



Specialty Crop Block Grant Program – Farm Bill

REQUEST FOR PROPOSALS (RFP)

**Grant Proposals Due Date
June 9, 2014**

Specialty Crop Block Grant Program – Farm Bill
Request for Proposal

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Timeline

April 29, 2014	Release of Request for Proposals
May 14, 2014 - 4:00-5:00pm	Grant workshop held at DDA
June 9, 2014 – no later than 4:30pm	Grant proposals due to DDA
June 24, 2013	Evaluation Team to select proposals to be included in Delaware’s State Plan
July 9, 2014	State Plan submitted to AMS/USDA
October 2014	Anticipated AMS/USDA approval
October 2014	Grant agreements completed
November 1, 2014	Project start date
September 1, 2017	All projects conclude

Program Description

The Delaware Department of Agriculture (DDA) is pleased to announce a competitive solicitation process to award Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB) funds for projects that solely enhance the competitiveness of Delaware’s specialty crop industry. Projects should benefit the specialty crop industry as a whole and be able to provide a positive impact with measurable outcomes.

Specialty crops are defined by USDA as fruits, vegetables, tree nuts, dried fruits, horticulture and nursery crops (including floriculture). Please see Attachment C for a comprehensive list of eligible specialty crops and ineligible commodities under the SCBGP.

The USDA is the funding entity and has the final approval of projects submitted to the AMS/USDA for the SCBGP-FB. Prior to the AMS/USDA’s approval the Delaware Department of Agriculture and an Evaluation Committee of industry representatives will make the initial review and suggest recommendations to the AMS/USDA and the AMS/USDA will make the final award decision.

Applications for grant funds should describe how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners.

Applicants must be a legal entity and have the legal capacity to contract.

Eligibility

This invitation for proposals has been developed to provide all interested parties an opportunity to apply for Specialty Crop Block Grant Program funds. Individual producers, producer groups, organizations, and associations, as well as state and local organizations, academia and other specialty crops stakeholders are eligible to apply either as single entities or in combined efforts. Proposals submitted by individual producers must demonstrate that the potential impact of the project will accrue to a broader group of similar producers, region or industry segment.

Applicants may submit more than one proposal. If more than one proposal is submitted, please prioritize the submissions.

According to USDA guidelines, grant funds cannot be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual because these projects do not enhance the specialty crop industry's competitiveness.

Applicants must also be able to administer funds according to federal requirements. Visit the USDA website at <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5075989> for requirements.

In order to be eligible to participate, applicants must reside or their business or educational affiliation must be in Delaware. Those applicants that are non-profit or for-profit, if awarded a grant, will be required to provide verification of their status.

Funding

Delaware Department of Agriculture's Specialty Crop Block Grant Program – Farm Bill funds in the amount of \$336,755.94 will be distributed through a competitive review process. Competitive grants will be awarded for projects between \$5,000 and \$50,000.

All grantees are required to have a DUNS numbers (Data Universal Numbering System) which is a system developed and regulated by Dun & Bradstreet that assigns a unique numeric identifier to a single business entity. DUNS Number assignment is free for all business required registering with the US Federal Government for contracts or grants. This number may be obtained online at http://www.grants.gov/applicants/request_duns_number.jsp or over the phone at 866-705-5711.

Matching funds are not required; however, we consider the levels and sources of matching funds to be key criteria for evaluating proposals. We want to make the best use of available resources and will give preference to proposals that demonstrate applicant commitment to the project in terms of cash contribution and that maximize the leveraging of funds.

Indirect Costs: Indirect costs are not allowed.

Projects must be completed within three calendar years and no extensions will be permitted. Projects can not begin until the AMS/USDA has made their official award announcement and a contract between the Delaware Department of Agriculture and sub-grantees has been signed

Eligible Grant Projects

The Delaware Department of Agriculture is looking for grant projects that solely increase the competitiveness of Delaware grown specialty crops, sustain the livelihood of Delaware Farmers and strengthen rural economies in regards to the following priorities specified by the USDA.

