

**Request for Proposal (RFP)**

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

**Website:** [www.ams.usda.gov/scbgp](http://www.ams.usda.gov/scbgp)

**Funding Opportunity Number:** USDA-AMS-TM-SCBGP-G-24-0003

**Submission due: 11:59 pm, Friday, March 29, 2024**

**Please Read Instructions Carefully**

**Fiscal Year 2024**

**Assistance Listing Number (formerly CFDA Number) 10.170**

## Introduction

The College of Agriculture, Urban Sustainability and Environmental Sciences (CAUSES) of the University of the District of Columbia is soliciting completed proposals for projects that specifically address the goals that the United States Department of Agriculture's Agriculture Marketing Service ("USDA/AMS") has established for the Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB).

This Request for Proposal ("RFP") was prepared in accordance with rules and regulations developed by the funding agency, the USDA/AMS.

## Program Authority

On December 21, 2004, the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621) authorized the USDA to provide grants to state departments of agriculture 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. This RFP is an extension of that authority.

This program was developed to enhance the productivity of specialty crops in the United States and U.S. territories only. In order to have your proposal funded, you must follow all of the rules and regulations listed and explained in the RFP. Additionally, your proposed project must address a problem that would specifically enhance specialty crop production and consumption in the District of Columbia.

*The USDA defines specialty crops as fruits and vegetables, dried fruit, tree nuts, horticulture (including maple syrup and honey), and nursery crops (including floriculture).* A complete list of eligible and ineligible specialty crops can be found on the USDA Specialty Crop Block Grant website: <https://www.ams.usda.gov/services/grants/scbgp/specialty-crop>.

## Available Funding

The total anticipated funding for the District of Columbia is approximately \$243,001.17 for FY 2024 through FY 2027. CAUSES expects to award multiple grants under this program. Solicitations for individual grant awards between \$10,000 and \$200,000 will be considered. This is a **reimbursable grant**. CAUSES may advance up to 20 percent (maximum \$5,000) of the approved budget for the initiation of project activities, with the balance being attainable on a reimbursable schedule. Reimbursement will require timely completion and proper reporting of approved budget activities and the submission of invoices.

A selected UDC and External Advisory Committee will review all grant proposal submissions and make recommendations to CAUSES. Fresh applicants and new project ideas will be given priority.

CAUSES retains the right to reject applicants with previous participation whose performance was assessed as incomplete or unsatisfactory. Applicants who are repeatedly tardy in returning grant-related information will be automatically blacklisted. If a delay is expected, it is the applicant's responsibility to acknowledge our message and inform us of the delay. **It is strongly recommended that you provide a second point of contact for the entire grant period.** While it is not required, applicants who offer documented matching funds through their budget and narrative may be eligible for additional evaluation consideration. If matching funds are proposed, the recipient must keep complete records that identify and document the specific costs or contributions proposed to meet the match or cost-share, the source of funding or contributions, and document how the valuation was determined. All funding for grants associated with this program are subject to final approval by USDA/AMS under the Specialty Crop Block Grant Program.

## Past Performance

As mentioned above, an applicant may be removed from competition in the screening stage if they previously received funding from CAUSES and failed to deliver on that funding condition adequately. Failure to perform may include, but is not limited to:

- inability to responsibly manage funds
- inability to adhere to reporting requirements
- failure to respond to our queries in a timely manner
- failure to provide agreed-upon deliverables

## Project Duration

This specialty crop block grant will be awarded for projects for two years. However, the grant period may be extended upon petition to and negotiation with CAUSES. The start date is expected to be on or about Feb 1, 2025 and will end on January 31, 2027. Grant period extension requests should be sent at least 2 weeks prior to end date. The latest date a grant period can be extended to is July 31, 2027.

## Additional Notifications

Failure to follow instructions completely may result in non-consideration of your proposal. The funding agency does not offer or assume any responsibility for costs associated with the preparation and submission of any proposal. Those expenses are solely the responsibility of the applicant. All documents and information provided in support of the RFP application are considered to be public record. You may submit more than 1 proposal, but they must be for separate and distinct projects. Each proposal must follow the Project Profile Template which can be downloaded by clicking this [link](#) or by copy-paste of this URL into your browser's address bar:

<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:3f5780a7-a0c1-3d45-8766-7ffce6f40afb>

You may also use the template provided at the end of this RFP after saving it to Microsoft Word format. We request that you submit proposals in “.doc” format as approved proposals will be incorporated into a single USDA proposal for DC. Supporting documents may be in “.pdf” format.

