



**Oklahoma Department  
of  
Agriculture, Food, & Forestry**

# **Specialty Crop Block Grant Program**

**Request for Proposals (RFP)  
&  
Grant Application Manual**

## **Fiscal Year 2013 Funding Cycle**

(10/1/2013 - 9/30/2016)

### **Grant Proposal Application Due Date: April 19, 2013**

Copies of this publication may be obtained at the Oklahoma Department of Agriculture, Food, & Forestry website at: <http://www.ag.ok.gov/mktdev/scg.htm>

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## List of Terms and Acronyms

**Administrative Costs** – All executive, organizational, and clerical costs associated with the general management of an organization and not costs for the direct execution of the grant project

**AMS** – Agricultural Marketing Service (a division of USDA)

**Authorized Signature** – Signature of authorized signer, title within the organization is requested

**Authorized Signer** – Individual authorized to receive funds on behalf of grantee and the person who becomes responsible for the execution of grant project responsibilities

**Collaboration** – Any cooperative effort of eligible applicants, universities, or industry trade associations to execute the completion of the proposed grant project

**DBA** – Doing business as

**FY2013** – Federal fiscal year 2013; October 1, 2013 to September 30, 2014

**Grant Award Agreement** – ODAFF's contract with the authorized signer indicating the grantee's intention to complete the proposed tasks and authorizing ODAFF to monitor the progress of the proposed project

**Matching Funds** – A cash contribution toward the completion of the project or new, verifiable in-kind expenditures that the applicant or collaborators will incur contingent upon receiving a grant award

**Project** – Activities proposed to be funded by the SCBGP-FB

**Specialty Crop** – Fruits and vegetables, tree nuts, dried fruits and nursery crops (including floriculture) see expanded list on pages 6-10

**SCBGP-FB** – Specialty Crop Block Grant Program-Farm Bill

**USDA** – United States Department of Agriculture

**ODAFF** – Oklahoma Department of Agriculture, Food, & Forestry

## **Background**

On December 21, 2004, the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) authorized the Department of Agriculture (USDA) to provide grants to state departments of agriculture solely to enhance the competitiveness of 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.

Monies for 2013 are contingent on federal USDA funds being available. The SCBGP-FB is funded under a continuing resolution and grant funds will only be allocated if federal funds are received.

## **Funding Source and Available Funds**

USDA Agricultural Marketing Service (AMS) is charged with distributing approximately \$55 million in block grant funds to state departments of agriculture, the District of Columbia, and the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands, to enhance the competitiveness of specialty crops in fiscal year 2013. Oklahoma anticipates receiving \$380,000 in grant money to enhance the competitiveness of specialty crops in the state for the fiscal year 2013 funding cycle. Oklahoma SCBGP – FB program funds will be distributed to the specialty crop industry through a competitive review process. SCBGP-FB grant funds may be awarded for projects up to 2 years in duration. Matching funds, either in cash and/or in-kind contribution of 25% of the total project budget will be required by applicants. Travel expenses associated with the project shall follow the ODAFF travel policy. Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

## **Eligible Grant Projects**

To be eligible for a grant, applicants must develop projects solely to enhance the competitiveness of specialty crops pertaining to any of the following issues affecting the specialty crop industry: increasing child and adult nutrition knowledge and consumption of specialty crops; improving efficiency and reducing costs of distribution systems; participation of industry representatives at meetings of international standard setting bodies in which the US government participates; 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 organic 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 sustainability.

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 following are some examples of acceptable and unacceptable projects:

### **Examples of Unacceptable Projects**

1. A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
2. A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
3. A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers market.
4. A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
5. A specialty crop producer requests funds to promote their asparagus at a roadside stand.

### **Examples of Acceptable Projects**

1. A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
2. A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
3. A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
4. A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
5. A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

### **Eligible Applicants**

State and/or local organizations, individual producers, producer associations, academia, community based organizations, processors and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Proposals that involve collaboration or partnerships between producers, industry groups, academics, or other organizations are encouraged and will be given priority. Under USDA rules, grants

cannot be awarded for projects that only benefit a particular commercial product or provide a profit to a single company or individual.

