

ARKANSAS  
AGRICULTURE  
DEPARTMENT



*Arkansas Agriculture Department  
Specialty Crop Block Grant Program  
Request for Proposals*

**I. PROGRAM DESCRIPTION**

The Specialty Crops Competitiveness Act of 2004 authorizes the United States Department of Agriculture to make grants available to provide assistance for specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004 and authorized the USDA to provide grants to States for each of the fiscal years 2008 through 2012 to enhance the competitiveness of specialty crops. These grants are to be utilized by state departments of agriculture solely to enhance the competitiveness of specialty crops.

Each state submitting an application that is approved by USDA will receive a base grant of approximately \$181,109.88 for Fiscal Year (FY) 2011 plus an additional amount based on the value of specialty crop production in the state in relation to the national value of specialty crop production. The Agriculture Marketing Service (AMS) of USDA has published a Notice of Funds Availability (NOFA) in the Federal Register (page 312, Vol. 76, No. 2) inviting applications for the Specialty Crop Block Grant – Farm Bill (SCBG-FB) with a proposed amount that each state could receive. Although the AMS has not officially released funds to the states, AAD anticipates \$254,633.71 will be available for the State of Arkansas.

It is the intent of the Arkansas Agriculture Department (AAD) to develop a state plan requesting funds to implement projects that will significantly and positively impact the specialty crop industry in Arkansas. This invitation for proposals has been developed to provide all interested parties an opportunity to apply for these funds.

**II. ELIGIBLE GRANT APPLICANTS**

The Arkansas Agriculture Department is the authorized agency to assume the lead role in the Specialty Crop Block Grant Program. 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. Proposals are encouraged

from state and local organizations, academia, producer associations, industry or community-based groups, and other specialty crop organizations. Applicants may submit more than one proposal. If more than one proposal is submitted, please prioritize the submissions.

### **III. ELIGIBLE GRANT PROJECTS**

To be eligible for a grant, projects must solely enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets. Specialty Crops are defined as fruits and vegetables, dried fruit, tree nuts, horticulture, and nursery crops (including floriculture). Examples of “enhancing the competitiveness” of specialty crops include, but are not limited to: increasing child and adult nutrition knowledge and consumption of specialty crops; improving efficiency and reducing costs of distribution systems; assisting all entities in the specialty crop distribution chain in developing “Good Agricultural Practices”, “Good Handling Practices”, “Good Manufacturing Practices”, and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors; investing in specialty crop research, including research to focus on conservation and environmental outcomes; enhancing food safety; developing new and improved seed varieties and specialty crops; pest and disease control; and development of organic and sustainable production practices.

Projects may also increase the competitiveness of specialty crop farmers, including Native American and disadvantaged farmers. Increasing competitiveness may include developing local and regional food systems, and improving food access in underserved communities.

To find a list of eligible specialty crops, please see the Specialty Crop Block Grant Program website at [www.ams.usda.gov/scbgp](http://www.ams.usda.gov/scbgp). Click on “Definition of Specialty Crops” in the right navigation bar. Eligible plants must be intensively cultivated and used by people for food, medicinal purposes, and/or aesthetic gratification to be considered specialty crops. The specialty crop definition is not intended to be all inclusive, but rather to provide examples of the most common specialty crops. Please contact the Arkansas Agriculture Department if you have a question on the eligibility of a specialty crop that is not included in the definition.

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.

The grant proposal application must have a minimum value of \$5,000 and even though a maximum value is not set for Arkansas’s FY2011 application, projects with a value

under \$70,000 are strongly encouraged. However, AAD will carefully review and evaluate each proposal based on the criteria listed in these guidelines, after all applications have been submitted to AAD. AAD will make one grant submission to the USDA composed of the projects approved by AAD. Once approval is received from USDA, AAD will notify applicants (sub-grantees) of their status. No final awards to any sub-grantee will be made until a final grant award is made to AAD (grantor) by USDA.

Projects must be completed within three calendar years after the AAD/USDA grant agreement is signed between USDA and AAD. The FY2011 SCBGP-FB project completion date for all proposals granted funding will be December 1, 2014.