- Increasing nutritional knowledge and specialty crop consumption among children and adults,
- Improving efficiency within the distribution system,
- Promoting the development of good agricultural, handling and manufacturing practices while encouraging audit cost-sharing for small farmers, packers, and processors,
- Supporting research through standard and green initiatives,
- Enhancing food safety,
- Developing new/improved seed varieties and specialty crops,
- Controlling pests and diseases,
- Creating organic and sustainable production practices,
- Establishing local and regional fresh food systems,
- Expanding access to specialty crops in underserved communities,
- Developing school and community gardens and farm-to-school programs,
- Enhancing the competitiveness of specialty crop farmers, including Native American and disadvantaged farmers.

Review Process and Criteria

All qualifying proposals will be reviewed by the SCBGP-FB Evaluation Committee after the grant application submittal deadline. The Evaluation Committee will be made up of seven Delaware industry representatives.

The Evaluation Committee will use the SCBGP-FB Evaluation Criteria form to score the proposals. After the proposals have been evaluated and scored, grant award recommendations will be made to the Cabinet Secretary of the Delaware Department of Agriculture based on the scoring and the strength of the project proposal as determined by the Evaluation Committee. The Delaware Department of Agriculture Cabinet Secretary will have final say on all projects submitted into the State Plan.

**Delaware
FY2014 Specialty Crop Block Grant Program
Evaluation Criteria Form**

Application Rating Criteria	Maximum Points	Points Received
1. Problem Statement and Specialty Crop Context	20	
Does the applicant define the problem the project is proposing to address? Does the project address the problem? Does this project meet the goal of enhancing the competitiveness of specialty crops?		
2. Project Work Plan	15	
How well do tasks relate to the goals and objectives? Is the timeline reasonable?		
3. Project Description	15	
How well does the applicant describe the project? How well does the applicant define the need for and purpose of the project?		
4. Measurable Outcomes	15	
Does the project include at least two measurable outcomes? How well will the proposed project allow the applicant to quantify and document the project's benefits and outcomes?		
5. Potential Impact	10	
Does the applicant clearly demonstrate how the project will have an impact on more than one grower? Does the project provide a direct benefit to and how effective will the project be at enhancing the competitiveness of Delaware specialty crops?		
6. Project Commitment and Oversight	10	
Does the applicant demonstrate a strong commitment to the success of the project?		
7. Project Outreach and Sharing results	5	
How well does the project describe a plan for sharing project results? Does the project clearly identify a target audience? Is the outreach plan feasible and effective?		
8. Matching Funds and In-Kind Contributions	5	
Are matching funds or in-kind donations provided or anticipated? How secure is the match?		
9. Budget	5	
Do the budget and budget narrative clearly show how each cost is necessary to the project?		
TOTAL POINTS	100	

Grant Awards

Notification of Award: Successful proposals will be chosen on the merits of the project as they relate to the published criteria and will be included in the Delaware State Plan which will be submitted to AMS/USDA no later than the final deadline which they set for the receiving of applications for approval. Applicants will be notified in writing whether or not their project is selected for inclusion in the Delaware State Plan. Following approval of the Delaware State Plan by AMS/USDA, applicants will be notified and applicants will be sent a Grant Award Agreement to sign.

Grant Award Agreement and Payment: Prior to beginning work on the proposed project or receiving funding, each successful applicant will be required to provide a valid Dun and Bradstreet Data Universal Numbering System (DUNS) number. Each applicant will also be required to sign a Grant Award Agreement with the Delaware Department of Agriculture indicating their intention to complete the proposed tasks and authorizing the Delaware Department of Agriculture to monitor the progress of the proposed project.

Grant Funds will be distributed by the Delaware Department of Agriculture as soon as the available funds are released from the AMS/USDA, which should be in the fall of 2014.

Grant Award Agreements must be signed and returned to the Delaware Department of Agriculture within 30 days of receipt. Failure to submit an executed copy of the Grant Award Agreement within 30 days of receipt will result in the loss of awarded grant funds, unless the delay is approved by the DDA.

Grant Award Agreements may extend up to three years in duration depending on the type of project. The Delaware Department of Agriculture will write your grant award agreement based on the information you provide, so it is important that you carefully complete the application packet.

