects**

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

## **Examples of Acceptable 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 an area, the results of which can be shared with many growers throughout the State.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts field days and farm tours to encourage other small family farmers to adopt the production methods.

## **Examples of Unacceptable Projects**

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for making a profit, or to expand production of a single business.
- A State requests grant funds to issue project funds to an individual specialty crop businesses or roadside stand to promote their individual business.
- A sole proprietor requests grant funds to redesign her/his logo to make her/his specialty crop value-added product stand out at the local 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
- A copy of the exemption status which can be obtained through the Secretary of State's office

### **Federal Suspension and Debarment**

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

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

Applicants are required to disclose to 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

### Fiscal Requirements/Restrictions

#### Advances and Cash Reimbursement

Advances, not to exceed 25% of the award may be considered on a case-by-case basis but are not guaranteed”.

Matching funds are no longer required.

#### 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.

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

### **Cost Principles**

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

- Be necessary and reasonable and allowable for proper and efficient performance and administration of the 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 follow Federal, state and your organization's own established policies for incurring a cost or charge.
  - Consideration must be given for market prices for comparable goods or services in the geographic area.
  - 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 is 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 cost to cost objectives and must treat costs, consistently for all work of the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.
- Be in conformance with limitations and exclusions contained in the terms and conditions of this award.

### **Allowable Costs**

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

<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</li> </ul>
<ul style="list-style-type: none"> <li>• Advertising/Public Relations-Promotion of specialty crop</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</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>•Invention, Patent, and licensing costs</li> </ul>	<ul style="list-style-type: none"> <li>• Travel</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</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 Settlements</li> </ul>
<ul style="list-style-type: none"> <li>Advertising/Public Relations-Coupons, Incentives, or Other Price</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</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>
<b>Unallowable Costs Continued</b>	
<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>
<ul style="list-style-type: none"> <li>Indirect Costs</li> </ul>	<ul style="list-style-type: none"> <li>Not Eligible</li> </ul>

Additional Information on allowable and unallowable costs and project activities can be found in the document available at [\(See # 1\) \(usda.gov\)](#)

## **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.

### **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 Requirements**

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

- Giving preferential treatment to any person,
- Losing complete independence or impartiality,
- 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: Application Process**

### **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.

In order to be invited to submit a full application, a letter of intent is required. This can be submitted via email to [a.johnson@agri.nv.gov](mailto:a.johnson@agri.nv.gov). This step is to ensure the application is eligible. Letter of intent are due March 15, 2021 and must include a brief overview of the project objectives, an estimated budget, and how the project will enhance the competitiveness of specialty crops as described throughout the RFP.

Proposals that are incomplete and do not satisfy all the requirements will be disqualified.

A digital copy must be signed. Letters received after 5:00pm on March 15, 2021 will 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

Formatted: Right: 3.43"

## Submission Instructions

Application must be received by Alexa Johnson via email [a.johnson@agri.nv.gov](mailto:a.johnson@agri.nv.gov) .

- The application must be typed. Incomplete applications will not be considered. 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 and send the application in a word document not a PDF. Applications are due by April 1, 2021.
- Applications will be accepted via electronic mail

## Timeline/Deadlines

**March 15, 2021** – Submit letter of intent.

**April 15, 2021** – Submit proposal.

**May 2021** - NDA will submit full application to USDA after committee evaluation and approval.

**September 2021**– Announcement of Award funds are made. Notification and sub- award agreements/contracts are sent by NDA.

**October 1,2021** – Anticipated Award Start Date

**October 2021**– Sub-awardees must sign agreements/contracts and submit to NDA

**October/December 2021** – Release of Grant funds. Projects may commence once contract is signed by both parties and approval is received from the State Interim Finance Committee.

## Part IV: Application Template

### Application/Project Profile Template

The next Page contains the -required template. Do not delete any sections of the template. All questions must be addressed. Submission of an incomplete or modified template will not be considered.