**Note:** There are 2 parts to the Project Profile Template: Attachment A (cover sheet) and Attachment B (application). If you download the application template from the link(s) provided in page 3, be sure to include Attachment A on page 13 in your application package.

Proposals received after March 29, 2024 will not be considered. Additionally, errantly directed proposals that arrive at incorrect locations of the government will not be considered. Applicant’s current and active contact information (email and phone number) is required. It is the applicant’s responsibility to ensure their or a designated person’s availability **throughout the proposal submission process** in case we need additional information pertaining to the proposal. If we are unable to obtain required information in time, the application may be considered incomplete and rejected.

## **Proposal Submission Process** (see checklist on page 10 *before* downloading the application)

Full and complete application due by email	11:59 pm, Wednesday March 29, 2024
Template is available on page 14 (save this in “.doc” format) or at this URL: <a href="https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:3f5780a7-a0c1-3d45-8766-7ffce6f40afb">https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:3f5780a7-a0c1-3d45-8766-7ffce6f40afb</a>	
Review of proposals begins	April 1, 2024
Award announcements	April 12, 2024
DC State Plan due to USDA-AMS	May 02, 2024
USDA notifies UDC of approval of funding for grant projects included in the state plan	September 2024
All applicants are notified of the status of their applications	October 2024
UDC Grant Contracts are prepared for Grant recipients	January 2025
Anticipated start date for selected projects. Funded projects may begin upon execution of a grant agreement with UDC	February 1, 2025
End date for projects	January 31, 2027
Submissions should be emailed to	<a href="mailto:whare@udc.edu">whare@udc.edu</a>

CAUSES reserves the right to automatically disqualify applications shared on google drive and those that are not sent as one package. Only the first submitted version of the application will be considered. Edited versions and documents emailed after submitting the application will not be considered.

**William W. Hare**

Acting District Coordinator, Specialty Crop Block Grant Program  
Associate Dean Land-grant Programs  
College of Agriculture, Urban Sustainability, and Environmental Sciences (CAUSES)  
The University of the District of Columbia  
4250 Connecticut Avenue, N.W.  
Washington, D.C. 20008

For questions, please contact  
William W. Hare ([whare@udc.edu](mailto:whare@udc.edu) 202-450-0649)

## **Eligibility**

To be eligible for a grant, the project must enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets. CAUSES will consider applications from individuals, non-profit organizations including Native-American Tribal Organizations, for-profit, and public sector organizations. **All eligible organizations must provide a Data Universal Numbering System (DUNS number) with the application.** If you are applying as an individual and use your social security number as your Tax Identification Number (TIN), you do not need to obtain a DUNS number or do SAM registration (do not provide your social security number in the application). The DUNS number is a 9-character identification provided without charge by Dun & Bradstreet. In addition, we are prohibited from funding any applicants or their contractors who appear on the government debarment list. Each applicant must provide proof that certifies it is not restricted from participating in Federal Assistance Programs due to suspension or debarment.

To receive an SCBGP award through UDC, applicants are required to register with System for Award Management (SAM) and, in doing so, to designate an e-Business Point of Contact (e-Business POC). SAM registration is free. Organizations must register with SAM before submitting the application and include this information in the application at the time of submission. An applicant's SAM registration must be updated annually and be active and maintained with current information at all times during the award period. Non-profit organizations should provide IRS determination letter recognizing the organization as tax-exempt under the sub-section for which it applied. More information is available here: <https://www.irs.gov/charities-and-nonprofits>.

Organizations that need to register in SAM for the first time or need to update their SAM registration will visit <https://www.sam.gov/>. Questions about SAM may be directed to [askSAM@gsa.gov](mailto:askSAM@gsa.gov).

