



2017 New Hampshire Specialty Crop Grant Program ***Request for Proposals***

The New Hampshire Department of Agriculture, Markets & Food (NHDAMF) is pleased to announce the competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds for projects that solely enhance the competitiveness of specialty crops in New Hampshire. The United States Department of Agriculture (USDA)/ Agricultural Market Service (AMS) has allocated these funds to the states and NHDAMF will be administering its portion funds as competitive grants.

The requirements and procedures listed below are based on federal rules and regulations for SCBGP funding. More information is also available at

<http://agriculture.nh.gov/divisions/agricultural-development/grant-program.htm>

Purpose: The New Hampshire Department of Agriculture, Markets & Food (NHDAMF) is eligible to receive funding from the United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS) under the 2017 Specialty Crop Block Grant Program (SCBGP). The NHDAMF wishes to offer eligible New Hampshire organizations the opportunity to apply for a portion of these funds under the **New Hampshire Specialty Crops Grant Program** to conduct projects that benefit NH Specialty Crops. Specialty Crops are defined as: fruit, vegetable, nursery, floriculture, herb, maple, Christmas tree and honey crops. For a complete list of eligible and ineligible crops visit the USDA AMS website at

<http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateJ&page=SCBGPDefinitions>

Grant projects may focus in the following areas to solely enhance NH Specialty Crops, but are not restricted to these areas exclusively:

- Food Safety
- Pest and Disease Prevention, Control and Eradication
- Research and Development
- Industry Promotion and Marketing

- Technology and Innovation

Funds: All reasonable proposals with appropriate documentation will be considered. Selection is a competitive process based on the merits of the application and support materials. No match is required by the recipient, but in-kind or other services will enhance the application. A total of approximately \$225,000 is expected to be available for the 2017 NH program.

Selected applications will be included in the New Hampshire state application package for the 2017 SCBGP funds. Applicants that are selected to be part of the New Hampshire state application will be notified prior to the submission of the application to USDA. Award notification from USDA is expected in September of 2017. Projects must gain final spending approval by the New Hampshire Governor & Executive Council. Project leaders may be asked to attend the Governor & Executive Council meeting where the project will be discussed, to answer any project specific questions. Plan on funding being approved no sooner than March of 2018 to start your projects.

Eligibility: NHDAMF is seeking proposals from eligible commodity groups, agriculture organizations, colleges and universities, municipalities, state agencies, and non-profit organizations for this grant program, provided their proposals meet all the specifications in this Request for Applications and the USDA's Notice of Federal Assistance. These projects must aim to enhance the production and competitiveness of New Hampshire specialty crops. In order to be eligible to participate, applicants must reside in, or their business or educational affiliation must be in the State of New Hampshire.

Selected applicants must have a Data Universal Numbering System (DUNS) number and provide the number to NHDAMF. Failure to do so will result in withdrawal of any awarded grant. Obtaining a DUNS number is free for all entities doing business with the Federal government. For information about applying for a DUNS number, please visit the Dun & Bradstreet online registry at <http://fedgov.dnb.com/webform>.

Grants are not available to offset the grantee's normal operating expenses. Funding is not available for political support purposes or memberships in professional societies or trade organizations. Grant funds may not be used for programs the applicant is already funding. Funds may not be used for construction purposes.

Preference will be given to those proposals that appear to give the broadest benefit to the New Hampshire Specialty Crop industry. Projects must be completed by September 29, 2020. Projects cannot begin until the USDA has made their official award announcement (expected in September 2017) and approvals have been obtained from New Hampshire authorities. Do not plan on funds being available for the project until March of 2018. The project final report is due no later than December, 2020 (if the project is completed in 2018 or 2019, the final report will be due that year).

Accounting: Applicants shall maintain an accurate record of expenditures incurred and shall submit, upon completion of the project the following:

- A full financial statement summarizing expenditures
- Copies of all paid invoices with copy of canceled checks attached

- A report on the project and its results in terms of objectives stated
- Copies of material produced, when feasible

To apply: All applications must be submitted **by April 28, 2017 (must be received at our office by 4 pm on this date)** with the information and in the format shown below. Applications must be submitted providing the information and following the format outlined below. Maximum of 6 single-sided typed pages.

Please submit your proposal digitally in MS WORD (or compatible) format only. No PDFs. Do not use excessive formatting for the digital version—please stick to the basics. Selected proposals are incorporated into a State Plan document to be sent to USDA digitally, again, following a specific format. Send to gail.mcwilliam.jellie@agr.nh.gov.