#### **IV. RESTRICTIONS AND LIMITATIONS ON GRANT FUNDS**

Specialty Crop Block Grant Funds shall not be used to cover the following expenses:

- Paying off existing debt
- Substituting existing efforts or research already funded
- Purchase of equipment, land, or buildings
- Business entertainment or business gifts
- Lobbying or political efforts
- Donations and contributions

Grant funds shall supplement the expenditure of State funds in support of specialty crops grown in Arkansas, rather than replace State funds.

#### **V. APPLICATION GUIDELINES**

Completed applications must include a signed Acknowledgement form and a narrative explaining how grant funds will be utilized to enhance the competitiveness of specialty crops. The length may vary depending on the nature of the project, however please limit to 6 pages if possible. The acceptable font size for the narrative is 12 pitches. The following format is to be followed:

- **Acknowledgement.** See Attachment I. The Acknowledgement must be signed by the authorized representative(s) of the proposing organization.
- **Project Title.** The title shall adequately describe the project.
- **Cover Page and Project Abstract.** Include the name of the applicant (or lead agency in the case of multi-agency projects) administering the project along with address, name of contact person, phone, fax, and email address.

An abstract of 200 or fewer words describing the proposed project is also required. The project abstract must contain a summary of the proposed project suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed.

- **Partner Organization.** Include the partner organization's name that plans to oversee the project.
  
- **Project Purpose.** Clearly state the purpose of each project. The purpose should include:
  - What is the specific issue, problem or need to be addressed by the project?
  
  - Why is the project important and timely?
  
  - What are the objectives of the project?
  
  - Does the project have the potential to enhance the competitiveness of non-specialty crops (ex: farmers market, general buy local, etc.)?
    - IF YES, how will the applicant ensure that all grant funding is being used to solely enhance the competitiveness of eligible specialty crops? (Ex: using the registration process for a conference to ensure that only specialty crop farmers attend; matching 50% of the funds to cover a portion of the project that does not benefit specialty crops)
  
  - Does the project build on a previously SCBGP or SCBGP-FB funded project?
    - IF YES, how does this project compliment work done previously? Provide a summary (3 to 5 sentences per project) of the results of the completed work on this project, the long-term quantifiable effects of these results (especially as they impact on the specialty crop industry), and how this year's funding will supplement or build on previous funding from the SCBGP or SCBGP-FB.
  
  - Has the project been submitted to or funded by another Federal or State grant program?
    - IF NO, indicate that it has not.
    - IF YES, how does the project supplement efforts of the SCBGP-FB and the other Federal or State grant program and not duplicate funding efforts? The SCBGP-FB will not fund duplicative projects.

Examples may be found at:

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5086613>

➤ **Potential Impact.**

- Who are the beneficiaries of the project?
  
- How many beneficiaries will be impacted?

- How will the beneficiaries be impacted by the project?
- What is the potential economic impact of the project if available?

Examples may be found at:

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5086613>

### ➤ **Expected Measurable Outcomes.**

The following questions shall be answered in this section.

- What is at least one distinct, quantifiable, and measurable outcome that directly and meaningfully supports the project's purpose and is of direct importance to the intended beneficiaries? The measurable outcome, when possible, should include the following:
  - GOAL
  - PERFORMANCE MEASURE
  - BENCHMARK
  - TARGET
- How will performance toward meeting the outcome(s) be monitored?
  - What are your data sources for monitoring performance?
  - How will data be collected? For example are you using a survey or questionnaire?

Examples of outcome measures may include, but are not limited to: per capita consumption, consumer awareness as a percent of target market reached, market penetration based on sales by geographic region, dollar value of exports, or web site hits. For research grants they may include generation of new knowledge, research quality, attainment of leadership in the field, or the development of human resources (e.g., providing opportunities for graduate students).

### STEPS TO DEVELOPING OUTCOME MEASURES

Whenever possible, the outcomes should include a goal, performance measure, benchmark, and a target. The following four steps provide guidance on how to develop outcome measures.

