

ARKANSAS
AGRICULTURE
DEPARTMENT



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

I. PROGRAM DESCRIPTION

The Specialty Crop Block Grant Program (SCBGP) is authorized under section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) and amended under section 10010 of the Agricultural Act of 2014, Public Law 113-79 (the Farm Bill). SCBGP is currently implemented under 7 CFR part 1291 (published March 27, 2009; 74 FR 13313). These grants are to be utilized by state departments of agriculture solely to enhance the competitiveness of specialty crops.

Each eligible State department of agriculture that submits an application that the AMS SCBGP reviews and accepts is eligible to receive the available grant allocation to solely enhance the competitiveness of specialty crops as indicated below. Each State department of agriculture is eligible to receive an estimated base grant of approximately **\$210,837.58** and an amount based on the average of the most recent available value of specialty crop cash receipts in the State (2013 calendar year estimates) and the acreage of specialty crop production in the State (2012 Census of Agriculture). The data source for specialty crop cash receipts and acreage is from the U.S. Department of Agriculture, Economic Research Service and National Agricultural Statistics Service. Although AMS/USDA has not officially released funds to the states nor has published an announcement in the Federal Register, AAD anticipates \$307,000.00 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). Each project must identify at least one expected measureable outcome that specifically demonstrates the project's impact in solely enhancing the competitiveness of eligible specialty crops. AAD encourages applicants to develop projects solely to enhance the competitiveness of specialty crops pertaining to the following issues affecting the specialty crop industry:

- enhancing food safety;

- 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;

- developing new and improved seed varieties and specialty crops;

- pest and disease control; and development of organic and sustainable production practices;

- increasing child and adult nutrition knowledge and consumption of specialty crops;

- improving efficiency and reducing costs of distribution systems;

- 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/scbgbp. 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. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners. Projects where one organization specifically attempts to disparage the mission, goals, and/or actions of another organization are unallowable.

Projects that support the increase of fruits and vegetables in the Supplemental Nutrition Assistance Program (SNAP) by providing incentives at the point of purchase and/or include technologies for benefit redemption systems should consider submitting those projects to the Food Insecurity Nutrition Incentive Grants Program at <http://www.nifa.usda.gov/funding/cfp/fini.html>.

Projects that support domestic farmers’ markets, roadside stands, community-supported agriculture programs, agritourism activities, other direct producer-to consumer market opportunities, local and regional food business enterprises that process, distribute, aggregate, or store locally or regionally produced food products should consider submitting those projects to the Farmers’ Market Promotion Program at <http://www.ams.usda.gov/fmpp> and Local Food Promotion Program at <http://www.ams.usda.gov/lfpp>.

Projects that support biobased products and bioenergy and energy programs, including biofuels and other alternative uses for agricultural and forestry commodities (development of biobased products) should see the USDA energy website at <http://www.usda.gov/energy/matrix/home> for information on how to submit those projects for consideration to the energy programs supported by USDA.

The grant proposal application must have a minimum value of \$5,000 and even though a

maximum value is not set for Arkansas's FY2015 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 FY2015 SCBGP project completion date for all proposals granted funding will be September 29, 2018.

IV. RESTRICTIONS AND LIMITATIONS ON GRANT FUNDS

All SCBGP awards are subject to the terms and conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other considerations described in the most recent SCBGP Terms and Conditions of Award.

All costs must be allowable in accordance with the Federal cost principles outlined in 2 CFR part 200 Subpart E.

The following list describes specific funding restrictions under the SCBGP. This section is not intended to be allinclusive. The applicant should consult the Federal cost principles for the applicable organization for the complete explanation of the allowability of costs they address.

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

- Alcoholic Beverages in most cases, but not all cases.
- Paying off existing debt
- Substituting existing efforts or research already funded
- Acquisition/Construction/Renovation of land or buildings.
- Purchase of general purpose equipment, buildings and land.
- Business entertainment or business gifts
- Fines, Penalties, Damages and Other Settlements
- Fundraising
- Lobbying or political efforts
- General Costs of Government
- Meals in most cases, but not all cases.
- Memberships, Subscriptions, Professional Activity Costs in some cases.
- Goods or Services for Personal Use
- Information Technology Systems
- Donations and contributions
- Selling and Marketing Costs- Promotion of an organization's image, logo, or

brand name, Promotion of Non-Specialty Crop Activities, Promotional Items, Sponsorships, Incentives, Trade Shows, and any others list in USDA AMS SCBGP FY15 RFA.