Reporting Requirements

Annual Reports – Grantees are required to submit written performance reports annually to the Delaware Department of Agriculture detailing the project status and how grant monies were used to achieve project outcomes outlined in the project proposal submitted with the grant application packet. The first report will be due to the Delaware Department of Agriculture one year from the date the grant agreement between the Delaware Department of Agriculture and USDA is signed. Subsequent annual reports for multi-year projects must be received by the Delaware Department of Agriculture no later than thirty (30) calendar days after the close of each twelve month period. Performance reports must be submitted to the Delaware Department of Agriculture on an annual basis until the project is completed. Performance reports must also include a detailed budget report that tracks all expenditures against the project budget submitted with the grant proposal.

Monitoring - Delaware Department of Agriculture reserves the right to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

Budget Adjustments – If a project budget adjustment is needed during the project period, a written request must be made to the Delaware Department of Agriculture to reallocate budget funds between budget categories. However, the total budget amount as dictated by the approved grant award cannot be adjusted. Grantees may not spend funds from line items not approved in the Grant Award Agreement. No deviation from the approved budget will be allowed without prior approval by means of a fully executed budget amendment.

Application Requirements

Each application submitted must include the following sections:

Contact Information/Cover Sheet: See Attachment A.

Project Title: Include a descriptive title of the project.

Abstract - This section should describe the goals and objectives of the project in a maximum of 250 words. The abstract should contain a summary of the proposed project suitable for dissemination to the public.

Project Partner Organization – Include the name of applicant organization that will establish an agreement or contractual relationship with the Delaware Department of Agriculture to lead and execute the project.

Project Purpose - Clearly state the specific issue, problem, interest, need or opportunity that will be addressed in the project. Explain why this project is important and timely. Clearly describe the goals and objectives of the project. If this project builds on a previously approved project, how does this project complement work done previously?#

If any of the project activities or costs has the potential to enhance the competitiveness of non-specialty crops (ex: farmers market, general buy local, CSA etc.) describe the methods or process you will implement to verify all grant funds are expended on activities and costs that only enhance the competitiveness of eligible specialty crops. If you propose cost-share or match to cover non-specialty crop activities and costs, include the specific costs or contributions proposed to meet the cost-share match, the source of funding or contributions, and describe how you determined the appropriate amount of cost-share or match.

Have you submitted the project to another Federal or State grant program other than the SCBGP for funding and/or is another Federal or State grant program other than the SCBGP funding the project currently?

- If no, indicate that you have not.
- If yes, identify the Federal and/or State grant program by name and describe how the new project differs from and supplements efforts of the SCBGP and the other Federal or State grant program rather than duplicates funding efforts. The SCBGP will not fund duplicative projects.

If the project is a continuation of a project that the Specialty Crop Block Grant Program (SCBGP) funded previously, describe how the project differs from and builds on the previous project's efforts. Describe also the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds. Specifically, provide a summary (3 to 5 sentences per project) of the accomplishments of the previous project that have led you to seek continued funding.

Potential Impact - Discuss the number of people or operations affected, the intended beneficiaries of each project, and/or the potential economic impact if such data is available and relevant to the project(s). This section should show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual.

Expected Measurable Outcomes - Describe at least one distinct, quantifiable and measurable outcome that directly and meaningfully supports the project purpose, and is of direct importance to the intended beneficiaries. Provide a timeframe for when the outcome measures will be achieved and describe how the project outcome will be measured. Describe the plan that will be used to show performance improvements and include a performance-monitoring plan to describe the process of collecting and analyzing data to meet the outcome oriented objectives.

The measurable outcome should include the following:

- Provide a Goal – what you hope to achieve as a result of conducting the activities and product in the outputs (tangible results that can be seen, touched, handled or moved about) of the project. Examples of outcome-oriented foals could include a change in knowledge, change in behavior, change in conditions that make a difference for the beneficiaries.
- Provide a Performance Measure – identify a performance measure for each goal that you will use to measure the actual project results compared to the expected results. These are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices, although in certain circumstances qualitative measures are appropriate).