1) DETERMINE WHAT THE PROJECT WILL ACCOMPLISH, I.E., THE INTENDED RESULTS OF THE PROJECT, GENERALLY EXPRESSED AS A GOAL OR OBJECTIVE

Goals or objectives should be: a) based on a needs analysis and be specific, realistic results you hope to achieve through the project activities; b) specific; and c) outcome-oriented. Outcome-oriented objectives identify the ultimate result, while the work plan activities identify how you intend to achieve the objectives. When developing outcome-oriented objectives, ask yourself “why” you are performing each grant activity; and specify not only what will be achieved, but also when those results will be achieved.

## 2) FIGURE OUT HOW TO MEASURE THE RESULTS AND SELECT THE PERFORMANCE MEASURE

For each objective identified in step 1, select the performance measure. Performance measures are measures/indicators used to observe progress and measure actual results compared to expected results. They 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.

## 3) DETERMINE THE BENCHMARK FOR EACH MEASURE AND SET TARGET GOALS FOR FUTURE PERFORMANCE

For each measure identified in step 2, determine the benchmarks against which you will measure. Benchmarks are usually determined by researching past circumstances in the area you are trying to measure. As an alternative, you may use benchmarks established by third parties accepted as the standard-setters in your industry. If data does not exist, describe the lack of data. It may be appropriate in the first year to set vaguer targets, such as “improvement” where any increase represents outcome achievement, and set more concrete targets in subsequent years when benchmark data is available.

Use the benchmark data to set targets for the quantity of change expected. Targets may be framed in terms of:

- a) Absolute level of achievement (ex: feed 150 homeless people);
- b) Change in level of achievement (ex: feed 150 homeless people, 35 more than last year); or
- c) Change in relation to the scale of the problem (ex: feed 150 homeless people, approximately 10% of the city’s homeless population.)

If you are starting up a new project or trying new approaches remember that little or no measurable progress will be evident in the project start-up phase. This delay in seeing measurable results should be reflected in target-setting. When setting targets, you should take into account external factors that influence your success. You may have a grand ultimate goal, but you should view annual targets as small steps toward that ultimate goal.

You may also want to set stretch goals by using benchmarks as your targets. Benchmarks tell you how the rest of the industry is doing; when you gather

data for benchmarks, you look at the results of other organizations serving your type(s) of customers, doing your type of work. In your State plan, you may want to stick to a modest level of planned achievement and reserve your stretch goals for internal use. Another alternative is to include minimum and maximum targets in your application. For example, “We plan, at a minimum, for a 5% increase. However, we will strive for a 10% increase, which our data shows is possible if all external factors work in our favor and our new methodology yields the same results in the demonstration phase.”

#### 4) DEVELOP YOUR PERFORMANCE MONITORING PLAN OR DATA COLLECTION PLAN

Define who your data sources are and how the data will be collected. If the project involves a survey, provide some information about the nature of the questions that will be asked, the methodology to be used and the population to be surveyed. If a draft questionnaire is available, you may want to include a copy with the application. Outline how data gathered will be used to correct deficiencies and improve performance, both as it gathered and analyzed and in subsequent project periods. This data collection plan should be integrated into your work plan and budget. Define who your data sources are and how the data will be collected. If the project involves a survey, provide some information about the nature of the questions that will be asked, the methodology to be used and the population to be surveyed. If a draft questionnaire is available, you may want to include a copy with the application. Outline how data gathered will be used to correct deficiencies and improve performance, both as it is gathered and analyzed and in subsequent project periods. This data collection plan should be integrated into your work plan and budget. When expected measurable outcomes are monitored outside the grant period, include the performance monitoring plan in the expected measureable outcomes section and indicate how monitoring will occur after the grant period ends without Specialty Crop Block Grant Program funding.

Examples may be found at:

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5086613>

#### ➤ **Work Plan**

The following questions shall be addressed in this section:

- What activities are necessary to accomplish the project objectives?
  - When will your performance monitoring/data collection plan activity be accomplished?
  - How will outcomes measures be completed or measured inside the grant period?
- Who will do the work of each activity? If collaborative arrangements or subcontracts are used, make sure you specify their role and

responsibilities in performing project activities.

- When will each activity be accomplished? Include timelines for accomplishing each activity. Make sure to include the month and year the project is scheduled to begin.