### Eligible Specialty Crops

Specialty crops are defined in law as “fruits and vegetables, tree nuts, dried fruits and horticulture and nursery crops, including floriculture.” Specialty crops are plants that are intensively cultivated. There are many plants that are specialty crops when cultivated, but are also collected from wild populations. Wild plants are not considered specialty crops even though they may be used for the same purpose as cultivated plants. The tables below list plants commonly considered fruits and tree nuts, vegetables, culinary herbs and spices, medicinal plants, and nursery, floriculture, and horticulture crops. Ineligible commodities are also listed.

For the complete USDA Specialty Crop definition please see the following website:  
<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5082113>

**This list is not intended to be all inclusive, but rather intended to give examples of the most common specialty crops. It will be updated as USDA gets new questions.**

#### List of Plants Commonly Considered Fruits and Tree Nuts

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

**List of Plants Commonly Considered Vegetables**

Artichoke	Endive	Potato
Asparagus	Garlic	Pumpkin
Bean Snap or green Lima Dry, edible	Horseradish	Radish (all types)
Beet, table	Kohlrabi	Rhubarb
Broccoli (including broccoli raab)	Leek	Rutabaga
Brussels sprouts	Lettuce	Salsify
Cabbage (including Chinese)	Melon (all types)	Spinach
Carrot	Mushroom (cultivated)	Squash (summer and winter)
Cauliflower	Mustard and other greens	Sweet corn
Celeriac	Okra	Sweet potato
Celery	Pea Garden, English or edible pod	Swiss chard
Chive	Onion	Taro
Collards (including kale)	Opuntia	Tomato (including tomatillo)
Cucumber	Parsley	Turnip
Edamame	Parsnip	Watermelon
Eggplant	Pepper	

**List of Plants Commonly Considered Medicinal Herbs**

Artemisia	Goldenseal	Senna
Arum	Gypsywort	Skullcap
Astragalus	Horehound	Sonchus
Boldo	Horsetail	Sorrel
Cananga	Lavender	Stevia
Comfrey	Liquorice	Tansy
Coneflower	Marshmallow	Urtica
Fenugreek	Mullein	Witch hazel
Feverfew	Passion flower	Wood betony
Foxglove	Patchouli	Wormwood
Ginko biloba	Pennyroyal	Yarrow

Ginseng	Pokeweed	Yerba buena
Goat's rue	St. John's wort	

**List of Plants Commonly Considered Culinary Herbs and Spices**

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

**List of Commonly Considered Nursery, Floriculture, and Horticulture Crops**

Annual Bedding Plants	Deciduous Shade Trees	Maple Syrup
Broadleaf Evergreens	Deciduous Shrubs	Potted Flowering Plants
Christmas Trees	Foliage Plants	Potted Herbaceous Perennials
Cut Cultivated Greens	Honey	Tea Leaves
Cut Flowers	Hops	Turf Grass

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

### List of Ineligible Commodities

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

### Eligible Expenditures

**Allowable Expenditures (See CFR Part 225 for all allowable costs).**

All grants are subject to those cost principles applicable to the particular organization concerned. For example, if a State government sub-awards to a university, the cost principles applicable to a university will apply. Please refer to the applicable cost principles when developing your project activities and budget. You may reference Appendix A - List Of Selected Items Of Cost Contained In OMB Cost Principles Regulations (see website below) to locate the principles applied in establishing the eligibility or ineligibility of specific items of cost. All costs must be associated with project activities that enhance the competitiveness of specialty crops.

For more information go to:

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5086611>.

## **Ineligible Expenditures**

Ineligible SCBGP expenses include, but are not limited to; brick and mortar (construction) projects; establishing secondary grant pools (sub grants to other entities or pass-through grants), land acquisitions, taxes, vehicle registration, paying off existing debt, substituting existing efforts or research already funded, business entertainment or business gifts, overhead expenses or indirect costs, legal costs, contingency funds, proposal preparation, insurance, contractual project administration, costs for which payment has or will be received under another federal, state, or private funding program, any expenses incurred prior to the award date of this grant, personal labor and expenses, and political or lobbying activities. No administrative costs may be allocated to the budgeted project. You may also reference Appendix B – Unallowable and Allowable Costs for State Governments at:

<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5086612>.