## Who is eligible to submit a proposal?

Individuals, state and/or local organizations, producer associations, academia, community-based organizations and non-profits, for profit organizations, and other specialty crops stakeholders are eligible to apply. The organizations must be legal entities recognized by the IRS and applicants must reside and/or conduct their business or organization in DC. Maryland and Virginia based applicants are eligible if the majority of their project activities occur in DC and benefit DC residents.

## What projects are eligible?

To be considered for a grant, each individual application shall be clear and include the following documentation satisfactory to CAUSES.

You are generally encouraged to develop a project to enhance the competitiveness of specialty crops pertaining to the following issues that affect the specialty crop industry.

We will only consider submitted proposals that increase, in some measurable way, the competitiveness of specialty crop farmers and crops. Projects including Native American, immigrant, and beginning or socially disadvantaged farmers will be given special consideration. USDA defines beginning and socially disadvantaged farmers in the following way:

**Beginning Farmer or Rancher** is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.

**Socially Disadvantaged Farmer or Rancher** is a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Increasing competitiveness in crops may include developing local and regional food systems and improving food access in underserved communities. Additionally, projects that help to enhance marketing of fresh produce in underserved areas will be favorably considered.

Applications should demonstrate how the project will potentially produce measurable impacts for the specialty crop industry as a whole; and not-for-benefit to a specific product, single organization, institution, or individual.

A typical range of project ideas might include:

- 1) Increasing child and adult nutrition knowledge and consumption of specialty crops;
- 2) Improving efficiency and reducing costs of specialty crop distribution systems.
- 3) Assisting all entries in the specialty crop distribution chain in developing "Good Agricultural Practices," "Good Handling Practices," "Good Manufacturing Practices," and in cost-sharing arrangements for funding audits of such systems for small farmers, packers and processors.

- 4) Investing in specialty crop research, including research to focus on conservation and environmental outcomes
- 5) Enhancing food safety
- 6) Developing new and improved seed varieties and specialty crops
- 7) Developing local and regional food systems
- 8) Pest and disease control
- 9) Development of organic and sustainable production practices
- 10) Improving food access in underserved communities

## 2023 Priority Focus

We are **particularly interested** in projects which:

- 1) Establish new specialty crop production within social service communities such as shelters, elderly or retirement homes, and halfway residences.
- 2) Establish new specialty crop production within areas lacking fresh vegetable access and distribution (food deserts).
- 3) Assess, through research, which specialty crops are in demand by local communities and cultures and are amenable for urban heat islands and urban soils.
- 4) Assess, through research, techniques for increased production of specialty crops, improved pest and disease management, best practice sustainable production, and the health and well-being benefits of specialty crop production in the District.
- 5) Address and expand on goals of UDC centered food hubs, as they pertain to specialty crops. Multiple opportunities are available to conduct SCBGP activities on UDC food hub land and/or to become a certified DC food hub. The food hub goals are outlined below:
  - a. Specialty crop production through biointensive and efficient urban agriculture including hydroponics and aquaponics;
  - b. Specialty crop processing and preparation through commercial kitchens that also serve as a business incubator;
  - c. Specialty crop distribution through networked farmers' markets, grocery stores, restaurants, farm stands or CSAs;
  - d. Closing the loop through waste reduction and reuse at sites that produce specialty crops.
- 6) Address and expand on the following, as they pertain to specialty crops.
  - a. Implement supplemental curriculum in DC schools to address implications of food for human and environmental health with a focus on specialty crops;
  - b. Develop a transferrable model for implementing hydroponics as a STEM education and entrepreneurship education tool for specialty crops with the ultimate goal of developing a hydroponic tool kit for use in high schools nationally and internationally;
  - c. Develop a curriculum on climate change with a focus on specialty crop production, and elucidate the connection between human health, wellbeing and performance and the physical/outdoor environment.

All applicants must conduct their projects within the District of Columbia or directly benefit D.C. residents in a sustainable manner.

#### **Examples of Acceptable Projects:**

- A specialty crop organization requests funds to conduct “Buy Local Produce” advertising or promotional campaign that will benefit DC specialty crop producers.
- An organization requests funding to partner 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 District.
- A non-profit farming organization 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 their production methods.
- A university requests funds to prepare agricultural land on their property to lease out to local specialty crop farmers, who are given integrated pest management training by the university.