- Provide a Benchmark – for each performance measure provided, include a benchmark. The benchmark is the baseline data against which you will measure your success. Examples of a benchmark could include current or initial level of knowledge, current behavior, or current conditions.
- Provide a TARGET - For each benchmark provided, indicate the TARGET. The TARGET is the level of change that you anticipate by the completion of the project. This is NOT the target audience or target population.
- Provide your PERFORMANCE MONITORING PLAN. How will you monitor your progress toward achieving each GOAL?
- surveys or use questionnaires?
- How will you collect the required data? Be sure to include the frequency of your data collection.
- Describe how you will share the results of the project with specialty crop growers and other interested specialty crop stakeholders.

(Examples of outcome measures may include: per capita consumption, consumer awareness as a percent of target market reached, market penetration based on sales by geographic region, dollar value of sales, or other measures. Be sure to pick something you have the capacity to measure as these will become the standards upon which your project reporting will be based.)

Work Plan - The plan of work must provide a detailed description of how the proposed project is to be carried out.

Project Activity: Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.	Who will do the work? Indicate the project participants who will do the work of each activity, including sub-recipients, and/or contractors. If you request grant funds for personnel and contractors, you must include them in the work plan to demonstrate the requested funding is warranted. If you request funds for travel, these activities must also be included.	When will the activity be accomplished? Include a timeline that indicates when each activity will occur (at least month and year) and beginning and end dates for the project. Make sure the work plan timeline shows that the project will be completed within the allowable grant period.

Proposed Budget - Include a detailed budget proposal showing the use of funds. Include a budget narrative describing cost allocations. Budget categories include: personnel, fringe

benefits, travel, equipment, supplies, contractual, construction and other. Administrative costs will not be eligible for reimbursement under this grant. (See attachment B)

Estimated Expenses	SCBGP-FB Funds Requested	Gov't	Business & Industry	Other (Include other grants or in-kind)	Total
A. Personnel (Salaries & Wages)					
B. Fringe Benefits					
C. Travel					
D. Equipment					
E. Supplies					
F. Contractual					
G. Other					
H. Program Income					
TOTAL Project Cost					

Budget Narrative: All expenses described in the 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.

- **Personnel** - List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops.

Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested

Personnel Subtotal	
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- **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

<i>Fringe Subtotal</i>	
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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>.

Trip Destination	Purpose of the Trip	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	Number of Units	Cost per Unit	Number of Travelers Claiming the Expense	Funds Requested

<i>Travel Subtotal</i>	
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- **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.

Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant.

Item Description	Justification for Equipment	Rental or Purchase	Funds Requested

<i>Equipment Subtotal</i>	
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- **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 solely enhance the competitiveness of specialty crops.

Item Description	Justification for Supplies	Per-Unit Cost	Number of Units/Pieces Purchased	Funds Requested

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Supplies Subtotal	
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- **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.)
 - If the contractor/consultant has already been selected, please verify that the State applicant followed the same policies and procedures it uses for procurements from its non-federal sources. For all non-State applicants, please verify that the applicant used its own procurement procedures which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 7 CFR Part 3019.40 through 48 or 3016.36, as applicable.
 - If a contractor/consultant has not yet been selected, provide an acknowledgement that the procurement processes have not yet been conducted and an assurance that the State applicant will follow the same policies and procedures it uses for procurements from its non-federal sources. For all non-State applicants, provide an acknowledgement that the procurement processes have not yet been conducted, and an assurance that the applicant will use its own procurement procedures which reflect applicable State and local laws and regulations and conform to the Federal law and standards identified in 7 CFR Part 3019.40 through 48 or 3016.36, as applicable.
 - Provide an itemized budget (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification. If indirect costs are/will be included in the contract, include the indirect cost rate used. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.
 - If contractor employee and consultant hourly rates of pay 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/>), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

Contractual/Consultant Subtotal	
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- **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	Justification of the Expense	Per-Unit Cost	Number of Units	Funds Requested

Other Subtotal	
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- **Indirect Costs** – The indirect cost rate must not exceed the rate established by the State department of agriculture and cannot exceed the limit published in the Funding Announcement. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses.