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 pitch. The following format is to be followed:

Project Title *(15 words or less)*

Abstract - Include a project summary of 250 words or less suitable for dissemination to the public. It should include the need for the project, a brief description of the goals and outcomes, and your plan for evaluating and measuring the success of the project or program.

Project Partner Organization - Include the name of the applicant organization that will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project.

Project Purpose

- What is the specific issue, problem, or need that the project will address?

- Why is the project important and timely?

- What are the objectives of the project?

- 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 processes 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 a cost-share or match to cover non-specialty crop activities and costs, include the specific costs or contributions proposed to meet the cost-share or match, the source of funding or contributions, and describe how you determined the appropriate amount of cost-share or match.

- 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.

- 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.

Potential Impact - This section must show how the project benefits the specialty crop industry and/or the public or multiple states rather than only a particular commercial product, single organization, institution, or individual.

- Who are the specialty crop beneficiaries of the project?

- How many specialty crop beneficiaries will the project benefit?

- How will the project benefit the specialty crop beneficiaries?

- What is the potential economic impact of the project if it can be estimated?

- If applicable, how will the project have a multi-state (benefitting two more or states) or national impact?

Expected Measurable Outcomes - Provide at least one distinct, quantifiable, measurable project outcome that solely supports enhancing the competitiveness of eligible specialty crops. If the outcome measures are long-term and occur after the project's completion, then identify an intermediate outcome that occurs before the end of the grant period and that is expected to help lead to the fulfillment of long-term outcomes. For further information on expected measurable outcomes, please see the [Outcomes Model](#) or this [Educational Bulletin](#).

- Provide a GOAL - A goal is what you hope to achieve as a result of conducting the activities and producing the outputs (tangible results that can be seen, touched, handled, or moved about) of the project. Examples of outcome-oriented goals could include a change in knowledge, change in behavior, and change in conditions that make a difference for the beneficiaries of the project.

GOAL:

- 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).

PERFORMANCE MEASURE:

- Provide a BENCHMARK - For each performance measure provided, include 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.

BENCHMARK:

- 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.

TARGET:

- Provide your PERFORMANCE MONITORING PLAN. How will you monitor your progress toward achieving each GOAL?
- What are your data sources for monitoring performance? For example, will you conduct 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.

Work Plan

- **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 subrecipients, 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.

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

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 funding restrictions prior to developing their budget narrative.

Budget Summary	
Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Direct Costs Subtotal	
Indirect Costs	

Total Budget	
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- **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

Fringe Subtotal	
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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

Travel Subtotal	
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If applicable, title(s) of Government officials traveling and their specific role during the trip and how their participation supports the overall purpose of the trip.

Additional justification of travel expenses, as needed:

- 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

Equipment	
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Subtotal	
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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

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 , which is 4%, 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 subrecipient under a grant—directly generated by the grant-supported activity, or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.

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

Program Income Total	
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- **Acknowledgement.** See Attachment I. The Acknowledgement must be signed by the authorized representative(s) of the proposing organization.

Completed application packets must be postmarked by May 30, 2015. No late applications will be accepted. An electronic version of the application, preferably in Microsoft Word format, 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.

Weight	Criteria	Rating
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 *November 01, 2016* and the second report by *November 01, 2017* detailing:

Annual Report:

Project Title

- Provide the project's title. (Must be the title used in the approved State Plan or amendment.)

Activities Performed

- Briefly describe the work accomplished during the reporting period. What specific tasks from the *Work Plan* of the approved project proposal were accomplished? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the work completed during the reporting period. Be sure to include any favorable or unusual developments.
- Clearly describe the progress made towards achieving the *Expected Measurable Outcomes* identified in the approved project proposal. Include any baseline data developed through the project and any results from the implementation of the project's performance measures. Provide any survey results or research data developed during the period.
- If the project has the potential to benefit non-specialty crop commodities, describe the activities that were conducted to ensure that grant funds were used to solely enhance the competitiveness of specialty crops.
- If a target of a project has already been achieved, project staff is encouraged to amend the outcome measure in the performance report. This permits the project staff to "stretch" the goals in order to go beyond what they are already doing.

Problems and Delays

- Describe any unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for the project such as changes or delays to the approved *Work Plan* activities and *Expected Measurable Outcomes*. Explain why these changes took place.