# SCBGP PROJECT PROFILE TEMPLATE

## Project Title

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

## Duration of Project

**Start Date:** Start Date

**End Date:** End Date

## Project Partner and Summary

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

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

### FOR EXAMPLE:

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

## Project Purpose

Provide the Specific Issue, problem or need that the project will address. How will this project enhance the competitiveness of specialty crops? How is the project timely? How will the project have multiple beneficiaries?

## Provide a Listing of the Objectives that this Project Hopes to Achieve

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

**Objective 1:**

**Objective 2:**

**Objective 3:**

**Objective 4:**

**Add other objectives as necessary**

**Project Beneficiaries**

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

Who are the beneficiaries and how will they directly and/or indirectly benefit from the project?

**Does this project directly benefit socially disadvantaged farmers as defined in the RFA?**

Yes  No

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

**Statement of Solely Enhancing Specialty Crops**

By checking the box to the right, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by [7 U.S.C. 1621](#). Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbqp](http://www.ams.usda.gov/services/grants/scbqp).

**Continuation Project Information**

1. If your project is continuing the efforts of a previously funded SCBGP project, address the following:
  - Describe how this project will differ from and build on the previous efforts
  - Provide a Summary (3 to 5 sentences) of the outcomes of the previous efforts
  - Provide lessons learned on potential project improvements
2. What was previously learned from implementing this project, including potential improvements?
3. How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?
4. Describe the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds

**Other Support from Federal or State Grant Programs**

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

**Yes**            **No**     

If your Project is receiving or will potentially receive Funds from another Federal or State Grant Program

- **Identify the Federal or State grant program(s):**

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

**External Project Support**

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

### Expected Measurable Outcomes

#### Select the Appropriate Outcome(s) and Indicator(s)/Sub-Indicator(s)

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

#### Outcome Measure(s)

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

- Outcome 1:** Enhance the competitiveness of specialty crops through increased sales (required for marketing projects)
- Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption
- Outcome 3:** Enhance the competitiveness of specialty crops through increased access
- Outcome 4:** Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources
- Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems
- Outcome 6:** Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety
- Outcome 7:** Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources
- Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

#### Outcome Indicator(s)

Provide at least one indicator listed in the [SCBGP Performance Measures](#) and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator. Do not group indicators! They must be broken out for each outcome selected.

#### FOR EXAMPLE:

##### Outcome 2, Indicator 1.a.

Of the 150-total number of children and youth reached, 132 will gain knowledge about eating more specialty crops.

#### Miscellaneous Outcome Measure

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

**Data Collection to Report on Outcomes and Indicators**

Explain how you will collect the required data to report on the outcome and indicator in the space below. This needs to be reported for each outcome.

**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 within the grant period?

<i><b>Project Activity</b></i>	<i><b>Who's Responsible</b></i>	<i><b>Timeline</b></i>
Circulate survey for baseline data on SC sales	John Doe	July 2020

**Budget Narrative**

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

<b>Budget Summary</b>	
<b>Expense Category</b>	<b>Funds Requested</b>
<b>Personnel</b>	
<b>Fringe Benefits</b>	
<b>Travel</b>	
<b>Equipment</b>	
<b>Supplies</b>	
<b>Contractual</b>	
<b>Other</b>	
<b>Direct Costs Subtotal</b>	
<b>Indirect Costs</b>	Not Eligible
<b>Total Budget</b>	

**Personnel**

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

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

<b>Personnel Subtotal</b>	
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**Personnel Justification**

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

**Personnel 1:**

**Personnel 2:**

**Personnel 3:**

**Add other Personnel as necessary**

**Fringe Benefits**

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

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

<b>Fringe Subtotal</b>	
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**Travel**

Explain the purpose for each Trip Request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance <https://www.ams.usda.gov/sites/default/files/media/AMSGrantsTermsandConditions.pdf>.