#### **Examples of Unacceptable Projects:**

- 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.
- 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.
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their crop at a roadside stand (note, specialty crops may be promoted, but specific branding for a company or product is not allowed).

## **Required Project Outcomes**

Each project submitted in the State Plan **must** include at least one of the seven outcomes listed in the [SCBGP Evaluation Plan](#) and at least one of the indicators listed in the selected outcome(s). Please see the Evaluation plan for indicators. Applicants are required to determine for themselves which outcome and indicator is most relevant to their project. If the indicator(s) below the selected outcome(s) are not relevant to a project, a project-specific indicator(s) may be developed which will be subject to approval by AMS. Due to the more stringent requirements from USDA AMS, projects only containing Miscellaneous Outcome Measures/Indicators and not approved outcomes 1-7 will NOT be considered for funding by the District of Columbia.

These 7 outcomes are as follows:

**Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops

**Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution

**Outcome 3:** Increase Food Safety Knowledge and Processes

**Outcome 4:** Improve Pest and Disease Control Processes



**Outcome 5:** Develop New Seed Varieties and Specialty Crops

**Outcome 6:** Expand Specialty Crop Research and Development

**Outcome 7:** Improve Environmental Sustainability of Specialty Crops

## Restrictions and Limitations on Grant Funds

Awards will **NOT** be granted to entities whose projects benefit or assume profit for an individual organization, institution or person.

The acceptance of the approved project budget by CAUSES will constitute a binding-spending plan. Any changes to that budget must have the prior approval of the grant administrator.

Funds awarded through this grant may only be used for allowable costs as stipulated and consistent with the provisions of the federal grant. This also means that the award support received from CAUSES may not exceed the allowable costs incurred by the recipient for those activities. **Indirect costs are NOT allowed.**

## Additional Information

- Grant funds shall supplement the expenditure of state funds in support of specialty crops grown in that state, rather than replace state funds.
- 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 7321-7326).
- Development or participation in lobbying activities pursuant to 31 U.S.C. 1352 including costs of membership in organizations substantially engaged in lobbying are unallowable.
- **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 (i.e. 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 apparatuses 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** refers to 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** refers to an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5000. This includes new or used/repurposed shipping containers and walk-behind tractors that exceed a cost of \$4999. Acquiring a greenhouse is allowable ONLY if it is a non-permanent structure – for example, it should be easily disassembled and reassembled when necessary – in addition to costing less than \$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 UDC/AES.
- Special purpose equipment means equipment used only for research, scientific, or other technical activities. The special purpose equipment must 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.

Additional information on allowable and unallowable costs and activities is available [here](#).

**Costs that remain unallowable include:**

- Worker transportation, unless it can be directly connected to the project activities and is meant to “enhance the competitiveness of specialty crops.”
- Specialty crop donations.
- Marketing costs to promote individual brands, logos, etc.
- Indirect costs

## **Application Checklist (see proposal submission process on page 4)**

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

<b>Application Template</b>  Combine Attachments A and B	Attachment A - See page 13.
	Attachment B - See page 14 (copy and save as “.doc” ) or download <a href="#">here</a> or use the URL in page 3.
<b>Font and Size</b>	Type your responses in Calibri 11 pitch*, single spaced with 1 inch margins *we request applicants to use this font & size as approved proposals will be incorporated into a single USDA proposal for DC.

<b>File Format</b>	Microsoft Word (.doc). Do not submit as .pdf Please submit proposals in “.doc” format, as approved proposals will be incorporated into a single USDA proposal for DC. Supporting documents can be submitted as .pdf
<b>Additional requirements</b>	DUNS/UEI number SAM registration Also see #6 and #7 under Review Criteria, page 12 Punctuation, spelling and grammar Current (active) contact information
<b>Provide the following information in the email body when you submit your application in addition to Attachment A</b>	Title of Project Name and Physical Address of Organization Amount Requesting Project Director/ Point of Contact Name, email and phone number Additional Contact Name and Information
It is very important that you provide contact information for a 2 <sup>nd</sup> responsible person within your organization because we have noticed that the main contact is often unable to respond to our emails. Failure to respond in time will result in disqualification. You may cc multiple people on your email but we will communicate only with the primary and secondary contacts.	
<b>Submission due</b>	11:59 pm, Wednesday, March 29, 2024  Email entire package to: <a href="mailto:whare@udc.edu">whare@udc.edu</a>