The work plan section may be in any format you choose as long as it contains the appropriate information. The following are three examples of work plans:

Examples may be found at:

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5086613>

## ➤ **Budget Narrative**

Although there is no specific format for the supplemental budget, the budget should contain a narrative in paragraph format for each project in order for AMS to determine the costs are reasonable and allowable. The budget narrative should clearly show the federal funds that support the project. If matching funds are budgeted, please do not commingle non-federal funds with federals in each budget section. If matching funds (not a requirement) are included in the State Plan, please show these funds separately. Funds should be categorized in the same budget object class codes that are given on the SF-424A (PDF) (Excel).

### ○ PERSONNEL

Persons employed by the grantee or sub grantee organization should be listed in this category. Those employed elsewhere would be listed as subcontractors or consultants in the “Contractual” category.

In order for secretarial and clerical salaries to be allowable as direct charges to the awards, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

- For each project participant, indicate their title, percent of full time equivalents (FTE), and corresponding salary for the FTE.
- Show the total for all SCBGP-FB funded personnel.

For example, if a project participant’s salary is \$50,000 and they are participating 50% of their time on the project, the total budgeted salary cost would be \$25,000.

### ○ FRINGE BENEFITS

- Provide the rate of fringe benefits for each project participant’s salary described in the personnel section.
- Show the total for all SCBGP-FB funded fringe benefits.

### ○ TRAVEL

- Please provide the following information in the narrative if

applicable: destination; purpose of trip; number of trips; number of people traveling; number of days traveling; estimated airfare costs; estimated ground transportation costs; estimated lodging and meals costs; estimated mileage rate and costs for the travel.

- Show the total for all SCBGP-FB funded travel.

○ EQUIPMENT

This category includes items of property having a useful life of more than one year and an acquisition cost of \$5,000. 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.
- Show the total for all SCBGP-FB funded equipment.

Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.

- Capital Expenditures means expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit's regular accounting practices.
- General Purpose Equipment means equipment, which is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.
- Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5000.

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of AMS. (Note: Prior approval from AMS means that the special purpose equipment must be included in the State Plan, and the State Plan must receive approval from AMS. If special purpose equipment was not originally included in the approved

State plan, then the grantee must request approval from AMS to purchase the equipment before utilizing grant funds.)

- Special Purpose Equipment means equipment which is used only for research, scientific, or other technical activities. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry.

Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

○ 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.

- Provide an itemized list and estimate the dollar amount for each item.
- Show the total for all SCBGP-FB funded supplies.

For example, office supplies such as pens, paper, toner, etc. - \$500; Gardening supplies such as soil and fertilizer - \$500.

Items such as telephone, postage, fax and express mail are more appropriately listed under the “Other” category.

○ CONTRACTUAL

- Provide a short description of the services each contract covers.
- Indicate if the cost is a flat rate fee or hourly rate.
- Indicate the flat rate fee or hourly rate to be applied.
- If hourly rates exceed the salary of a GS-14 step 10 Federal employee in your area, provide a brief justification (For more information please go to [www.opm.gov](http://www.opm.gov) and click on Salaries and Wages.)
- List general categories of items the contract covers such as professional services, travel, lodging, indirect costs, etc.
- Show the total for all SCBGP-FB funded contractual.

If the contract is for service or maintenance, costs should be in direct correlation to the use of the equipment for the project (i.e., if a particular copy machine is used 50% of the time for the project, the project should only be charged 50% of the service contract paid from Federal funds.)

○ OTHER

Provide a detailed description of all other direct costs such as:

- Conferences/Meeting – Costs of holding a conference or meeting are included in this category. Some examples are the rental of

facilities or equipment for the meeting. Details of costs for each conference or meeting should be broken out and provided in the budget.