## **General Compliance**

All awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award.

## **DUNS**

All recipients of SCBGP funds must have a DUNS number. Dun & Bradstreet (D&B) Provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the US Federal Government for contracts or grants. DUNS numbers may be obtained by visiting <http://fedgov.dnb.com/webform>.

## **Federal Funding Accountability and Transparency Act (FFATA)**

Under the most recent Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB) grant agreement, State departments of agriculture are required to report sub-awards over \$25,000 and executive compensation. This is in accordance with Award Term and Condition 17

## **Records Requirements**

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with ODAFF, receipts, invoices and copies of all reports and documents associated with the project. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records. All applicants must submit a final report for their project specifying how the goals and results were met.

## **Payment of Grant Funds**

Upon final approval from USDA, all sub-grantees must sign an Agreement stating that funds shall be used as described in the application. Funds are disbursed on a reimbursement basis and upon submission of an invoice, copies of receipts showing how funds were expended and a brief (one paragraph) project update explaining how the drawdown request has impacted the Workplan portion of the project.

Organizations failing to provide grant reporting (annual, expenditure, and final) and response to ODAFF and/or USDA requests will be ineligible to apply for future SCBGP funding.

## **Annual Reports**

Grantees are required to submit written performance reports annually to ODAFF detailing the project status and how grant monies were used to achieve project outcomes outlined in the project proposal. Reports must include the information outlined below.

### **Annual Performance Reports**

#### **PROJECT TITLE**

#### **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.

#### **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.

#### **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.

### 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 PERFORMANCE REPORT**

### PROJECT TITLE

- ✓ Provide the project's title.

### 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.

### 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.

### GOALS AND OUTCOMES ACHIEVED

- ✓ Supply 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.

### 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.

### 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 a 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.

### 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.

## **Monitoring**

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

## **Printed Materials**

The following copy must be included on all printed materials and advertisements relating to the project: "Funds for this project were provided through the Oklahoma Department of Agriculture, Food, & Forestry and the USDA's Specialty Crop Block Grant Program."

## **Budget and Grant Period Adjustments**

If a project budget adjustment is needed during the project period, a written request must be made to ODAFF describing the reallocation, redefining of project dates or other significant changes to the project submitted and approved. Changes and adjustments are subject to ODAFF and/or USDA approval. A change/extension form will be signed by an ODAFF representative once USDA approval has been granted.

## **Unexpended Funds**

Grantees who receive grant funds will return to ODAFF the unexpended balance of awarded grant funds at the end of the grant period.

## **Application Packet Details**

1. Proposals must be typed, single spaced in 12 pt. font.
2. Each page should be numbered, with applicant's name at the top of each page.
3. Application packets should not exceed 8 pages including supplemental documentation.
4. An electronic version of the completed Specialty Crop Grant Program Application (available on the ODAFF website <http://www.oda.state.ok.us/mktdev/scg.htm> ), in Word format must be emailed

to Jason Harvey at [jason.harvey@ag.ok.gov](mailto:jason.harvey@ag.ok.gov).

5. Submit **FIVE** complete original application packets signed by the person authorized to receive funds to the Oklahoma Department of Agriculture, Food, and Forestry at the address on page 20.
6. Do not bind application packets. The application packet should be stapled or paper clipped in the upper left-hand corner.

An application packet must be submitted in entirety. An incomplete application packet will not be given further consideration. Your application packet must include the following:

## Application Packet Information

### • **Project Title and Abstract**

Include the title of each project and the name of the applicant or organization administering the project along with an abstract of 200 or fewer words describing the proposed project.

### • **Project Purpose and Goals**

Clearly state the purpose of each project. The purpose should include the specific issue, problem, interest, or need to be addressed and why the project is important and timely. If the project is a state marketing program, describe how the state will ensure that funding is being used to solely enhance the competitiveness of eligible specialty crops. If the project builds on a previous project, indicate clearly how the new project compliments previous work. For each project, indicate if the project will be or has been submitted to or funded by another Federal or State grant program.