## 2024 Specialty Crops Block Grant Program – Farm Bill (2024 SCBGP-FB)

### Review Criteria - Proposal will be evaluated within the following categories:

1. **Significance:** The proposal should identify and explain how it meets the Specialty Crop competitiveness mandate and the possible effects of the actions or research on concepts, methods, technologies, treatments, services or preventive interventions. **20 points**
2. **Approach:** The proposal should provide a framework, design, method, and analysis, which is well integrated, reasoned, and appropriate to the aims of the project. It is expected that the applicant will acknowledge potential problem areas and identify contingency approaches as necessary. **20 points**
3. **Research or Innovation:** The project proposal should be original and innovative. The activity or research should challenge existing paradigms or research, address a critical barrier, extend or develop and employ novel concepts, methodologies, or tools. **20 points**
4. **Environment:** The project environment and logistics should reasonably contribute to the probability of success. The proposal should adequately describe collaborative arrangements and any unique features of the action environment. **10 points**
5. **Leadership and organizational plan:** The proposal should describe the governance and organizational structure as well as specify the roles and responsibilities of key personnel. In addition, it should identify the expected outputs of external contractors. **5 points**
6. **Support Documentation:** The proposal should include 2-3 letters of support, financial capability, reports of previous successful experience, resumes', and proof of good standing (non-debarment or suspension) within the Federal system. **5 points**
7. **Clarity and conciseness:** The proposal should follow a logical model pathway that clearly defines the undertaking, the resources, the expected outputs, and the expected outcomes. Proper attention should be paid to punctuation, spelling and grammar. **10 points**
8. **Budget and Narratives:** Indirect costs are NOT allowed. The budget summary should reflect the total budget for the entire grant period and the narrative should explain in detail how the funds will be used for each category and if the amounts differ from year 1 and 2, and segregated from other funding sources. If using matching funds, matching fund sources should be elucidated clearly and be segregated from requested funds. **10 points**

**Total Evaluative Points: 100**

# SCBGP PROJECT PROFILE TEMPLATE

The acceptable font and size for the narrative is **Calibri 11** pitch with all margins at 1 inch. The following information must be included in each project profile.

## **ATTACHMENT A – APPLICATION COVER SHEET** (create your own table if you cannot download this)

Project Title:	
Project Coordinator/Director (Name)	
Organization:	
Street Address:	
City, State, Zip:	
Federal Tax ID Number or EIN:	
DUNS/UEI and SAM expiration date	
Phone:	
Email:	
Secondary contact information: Name	
Phone:	
Email:	
Amount of Funding Requested:	\$
Project Duration (please circle):	1 year                  2 year

**ATTACHMENT B** – This is your application. Complete (or say N/A if not applicable) all sections below from ***Project Title*** to ***Program Income*** in clear and concise language. Keep in mind that you are pitching your proposal to a reviewer who may be reading several other similar proposals. See Application checklist on page 10-11.

## PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

## DURATION OF PROJECT

**Start Date:** Start Date

**End Date:** End Date

## PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project. A Project Summary includes:

1. The name of the applicant organization that if awarded a grant will establish an agreement or contractual relationship with the State Department of Agriculture to lead and execute the project,
2. The project's purpose, deliverables, and expected outcomes and
3. A description of the general tasks/activities to be completed during the project period to fulfill this goal.

### FOR EXAMPLE:

The ABC University will mitigate the spread of citrus greening (Huanglongbing) by developing scientifically-based practical measures to implement in a quarantine area and disseminating results to stakeholders through grower meetings and field days.

## PROJECT PURPOSE

PROVIDE THE SPECIFIC ISSUE, PROBLEM OR NEED THAT THE PROJECT WILL ADDRESS

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Add more objectives by copying and pasting the existing listing or delete objectives that aren't necessary.