- I. When paying for the travel of a person to attend a conference, meals and lodging may be included in the cost without additional justification.
  - II. Meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. Meals may be charged to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Include a justification for meal costs. Some examples of acceptable reasons are that the conference facility is located in a remote area where public facilities are not accessible; there will be a speaker and business discussions during the meal; there is insufficient time available to allow participants to go out on their own. If one or more of these justifications cannot be met, or if there are no other acceptable and compelling reasons, then the meals should not be charged to the award. The attendees should be responsible for providing their own meals.
  - III. Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.
- Communications – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.
  - Speaker/Trainer Fees – Provide the amount of the speaker's fees and a description of the services they are providing.
  - Publication Costs – Provide the estimated cost of printing of brochures and other program materials or scientific or technical journals.
  - Data collection – Provide the estimated cost of collecting performance data to measure the project outcome measures.
  - Show the total for all SCBGP-FB funded other.

#### ○ INDIRECT CHARGES

- Indicate percent of indirect costs.
- Show the total for all SCBGP-FB funded Indirect Charges.

Indirect cost shall not exceed 10 percent of any proposed budget or the total grant allocation. Provide a justification if indirect costs exceed 10 percent.

Indirect costs represent the expenses of doing business that are not readily identified with SCBGP-FB but are necessary for the general operation of the organization and the implementation of SCBGP-FB related activities. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.

Common indirect costs include, but are not limited to: pre-award costs, proposal costs; depreciation or use allowances on buildings and equipment; costs of operating and maintaining facilities; general administration and general expenses; and personnel, legal, information technology, and accounting administration.

A cost may not be allocated as an indirect cost if it is incurred for the same purpose under SCBGP-FB as a direct cost and vice versa (personnel/contractual, travel, equipment, supplies, etc.)

- PROGRAM INCOME
  - Indicate the nature or source of program income (i.e., registration fees).
  - Estimate the amount of program income.
  - Describe how the income will be used to further enhance the competitiveness of specialty crops.

If program income is earned it may be used for 1) expanding the project or program; 2) continuing the project or program after the grant or sub grant support ends; and 3) supporting other projects or programs that further the broad objectives of the grant program.

### ➤ **Project Oversight**

If this is a project administered by a project partner, this section shall include the project partner's oversight and not the State department of agriculture oversight. The following questions and information should be addressed in this section:

- Who will oversee the project activities?
- How will oversight be performed? Include timelines.

### ➤ **Project Commitment**

Provide the following information in this section:

- Who supports this project?
- How will all grant partners work toward the goals and outcomes of the project?

➤ **Multi-State Projects**

*(IF Applicable)*

Provide the following information in this section:

- How will all States collaborate effectively?
- Has each state participating in the project submitted the project in their State plan?
- Which State is taking the coordinating role (State will be responsible for performance reporting)?
- What percent of the budget is covered by each State?

Completed application packets must be **postmarked by July 1, 2011. No late applications will be accepted.** An electronic version of the application, preferably in Microsoft Word format, as well as a hard copy is required.

Mail completed applications to:  
Zachary Taylor  
Director of Marketing  
Arkansas Agriculture Department  
1 Natural Resource Drive  
Little Rock, AR 72205  
[Email: Zachary.taylor@aad.ar.gov](mailto:Zachary.taylor@aad.ar.gov)  
Phone: (501) 219-6324

**VI. APPLICATION EVALUATION AND SELECTION PROCESS**

Grant applications will be reviewed by an Advisory Committee. Applications will be evaluated based on the merit of the submitted proposal narrative and the criteria listed below. See Application Guidelines in the previous section for requirements. The Advisory Committee may recommend adjustments to the monetary grant requests, proposed scope of work, and/or project budgets.

<b>Weight</b>	<b>Criteria</b>	<b>Rating</b>
20%	To what extent will the proposed project increase consumption or enhance the competitiveness of the specialty crop benefiting from the project?	
10%	What is the economic value of the crop(s) benefiting from this project proportionate to the total value of Arkansas' specialty crop industry?	

20%	Does this project address a significant problem or important need and will a number of growers or operations be impacted?	
10%	Is the budget realistic and will the project yield a positive return on investment? Has the proposed project been accompanied with matching funds?	
10%	Are the goals realistic and obtainable?	
10%	Do the measurable outcomes appropriately track success in supporting the project's purpose and whether the goals will be attained?	
20%	Does the project have the support and participation of producers, handlers or others in the industry?	