(One page or less)

### • **Potential Impact**

Discuss the number of people or operations affected and the intended beneficiaries of each project. The potential economic impacts if such data is available and relevant to the project. (One page or less)

### • **Expected Measurable Outcomes**

For each project, describe at least two distinct, quantifiable, and measurable outcomes that directly and meaningfully support the projects purpose. Can project benefits be measured, reported, and tracked over time? What elements will be monitored or evaluated? By whom? How often? How long? The outcome-oriented objective must define an event or condition that is external to the project and that is of direct importance to the intended beneficiaries and/or the public. Provide a timeframe when outcome measures will be achieved. Outcome oriented objectives may be long term that exceed the grant period.

### • **Work Plan**

For each project, explain briefly the activities that will be performed to accomplish the objectives of the project and indicate who will do the work of each activity. Include

appropriate time lines. Outcomes may exceed the grant period; simply indicate that they exceed the grant period and what work will be ongoing.

Sample preferred Work Plan chart...

<b>Work Plan</b>		
<b>Project Activity</b>	<b>Who</b>	<b>Timeline</b>

• **Budget**

Please use this budget table format for uniformity.

<b>Budget</b>					
<b>Category</b>	<b>SCBGP-FB Funds</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Total</b>	<b>Comments</b>
<b>Year 1 budget</b>					
Personnel	\$	\$	\$	\$	
Fringe Benefits	\$	\$	\$	\$	
Travel	\$	\$	\$	\$	
Equipment	\$	\$	\$	\$	
Supplies	\$	\$	\$	\$	
Contractual	\$	\$	\$	\$	
Indirect Costs			\$	\$	
Program Income	\$	\$	\$	\$	
Other	\$	\$	\$	\$	
Total	\$	\$	\$	\$	
<b>Year 2 budget</b>					
<b>Total for 2 years</b>					

• **Budget Narrative**

Provide sufficient information in paragraph format about the budget categories listed for each project to demonstrate that grant funds are being expended on eligible grant activities that meet the purpose of the program. For each project, provide sufficient detail about the budget categories. 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. Although there is no format for the budget narrative, it should contain the following applicable information.

**Remember, no administrative funds may be included in the budget request.**

**Personnel:** For each project participant, indicate their title, the percent of full time equivalents (FTE), and the corresponding salary for the FTE.

**Fringe Benefits:** Indicate the rate of fringe benefits for each salary.

**Travel:** Indicate the destination, purpose of trip, number of people traveling, number of days traveling, total airfare costs if applicable, total ground transportation costs if applicable, total lodging and meals costs if applicable, and total mileage costs for the travel if applicable.

**Equipment:** Indicate anticipated purchases or rental costs of equipment and its intended use. List separately each item of equipment, its intended use, and its cost. Equipment is an article of nonexpendable, tangible personal property having a useful life of more than one year and acquisition cost which equals or exceeds \$5,000. If under \$5,000, please include under supplies. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges. 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. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry. (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.) 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:** Provide an itemize list of projected supply expenditures and the dollar amount for each item.

**Contractual:** Provide a short description of the services each contract covers and the flat rate fee or the total hourly rate. Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Consultant may not exceed \$500 per eight-hour day, excluding travel and subsistence costs.

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.

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

**Indirect costs:** Indirect costs are only allowable as in-kind matching funds under Oklahoma's grant program. Indicate the percentage of indirect costs. Indirect costs should not exceed 10% of any proposed budget. 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.

**Program Income:** If program income will be earned on any project, indicate the nature and source of program income and the estimated amount. For example if registration fees are being collected at a conference as part of the project, indicate the estimated amount of registration fees that will be collected.

- **Project Oversight:** Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.
- **Project Commitment:** Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project. Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project. Identify who supports this project.

## **Project Evaluation Criteria**

The grant projects that meet all the requirements listed in this publication will be evaluated by a review panel selected by the ODAFF. No incomplete applications will be accepted. The panel will score applications that meet all the requirements by using the evaluation criteria on the next page. The panel will then provide their comments on the applications to the Oklahoma Secretary of Agriculture. The Secretary will then make the final decision on what projects receive funding.