Additionally please submit four (4) printed copies of the entire proposal.

Mail to:

2017 SCBG

NH Dept. of Agriculture, Markets & Food

PO Box 2042

Concord, NH 03302-2042

Or deliver to:

NH Dept. of Agriculture, Markets & Food

25 Capitol St.

Concord, NH 03301

****Submit a completed cover page (attached and on our website) with your proposal. <http://agriculture.nh.gov/divisions/agricultural-development/grant-program.htm>**

For more information, contact Gail McWilliam Jellie at 271-3788 or gail.mcwilliam.jellie@agr.nh.gov.

NH SCBG Application Outline

The proposal must contain the specified information and organization as outlined below. For full Federal SCBG Application Template (aka application template) see: <http://agriculture.nh.gov/divisions/agricultural-development/grant-program.htm>

Project Title

Duration of the Project

Start Date and End Date

Project Partner and Summary

Provide the name of the Submitting Organization and any Partner Organizations

Include an abstract of 250 words or less outlining the projects proposed outcomes and general tasks to be completed.

Project Purpose

Clearly state the purpose of the project. The purpose should include the specific issue, problem, interest, or need to be addressed and why the project is important and timely. Provide a listing of the objectives to be achieved by this project. See the application template for specific questions that should be addressed in this section.

Project Beneficiaries

Discuss the number of people or operations that will be impacted and show how the project will solely benefit New Hampshire Specialty Crops. See the attached template for specific questions that should be addressed in this section.

Statement of Solely Enhancing Specialty Crops

Please include this statement: 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/scbgp.)

Continuation Project information

If your project is continuing the efforts of a previously funded SCBGP project, address specific questions provided on application template.

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? If yes, see the application template for questions to address.

External Project Support

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

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. See the application template for more information.

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

Data Collection to Report on Outcomes and Indicators

Explain how you will collect the required data to report on the outcome and indicator in the space below.

Budget Narrative

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

Provide descriptive text explaining how and why the budget is needed and justified to accomplish the Expected Measureable Outcomes outlined in the previous section. All requested budget items/activities should correlate to the purpose/goals of the project and demonstrate that they are reasonable and adequate for the proposed work.

Please address the following categories in your budget narrative and indicate the budget breakdown per year of your project. See the application template for details regarding each category.

- *Personnel*
- *Fringe Benefits*
- *Travel*
- *Equipment*
- *Supplies*
- *Contractual*
- *Other*

- *Indirect costs.* Indirect costs are not allowed for New Hampshire applicants, but as indicated above, **personnel and other costs related to the project may be included.** These must be clearly explained in the proposal.
- *Program Income.*

Work Plan (this should be submitted in a simple grid format)

- Explain briefly the activities that will be performed to accomplish the objectives of the project.
- Indicate who will do the work of each activity
- Provide a timeline for the activities

Application Evaluation:

All eligible applications will be reviewed by a selection committee and recipients chosen on the merits of the project as put forth in the application. Selected applications will be submitted to USDA AMS as part of the New Hampshire application for the 2016 SCBGP. The state application is due to USDA in July of 2016. There is no guarantee of project funding until the determination of USDA AMS and final approval by the New Hampshire Governor & Executive Council.

Selection will be determined based on how well the application meets the following:

1. Does the application meet all the submission requirements?
2. Does the project increase the competitiveness of specialty crops? How?
3. Is the project needed by the industry?
4. Is the project work plan reasonable and achievable? Is the strategy for implementation appropriate?
5. Does the project affect specialty crops as a whole and not an individual in anyway? Does the application elaborate on how that will be accomplished?
6. Is there a well constructed budget? A well constructed budget will show in the highest detail possible how funds are to be expended.

All grant recipients will be required to sign an official State of New Hampshire agreement with the NHDAMF indicating their commitment and responsibilities toward completing the project in a manner consistent with state of New Hampshire and USDA policies. Recipient organizations must be registered with the NH Secretary of State (or could register) before final approval and fund distribution. NHDAMF is authorized to view all project details and certify the project as complete. Semi- annual, annual and final written project reports are required and are to be submitted following a specific format. Payment of funds to the applicant may be made in installments contingent upon satisfactory completion of the project tasks.

For more information, contact Gail McWilliam Jellie at 271-3788 or gail.mcwilliam.jellie@agr.nh.gov.