Indirect Cost Rate	Funds Requested

Indirect Subtotal	
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- **Program Income** - Program income is gross income—earned by a recipient or sub-recipient 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 solely enhance the competitiveness of specialty crops	Estimated Income

Program Income Total	
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Project Oversight – Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration of the project. Who or what organization will oversee the project activities and how will the oversight be performed (weekly/monthly reports/meetings)?

Project Commitment - Describe the specialty crop stakeholders other than the applicant, individuals and organizations involved in the project who support this project and why.

Multi-state Projects – If you are conducting a multi-state project; describe how the state are going to collaborate effectively with related projects. Each state participating in the project should submit the project in their State Plan indicating which State is taking the coordinating role and the percent of the budget covered by each State.

To view sample proposals visit:

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5080825>

Sample proposals start on page 9.

Application Format

Application packets must be submitted in entirety. Incomplete application packets will not be given further consideration. Your application packet must include the following:

1. Proposal(s) must be organized and have the requested information in the sequence presented in the Application Requirement section of this Request for Proposal.
2. An entity may submit more than one application packet, but only if the application packets are for completely different projects.
3. Proposal(s) should be typed, single spaced, in 12 pt. font, with one inch margins.
4. Complete application packets are not to exceed 8-10 pages in length (1 page cover sheet, 4-6 page project proposal, and 2 page budget)
5. Do not bind application packets. Each application packet should be paper clipped in the upper left-hand corner.
6. Submit SEVEN printed complete original application packets and ONE electronic copy of the application packet. Please use Microsoft Word formatting for compatibility purposes. **Do Not** submit application in PDF format.
7. The person authorized to receive funds must sign the original copy of the application and all subsequent documents in the grant process.
8. If the organization received a previous Specialty Crop Block Grant award, the proposal should clearly describe the previous project and its key results and explain this is a new project.

Application Due Date

The Delaware Department of Agriculture must receive the seven paper copies and an electronic copy of the completed application packets no later than **4:30 p.m. on Monday, June 9, 2014.** ***This is not a postmark deadline; application packets must be received by the grant deadline date and time.*** No late or incomplete applications will be accepted.

Mail the seven paper copies of the proposal to:

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

Email the electronic version of the proposal in Microsoft Word, not PDF format via an email attachment to: JoAnn.Walston@state.de.us

**Attachment A
Contact Information/Cover Sheet**

Project Title:	
Project Coordinator:	
Organization:	
Street Address:	
City, State, Zip:	
Federal Tax ID Number or EIN:	DUNS Number:
Phone:	Fax:
Email:	
Best Way to Contact You: Phone Email (please circle)	
Amount of Funding Requested: \$	
Project Duration (please circle) 1 year 2 year 3 year	
Signature of Person Responsible for the Grant:	

Each application submitted must include the following sections:

- **Contact Information/Cover Sheet**
- **Project Title**
- **Abstract**
- **Project Partner Organization**
- **Project Purpose**
- **Potential Impact**
- **Expected Measurable Outcomes**
- **Work Plan**
- **Budget (Attachment B)**
- **Budget Narrative**
- **Project Oversight**
- **Project Commitment**
- **Multi-State Project (if applicable)**

Attachment B Proposed Budget

Use this sheet to show all project funds, all grant funds, and all matching funds, as well as all sources of these funds. Use Attachment B to explain these amounts.

Project Title: _____

Estimated Expenses	SCBGP-FB Funds Requested	Gov't	Business & Industry	Other (Include other grants or in-kind)	Total
A. Personnel (Salaries & Wages)					
B. Fringe Benefits					
C. Travel					
D. Equipment					
E. Supplies					
F. Contractual					
G. Other					
H. Program Income					
TOTAL Project Cost					

Line A – Personnel Salaries & Wages: For each project participant indicate their title, the percent of full-time equivalents (FTE) and the corresponding salary for the FTE.

Line B - Fringe Benefits: Indicate the rate of fringe benefits for each project participant's salary.

Line C - Travel: Indicate the destination; purpose of trip; number of people traveling; number of days traveling; estimated airfare costs; estimated ground transportation costs; estimated lodging and meals costs; estimated mileage costs for the travel

Line D - Equipment: This category includes items of property having a useful life of more than one year and an acquisition cost of \$5,000 or more. If the cost is under \$5,000, then include these items under SUPPLIES. Provide an itemized list of equipment purchases or rentals, along with a brief narrative on the intended use of each equipment item, and the cost for all the equipment purchases or rentals.