## Evaluation Sheet

Project Information		
Title:		Total Funds Requested:
Proposal Grading Criteria		
Please rate the following areas using the scale: Low:1-2 pts Average: 3-4 pts High 5pts	Maximum Points Available	Points Received
<b>1. Project Purpose</b>		
How well does the applicant define the need for and the purpose of the project?	5	_____
Rate the achievability of the project.	5	_____
Rate the level of the projects timeliness and importance.	5	_____
<b>2. Potential Impact</b>		
How effective will the project be at enhancing the competitiveness of the industry?	5	_____
Rate the positive impact this project will have on Oklahoma Specialty Crops.	5	_____
Does the applicant clearly demonstrate how the project will have an impact on more than one grower?	5	_____
Rate the ability of the project to have an impact within the next five years.	5	_____
<b>3. Expected Measurable Outcomes</b>		
How well does the measurable outcome support the projects purpose?	5	_____
Are the outcomes definable and measurable?	5	_____
Is there outreach to share information learned with the public?	5	_____
<b>4. Work Plan</b>		
How well do the activities relate to the objectives and goals?	5	_____
How well do the activities match the needs or problems that are being addressed?	5	_____
Rate the timeline associated with each activity.	5	_____
<b>5. Budget</b>		
Is the requested budget reasonable?	5	_____
Are the budget items clearly outlined and justified?	5	_____
Are the expected benefits proportionate to the total investment?	5	_____
Does the applicant utilize the appropriate amount of matching funds?	5	_____
<b>6. Additional Information</b>		
Rate the level of long-term benefits after the end of this project.	5	_____
Rate the level of support this project demonstrates; are stakeholders actively involved or have they pledged their support of the projects goals?	5	_____
Rate the degree of proposed innovation including use of novel methods of approaches.	5	_____
<b>Total</b>		100 _____

## Application Checklist

### What to include in the Specialty Crop Block Grant Application.

\*For more detailed information on each section please refer to the application manual.

\*The total application should be no more than 8 pages. One application needs to be signed and mailed to ODAFF, and one copy needs to be emailed.

- Applicant Information
- Project Title
- Abstract
- Project Purpose and Goals
- Potential Impact
- Expected Measurable Outcomes
- Work Plan
- Budget (Table and Budget Narrative)
- Project Oversight
- Project Commitment

### Contact Information

If there are questions over the application process, please contact Jason Harvey, 405-522-5563, [jason.harvey@ag.ok.gov](mailto:jason.harvey@ag.ok.gov), or Jamey Allen at 405-522- 4676.

## Additional Information

### USDA's Specialty Crop Block Grant Program – Farm Bill Website:

<http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateN&navID=SpecialtyCropBlockGrant%20Program&rightNav1=SpecialtyCropBlockGrant%20Program&topNav=&leftNav=CommodityAreas&page=SCBGP&resultType>

This site includes additional information including a sample state plan with more examples.

### Sample Application

A sample application is also available on the ODAFF website at <http://www.ag.ok.gov/mktdev/scg.htm>. This application was submitted in an earlier funding cycle, and was funded by the 2009 SCBGP-FB. It is being provided as an example of content and formatting as requested in these guidelines.

## Submission of Application

1. An electronic grant application must be emailed to Jason Harvey at [jason.harvey@ag.ok.gov](mailto:jason.harvey@ag.ok.gov) no later than **5 pm on Friday April 19, 2013**. ***Applications must be received by the grant deadline.*** Applications that do not adhere to this deadline will not be accepted.
2. **Five** printed copies of the application signed by the person authorized to receive funds must be received by the Oklahoma Department of Agriculture, Food, & Forestry at the address below no later than **5 pm on Friday April 19, 2013**.

### Oklahoma Department of Agriculture, Food, & Forestry

Attn: Jason Harvey

P.O. Box 528804

Oklahoma City, OK 73152

### Contact Information

Jason Harvey  
Program Coordinator  
Oklahoma Department of Agriculture, Food, & Forestry  
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