\* **The rating of the criteria is based on range from 1 to 10 with 1 being the lowest and 10 being the highest.**

## **VII. REPORTING REQUIREMENTS**

Grant recipients will be responsible for submitting progress reports to AAD as required.

**Quarterly Reports:** Quarterly reports detailing progress being made towards the project along with a breakdown of expenses shall be submitted quarterly to AAD.

**Annual Performance Reports:** Grantees shall submit an annual performance report to AAD.

The annual performance report should include a cover page and sections for the project that detail the progress to date.

The sub grantee will submit two annual reports, the first report by ***December 01, 2012*** and the second report by ***December 01, 2013*** detailing:

### **1. COVER PAGE**

Provide the following information in the order requested:

- Name of Recipient
- Name of Point of Contact
- Type of Report (Annual or Final Performance Report)
- Date Report is Submitted

### **2. PROJECT TITLE**

- Provide the project's title.

### 3. ACTIVITIES PERFORMED

- Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.
- Provide a comparison of actual accomplishments with the goals established for the reporting period.
- Present the significant contributions and role of project partners in the project.
- Clearly convey progress toward achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.
- If a target of a project has already been achieved, it is encouraged to amend the outcome measure. This permits the project staff to "stretch" the goals in order to go beyond what they are already doing.

### 4. PROBLEMS AND DELAYS

- Note unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for each project. Explain why these changes took place.
- Mention the actions that were taken in order to address these delays, impediments, and challenges.
- Review measurable outcomes to determine if targets are realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report. Keep in mind that targets may slip due to all kinds of factors, such as employee turn-over and bad weather.
- In the event that the work plan timeline, expected measurable outcomes, budget, and/or methodology needs to be adjusted, provide an outline of those changes.

### 5. FUTURE PROJECT PLANS

- Briefly summarize activities performed, targets, and/or performance goals to be achieved during the next reporting period for each project. Whenever possible, describe the work accomplished in both quantitative and qualitative terms.
- Describe any changes that are anticipated in the project.

### 6. FUNDING EXPENDED TO DATE

- Provide information regarding the level of grant funds expended to date.
- In the event that a project gained income as a result of planned activities, provide the amount of this supplemental funding and how it will be reinvested into the project.

### **Final Report:**

The sub grantee will submit a final report by December 1, 2014. The final performance report should include a cover page and sections for each project that detail the progress to date.

The final report should be organized under, but not limited to, the following headings:

1. **COVER PAGE**

Provide the following information in the order requested:

- Name of Recipient
- Name of Point of Contact
- Type of Report (Annual or Final Performance Report)
- Date Report is Submitted

2. **PROJECT TITLE**

- Provide the project's title.

3. **PROJECT SUMMARY**

- Provide a background for the initial purpose of the project, which includes the specific issue, problem, or need that was addressed by this project.
- Establish the motivation for this project by presenting the importance and timeliness of the project.
- If the project built on a previously funded project with the SCBGP or SCBGP-FB describe how this project complimented and enhanced previously completed work.

4. **PROJECT APPROACH**

- Briefly summarize activities performed and tasks performed during the grant period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.
- Present the significant contributions and role of project partners in the project.

5. **GOALS AND OUTCOMES ACHIEVED**

- Include the activities that were completed in order to achieve the performance goals and measurable outcomes for the project.
- If outcome measures were long term, summarize the progress that has been made towards achievement.
- Provide a comparison of actual accomplishments with the goals established for the reporting period.
- Clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.

6. **BENEFICIARIES**

- Provide a description of the groups and other operations that benefited from the completion of this project's accomplishments.
- Clearly state the quantitative data that concerns the beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project.

7. **LESSONS LEARNED**

- Offer insights into the lessons learned by the project staff as a result of completing this project. This section is meant to illustrate the positive and negative results and conclusions for the project.
- Provide unexpected outcomes or results that were an effect of implementing this project.

- If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.
8. **CONTACT PERSON**
- Name the Contact Person for the Project
  - Telephone Number
  - Email Address
9. **ADDITIONAL INFORMATION**
- Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any of the prior sections.