- Describe the corrective actions that were taken in order to address these delays, impediments, and challenges and to prevent their recurrence.
- If challenges occurred, review measurable outcomes to determine if targets are still 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.

Future Project Plans

- Briefly describe the work to be accomplished in the next reporting period. What specific tasks from the *Work Plan* of the approved project proposal will be accomplished? Make sure to include those activities that will be required to track and collect the data necessary to report on the *Expected Measurable Outcomes* from the approved project proposal.
- If the timeline of the approved project *Work Plan* has changed or is anticipated to change during the next reporting period, please provide an updated timeline for the remainder of the project.
- Describe any additional changes that are anticipated in the project in the future.
 - When it is necessary to modify the *Project Purpose*, substantially change the *Expected Measurable Outcomes* and/or the proposed *Work Plan* deliverables of an award, you must submit a formal scope amendment request to SCBGP. This must be submitted as a separate document.
 - When it necessary to make cumulative budget changes of 20% or more of the project's total budget, you must submit a formal budget change request to SCBGP. This must be submitted as a separate document.

Funding Expended To Date

- Provide the actual dollar amount or percentage of grant funds expended on the project from the beginning of the project to the end of the reporting period covered by this report, regardless of whether subgrantee expenses have been reimbursed by the State.
- If less than 1/3 of the project funds were expended in the first reporting period or if less than 2/3 of the project funds were expended within the first two reporting periods, please verify if you anticipate expending the remaining funds on approved project activities and budgeted expenditures by the end date of the grant. Please also describe your plans to ensure that the funds are expended in a timely manner.

- The progress to date should coincide with the level of funds expended. If problems or delays have occurred, these should be described in the *Problems and Delays* section along with any corrective actions taken.
- In the event that a project generated income because of planned activities, report the amount of this additional funding and describe how it has been or will be reinvested into the project to solely enhance the competitiveness of specialty crops.

Final Report:

The sub grantee will submit a final report by **November 1, 2018**. The final performance report should include a cover page and sections for each project that detail the progress to date.

Project Title

- Provide the project's title. (Must be the same title used in the approved State Plan or amendment.)

Partner Organization

- Include the name of the organization that partnered with the State department of agriculture to lead and implement the project.

Project Summary

- Briefly summarize the project and its accomplishments in 200 words or less. This should be a self-contained description of the project suitable for dissemination to the public.

Project Purpose

- Describe the objectives and purpose of the project, including the specific issue, problem, or need that was addressed by the project.
- Describe 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 complemented and enhanced previously completed work.

Project Activities

- Briefly describe the work accomplished during the grant period. What specific tasks from the *Work Plan* of the approved project proposal were accomplished throughout the project? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and

recommendations resulting from the project. Be sure to include any favorable or unusual developments.

- If the overall scope of the project benefitted commodities other than specialty crops, indicate how project staff ensured that funds were used to solely enhance the competitiveness of specialty crops.

Goals and Outcomes Achieved

- Describe the achievement of the performance goals and measurable outcomes identified in the approved project proposal and subsequent amendments and provide a comparison of actual accomplishments with the goals established for the project. This should include a comparison of baseline or benchmark data with quantifiable targets that was established prior to or in the initial phases of the project.
- Include any recommendations or conclusions that can be made based upon your data and project outcomes.
- If outcome measures are long-term, summarize the progress that has been made towards achievement and describe future activities that will be conducted after the project's completion to help lead to the fulfillment of the outcomes.

Beneficiaries

- Describe the specialty crop groups and other stakeholders that benefited from the completion of this project's accomplishments.
- How many benefited from the project?
- How did they benefit from the project?

Lessons Learned

- If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.
- Describe any lessons you learned in the administration of the project that might be helpful for others who would want to implement a similar project.
- Lessons learned should draw on positive experiences (i.e., good ideas that improve project efficiency or save money) and negative experiences (i.e., lessons learned about what did not go well and what needs to be changed).

Contact Person

- Name the Contact Person for the Project
 - Telephone Number
 - Email Address

Additional Information

- Provide additional information available (i.e., publications, websites, photographs) that is not applicable to any of the prior sections.
- Be sure to include any documents, publications, or other attachments referenced throughout the report. If the attachments are large, the State Department of Agriculture should consider combining them as an appendix to the full report and submitting the appendix as a separate file.

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 advances 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 (encumbered) 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 FY14 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/scbcp. 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/scbcp

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: _____