Line E - Supplies: This is anything with acquisition cost under \$5,000 and could be anything from office supplies and software to educational or field supplies. For non-typical materials & supplies items, include a brief narrative of how this fits with the project.

Line F – Contractual: Provide a short description of the services each contract covers and include the flat rate fee OR the total hourly rate fee for each contract. Compensation for contractor/consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Contractor/consultant rates shall not exceed \$500 per eight-hour day.

Line G – Other: Provide detailed descriptions of other costs such as conferences or meetings, communications, speaker/trainer fees, publication costs, data collection and other budgeted costs associated with this project.

Line H - Program Income: If program income will be earned on the project, indicate the nature and source of the program income, the estimated amount and how the income will be used to further enhance the competitiveness of specialty crops.

Attachment C

Definition of Specialty Crops

Specialty crops are defined by law as “fruits and vegetables, tree nuts, dried fruits and horticulture and nursery crops, including floriculture.” The tables below list plants commonly considered fruits and tree nuts, vegetables, culinary herbs and spices, medicinal plants, and nursery, floriculture, and horticulture crops. Ineligible commodities are also listed.

This list is not intended to be all inclusive, but rather intended to give examples of the most common specialty crops. It will be updated as USDA gets new questions. Please refer to the USDA-AMS Web site to get the most current list (www.ams.usda.gov).

List of Plants Commonly Considered Fruits and Tree Nuts

Almond	Cherry	Guava	Persimmon
Apple	Chestnut (for Nuts)	Kiwi	Pineapple
Apricot	Coconut	Litchi	Pistachio
Avocado	Coffee	Macadamia	Plum (including Prune)
Banana	Cranberry	Mango	Pomegranate
Blackberry	Currant	Nectarine	Quince
Blueberry	Date	Olive	Raspberry
Breadfruit	Feijou	Papaya	Strawberry
Cacao	Fig	Passion fruit	Suriname cherry
Cashew	Filbert (Hazelnut)	Peach	Walnut
Citrus	Gooseberry	Pear	
Cherimoya	Grape (including raisin)	Pecan	

List of Plants Commonly Considered Vegetables

Artichoke	Collards (including Kale)	Mustard and other Greens	Rutabaga
Asparagus	Cucumber	Okra	Salsify
Bean Snap or Green Lima Dry or edible	Edamame	Pea Garden, English or Edible Pod	Spinach
Beet, table	Eggplant	Onion	Squash (Summer and Winter)
Broccoli (including Broccoli Raab)	Endive	Opuntia	Sweet corn
Brussels Sprouts	Garlic	Parsley	Sweet Potato
Cabbage (including Chinese)	Horseradish	Parsnip	Swiss chard
Carrot	Kohlrabi	Pepper	Taro
Cauliflower	Leek	Potato	Tomato (including Tomatillo)
Celeriac	Lettuce	Pumpkin	Turnip
Celery	Melon (all types)	Radish (all types)	Watermelon
Chive	Mushroom (cultivated)	Rhubarb	

List of Plants Commonly Considered Culinary Herbs and Spices

Ajwain	Cassia	Filé (Gumbo, cultivated)	Oregano
Allspice	Catnip	Fingerroot	Orris root
Angelica	Chervil	French sorrel	Paprika
Anise	Chicory	Galangal	Parsley
Annatto	Cicely	Ginger	Pepper
Artemisia (all types)	Cilantro	Hops	Rocket (arugula)
Asafetida	Cinnamon	Horehound	Rosemary
Basil (all types)	Clary	Hyssop	Rue
Bay (cultivated)	Cloves	Lavender	Saffron
Bladder wrack	Comfrey	Lemon Balm	Sage (all types)
Bolivian coriander	Common Rue	Lemon Thyme	Savory (all types)
Borage	Coriander	Lovage	Tarragon
Calendula	Cress	Mace	Thyme
Chamomile	Cumin	Mahlab	Turmeric
Candle Nut	Curry	Malabathrum	Vanilla
Caper	Dill	Marjoram	Wasabi
Caraway	Fennel	Mint (all types)	Watercress
Cardamom	Fenugreek	Nutmeg	