**Objective 1**

**Objective 2**

**Objective 3**

**Objective 4**

**Add other objectives as necessary**

## PROJECT BENEFICIARIES

**Estimate the number of project beneficiaries:** Enter the Number of Beneficiaries

**Does this project directly benefit socially disadvantaged farmers as defined in the RFA?** Yes ☐ No ☐

**Does this project directly benefit beginning farmers as defined in the RFA?** Yes ☐ No ☐

## STATEMENT OF ENHANCING SPECIALTY CROPS

By checking the box to the right, I confirm that this project enhances the competitiveness of specialty crops in accordance with and defined by the Farm Bill. Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp). ☐

## CONTINUATION PROJECT INFORMATION

**Does this project continue the efforts of a previously funded SCBGP project?** Yes ☐ No ☐

*If you have selected "yes", please address the following:*

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DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

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PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

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PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

**What was previously learned from implementing this project, including potential improvements?**

**How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?**

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DESCRIBE THE LIKELIHOOD OF THE PROJECT BECOMING SELF-SUSTAINING AND NOT INDEFINITELY DEPENDENT ON GRANT FUNDS

## OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently?

Yes ☐ No ☐

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IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER FEDERAL OR STATE GRANT PROGRAM

**Identify the Federal or State grant program(s).**

**Describe how the SCBGP project differs from or supplements the other grant program(s) efforts.**

## EXTERNAL PROJECT SUPPORT

*Describe the specialty crop stakeholders who support this project and why (other than the applicant and organizations involved in the project).*

## EXPECTED MEASURABLE OUTCOMES

### SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

*You must choose at least one of the seven outcomes listed in the [SCBGP Performance Measures](#), which were approved by the Office of Management and Budget (OMB) to evaluate the performance of the SCBGP on a national level.*

#### OUTCOME MEASURE(S)

*Select the outcome measure(s) that are applicable for this project from the listing below.*

- ☐ **Outcome 1:** Increasing Consumption and Consumer Purchasing of Specialty Crops
- ☐ **Outcome 2:** Increasing Access to Specialty Crops and Expanding Specialty Crop Production and Distribution
- ☐ **Outcome 3:** Increase Food Safety Knowledge and Processes
- ☐ **Outcome 4:** Improve Pest and Disease Control Processes
- ☐ **Outcome 5:** Develop New Seed Varieties and Specialty Crops
- ☐ **Outcome 6:** Expand Specialty Crop Research and Development
- ☐ **Outcome 7:** Improve Environmental Sustainability of Specialty Crops

#### OUTCOME INDICATOR(S)

*Provide at least one indicator listed in the [SCBGP Performance Measures](#) and the related quantifiable result. If you have multiple outcomes and/or indicators, repeat this for each outcome/indicator.*

#### FOR EXAMPLE:

Outcome 1, Indicator 1.1a

Total number of consumers who gained knowledge about specialty crops, Adults 132.

## MISCELLANEOUS OUTCOME MEASURE

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

## DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

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



## BUDGET NARRATIVE

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

## BUDGET SUMMARY

Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
<b>Direct Costs Sub-Total</b>	
<b>Indirect Costs</b>	
<b>Total Budget</b>	

## PERSONNEL

*List the organization's employees whose time and effort can be specifically identified and easily and accurately traced to project activities that enhance the competitiveness of specialty crops. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Salaries and Wages, and Presenting Direct and Indirect Costs Consistently under section 4.7.1 for further guidance.*

#	Name/Title	Level of Effort (# of hours OR % FTE)	Funds Requested
1			
2			
3			
4			

**Personnel Subtotal**

## PERSONNEL JUSTIFICATION

*For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren't necessary.*

**Personnel 1:**

**Personnel 2:**

**Personnel 3:**

**Add other Personnel as necessary**

## 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
1			
2			
3			
4			

**Fringe Subtotal**

## 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>. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Travel, and Foreign Travel for further guidance.

#	Trip Destination	Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)	Unit of Measure (days, nights, miles)	# of Units	Cost per Unit	# of Travelers Claiming the Expense	Funds Requested
1							
2							
3							
4							
5							
6							
7							

**Travel Subtotal**

## TRAVEL JUSTIFICATION

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren't necessary.