## **VIII. REQUESTS FOR PAYMENT**

Grant recipients must request payments of grant funds at least on a quarterly basis. Quarterly cash advances shall be limited to the minimum amounts needed to meet current disbursement needs of that particular quarter. Payment advance's will not be made for the full awarded amount unless all funds will be fully disbursed by the sub-grantee within 30 days after the funds are received. This will also apply to non-profit sub grantees that contract with academic institutions for execution of the awarded project. All payments will be made in accordance with 7 CFR 316.21.

Requests for payments should be scheduled so that all grant funds are obligated (unencumbered) at the end of the grant agreement and disbursed within 30 days after the end date of the grant agreement. Any un-obligated (unencumbered) balance of cash at the end of this period must immediately be refunded back to AAD.

The obligation of funds may be terminated without further cause unless the grantee commences the timely drawdown of funds; initial drawdown must be made within the first year of the grant period.

### **NOTICE: A DUNS number is required in order to be awarded FY11 SCBGP-FB funds.**

Potential sub-recipients are to be advised that no entity (individuals and Federal Agencies are exempted) may receive a sub-award from AAD unless the entity has provided its DUNS number to AAD and AAD may not make a sub-award to an entity unless the entity has provided its DUNS number to you.

The DUNS number requirement does not apply to individuals receiving grant awards. DUNS numbers are required for first-tier grants defined as an entity one level below the State Agency.

Entity is defined as a:

- a) A Governmental organization, which is a State, local government, or Indian Tribe;
- b) A foreign public entity;
- c) A domestic or foreign nonprofit organization;
- d) A domestic or foreign for-profit organization; and

e) A Federal agency, but only as a sub recipient under an award or sub award to a non-Federal entity.

Also, unless sub-grantee is exempt (in the previous tax year, you had gross income, from all sources, under \$300,000), all grantees of the Specialty Crop Block Grant Program will be required to report on <http://www.fsr.gov> each first-tier sub-award to an entity that obligates \$25,000 or more in federal funds. Entity is defined as: 1) a Governmental organization, which is a State, local government, or Indian tribe; 2) a foreign public entity; 3) a domestic or foreign nonprofit organization; 4) a domestic or foreign for-profit organization; and 5) a Federal agency, but only as a sub recipient under an award or sub award to a non-Federal entity.

Award terms for Central Contractor Registration and Universal Identifier Requirements and Reporting Sub awards and Executive Compensation were added to the Specialty Crop Block Grant Program Award Terms and Conditions dated December 2010 found on the Specialty Crop Block Grant Program web site at [www.ams.usda.gov/scbgp](http://www.ams.usda.gov/scbgp). Click on “Award Terms and Conditions” found in the right navigation bar.

**For more information about the Specialty Crop Block Grant Program, please view the program outline at [www.ams.usda.gov/scbgp](http://www.ams.usda.gov/scbgp)**

**ATTACHMENT I**

**Acknowledgement**

I/we the undersigned applicants, \_\_\_\_\_ of  
*(Name/names)*  
\_\_\_\_\_, Arkansas, hereby apply for Specialty Crop Block Grant Program  
*(City/cities)*

Funds under the terms and conditions of the AAD and the United States Department of  
Agriculture, in the amount of \$ \_\_\_\_\_.  
*(Amount requested)*

The undersigned hereby warrants to the State of Arkansas that to the best of my/our  
knowledge, all information presented in this grant application is factual and true; that  
I/we understand that if this proposal is funded, I/we will be required to sign a grant  
agreement and other necessary documentation containing terms and conditions upon  
which funds will be released; and that I/we understand that I/we will be required to  
submit progress reports (quarterly and annually) and a final report at the completion of  
the project as a condition to participating in this grant program. All grant funding is  
subject to the availability and receipt of federal funds by AAD.

The undersigned understands that the selection will be determined by AAD based on  
criteria designed to enhance the competitiveness of specialty crops in Arkansas. The  
undersigned understands, due to the availability of a limited supply of funds, that  
every qualifying project may not be approved or receive funding and that approved  
projects may be funded in whole or part.

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

Print: \_\_\_\_\_ Title: \_\_\_\_\_

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

Print: \_\_\_\_\_ Title: \_\_\_\_\_

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

Print: \_\_\_\_\_ Title: \_\_\_\_\_