List of Herb Commonly Considered Medicinal Herbs

Artemissia	Foxglove	Marshmallow	Sorrel
Arum	Ginko Biloba	Mullein	Stevia
Astragalus	Ginseng	Passion flower	Tansy
Boldo	Goat's Rue	Patchouli	Urtica
Cananga	Goldenseal	Pennyroyal	Witch hazel
Comfrey	Gypsywort	Pokeweed	Wood betony
Coneflower	Horehound	St. John's wort	Wormwood
Ephedra	Horsetail	Senna	Yarrow
Fenugreek	Lavender	Skullcap	Yerba Buena
Feverfew	Liquorice	Sonchus	

List of Atypical Nursery, Floriculture and Horticulture Crops

Note: Under the Specialty Crop Block Grant Program (SCBGP), turfgrass sod is not eligible. Under the Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB), horticulture was added to the definition making turfgrass sod and seed eligible.

Christmas Trees	Honey	Maple Syrup	Turfgrass Sod
Cut Flowers	Hops	Tea Leaves	

List of Ineligible Commodities

Alfalfa	Field Corn	Primrose	Soybeans
Barley	Fish (marine or freshwater)	Quinoa	Sugar beets
Borage	Flaxseed	Rapeseed Oil	Sugarcane
Buckwheat	Hay	Range Grasses	Sunflower Oil
Canola Oil	Livestock products	Rice	Tobacco
Clover	Millet	Rye	Tofu
Cotton	Mustard seed oil	Safflower Oil	Wheat
Cottonseed Oil	Oats	Shellfish (Marine or Freshwater)	Wild Rice
Dairy products	Peanut Oil	Sorghum	
Eggs	Peanuts	Soybean oil	

Attachment D General Terms and Conditions

1. Changes: This Agreement may be amended only with the written consent of both parties.
2. Non-discrimination: Grantee may not discriminate on the basis of:
 - a. Political or religious opinion or affiliation, marital status, race, color, creed, or national origin;
 - b. Sex or age, except when age or sex constitutes a *bona fide* occupational qualification; or
 - c. The physical or mental disability of a qualified individual.
3. Drug and Alcohol-Free Work Place: Grantee agrees to comply with Delaware's policy concerning a drug and alcohol-free work place, and shall remain in compliance throughout the term of this Agreement.
4. Termination for Non-Appropriation (Multi-Year Agreements): If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Agreement shall be terminated automatically as of the beginning of the fiscal year for which funds are not available.
5. Termination for Convenience: The Delaware Department of Agriculture may terminate this Agreement in whole or in part, without showing cause upon prior written notice to the Grantee specifying the extent and effective date of the termination. The Delaware Department of Agriculture shall pay all reasonable costs associated with this Agreement that the Grantee has incurred up to the date of termination, and all reasonable costs associated with termination of the Agreement.
6. Termination for Default: If the Grantee violates any provision of this Agreement, the Delaware Department of Agriculture may terminate the Agreement by giving the Grantee written notice of the termination.
7. Delaware Law Prevails: The law of Delaware shall govern the interpretation and enforcement of this Agreement.
8. Record-keeping/Audit: The Grantee shall retain and maintain all records and documents relating to this Agreement for three years after final payment by the Delaware Department of Agriculture hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the Delaware Department of Agriculture at all reasonable times.
9. Severability: It is understood and agreed by the parties hereto that if any of these provisions shall contravene, or be invalid under the laws of the particular state, county, or jurisdiction where used, such contravention or invalidity shall not invalidate the whole agreement, but the Agreement shall be construed as if not containing the particular provision or provisions held to

be invalid in the said particular state, county, or jurisdiction, and the rights and obligations of the parties shall be construed and enforced accordingly.

10. Use/Return of Funds. The Grantee shall use all funds provided by the Delaware Department of Agriculture strictly in accordance with the Agreement and return all funds not used should the Delaware Department of Agriculture decide that Grantee may not carry them over for use the following year. If the Agreement is terminated, the Grantee shall return all funds not used.