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

<b>Travel Subtotal</b>	
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Travel Justification

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

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

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

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

**Add other Trips as necessary**

Conforming with Your Travel Policy

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



**Equipment**

Describe any special purpose equipment to be purchased or rented under the grant. "Special purpose equipment" is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used only for research, medical, scientific, or other technical activities. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance <https://www.ams.usda.gov/sites/default/files/media/AMSGrantsTermsandConditions.pdf>

Rental of "general purpose equipment" must also be described in this section. Purchase of general-purpose equipment is not allowable under this grant. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.

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

<b>Equipment Subtotal</b>	
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Equipment Justification

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

**Equipment 1:**

**Equipment 2:**

**Equipment 3:**

**Add other Equipment as necessary**

**Supplies**

List the materials, supplies, and fabricated parts costing less than \$5,000 per unit and describe how they will support the purpose and goal of the proposal and enhance the competitiveness of specialty crops. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information <https://www.ams.usda.gov/sites/default/files/media/AMSGrantsTermsandConditions.pdf> .

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

<b>Supplies Subtotal</b>	
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Supplies Justification

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

**Contractual/Consultant**

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

Itemized Contractor(s)/Consultant(s)

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

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

<b>Contractual/Consultant Subtotal</b>	
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Contractual Justification

Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, or other expenses. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.

**Contractor/Consultant 1:**

**Contractor/Consultant 2:**

**Contractor/Consultant 3:**

**Add other Contractors/Consultants as necessary**

Conforming with your Procurement Standards

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through.326](#), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements. Diligence must be taken in securing best value and appropriately skilled contractors and in ensuring contracting is taking place with reputable entities. Nevada Revised Statute 333 provides guidance in meeting these requirements and can be found at <https://www.leg.state.nv.us/NRS/NRS-333.html#NRS333Sec135>.

**Other**

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

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs.

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

<b>Other Subtotal</b>	
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**Other Justification**

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

**Program Income**

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

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

<b>Program Income Total</b>	
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### **Financial Management Assessment (Include under Budget Narrative)**

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 like your current grant proposal? If yes, please list and explain.
4. How many years has your organization been in existence?
5. How many total Full Time Equivalent (FTE)s are there in your organization?
6. How many total 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 have 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?

**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: \_\_\_\_\_

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

## Part V: Application Review and Selection Process

### 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.

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

The evaluation process will include the use of an independent review panel of experts or qualified individuals, overseen by State department of agriculture officials, to evaluate 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/)

### **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 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 final scope of work. A signed and initialed grant guidelines document must also be submitted 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, Nevada Department of Agriculture 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 emailed to:

Alexa Johnson  
[a.johnson@agri.nv.gov](mailto:a.johnson@agri.nv.gov)

Proposed programmatic and budget changes will be reviewed by program staff for their reasonableness. A final decision will be issued 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
- Change in contractors

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

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

### **Request for Reimbursements**

Funds are disbursed on a reimbursement basis and upon submission of a request-for – reimbursement 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. All requests for reimbursements must include documentation verifying expenses.

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

All funds must be expended by the expiration date listed on the sub-grant agreement. Final reports are due 30 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 follow 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 30 days after the expiration of your project.
- You will receive notification from NDA Program staff reminding you a report is due. The notice will be issued approximately 30 days prior to being due.
- Reports are required to be submitted and timely per your contract. Use the checklist and report examples provided in the reminder. These are also available on-line.
- Reports will be accepted via e-mail (a digital copy is required).
- The reporting function mainly serves as a report of activities during that period.
- Reports that are approved become public record.
- Your audience is the United States Government and officials of it, including Congress.
- Use a concise business writing format.
- More information will be sent outlining the reporting requirements and content within 30 days of report due dates.
- Sub-grantees must report on the activities outlined in their approved scope of work to ensure federal funds are being utilized appropriately.

### **Report Checklist and Format**

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

### **Acknowledgement of Support**

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

### **Project Close Out**

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