**Trip 1 (Approximate Date of Travel MM/YYYY):**

**Trip 2(Approximate Date of Travel MM/YYYY):**

**Trip 3(Approximate Date of Travel MM/YYYY):**

**Add other Trips as necessary**

## CONFORMING WITH YOUR TRAVEL POLICY

By checking the box to the right, I confirm that my organization's established travel policies will be adhered to when completing the above-mentioned trips in accordance with [2 CFR 200.474](#) or [48 CFR subpart 31.2](#) as applicable.

☐

## 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. See the Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - Special Purpose for further guidance*

*Rental of "general purpose equipment" must also be described in this section. Purchase of general purpose equipment is not allowable under this grant. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Equipment - General Purpose for definition, and Rental or Lease Costs of Buildings, Vehicles, Land and Equipment.*

#	Item Description	Rental or Purchase	Acquire When?	Funds Requested
1				
2				
3				
4				

<b>Equipment Subtotal</b>	
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## EQUIPMENT JUSTIFICATION

*For each Equipment item listed in the above table describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn't necessary.*

**Equipment 1:**

**Equipment 2:**

**Equipment 3:**

**Add other Equipment as necessary**

## 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 enhance the competitiveness of specialty crops. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Supplies and Materials, Including Costs of Computing Devices for further information.*

Item Description	Per-Unit Cost	# of Units/Pieces Purchased	Acquire When?	Funds Requested

<b>Supplies Subtotal</b>	
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## SUPPLIES JUSTIFICATION

*Describe the purpose of each supply listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).*

## 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.)*

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## ITEMIZED CONTRACTOR(S)/CONSULTANT(S)

*Provide a list of contractors/consultants, detailing out the name, hourly/flat rate, and overall cost of the services performed. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.*

#	Name/Organization	Hourly Rate/Flat Rate	Funds Requested
1			
2			
3			
4			

<b>Contractual/Consultant Subtotal</b>	
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## CONTRACTUAL JUSTIFICATION

*Provide for each of your real or anticipated contractors listed above a description of the project activities each will accomplish to meet the objectives and outcomes of the project. Each section should also include a justification for why contractual/consultant services are to be used to meet the anticipated outcomes and objectives. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area, provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Contractual and Consultant Costs for acceptable justifications.*

**Contractor/Consultant 1:**

**Contractor/Consultant 2:**

**Contractor/Consultant 3:**

**Add other Contractors/Consultants as necessary**

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## CONFORMING WITH YOUR PROCUREMENT STANDARDS

By checking the box to the right, I confirm that my organization followed the same policies and procedures used for procurements from non-federal sources, which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in [2 CFR Part 200.317 through 326](#), as applicable. If the contractor(s)/consultant(s) are not already selected, my organization will follow the same requirements.



## 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. See Request for Applications section 4.7.2 Allowable and Unallowable Costs and Activities, Meals for further guidance.

Item Description	Per-Unit Cost	Number of Units	Acquire When?	Funds Requested

<b>Other Subtotal</b>	
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## OTHER JUSTIFICATION

Describe the purpose of each item listed in the table above purchased and how it is necessary for the completion of the project's objective(s) and outcome(s).

## INDIRECT COSTS

The indirect cost rate must not exceed 8 percent of any project's budget. 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. See Request for Applications section 4.7.1 Limit on Administrative Costs and Presenting Direct and Indirect Costs Consistently for further guidance.

Indirect Cost Rate	Funds Requested

<b>Indirect Subtotal</b>	
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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 enhance the competitiveness of specialty crops	Estimated Income

<b>Program Income Total</b>	
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### **About the University of the District of Columbia**

An HBCU, urban land-grant, and the only public university in the nation's capital, The University of the District of Columbia is committed to a broad mission of education, research and community service. Established by abolitionist Myrtilla Miner in 1851, the University of DC offers Associate's, Bachelor's and Master's Degrees and a host of workplace development services designed to create opportunities for student success. The University is comprised of the [College of Agriculture, Urban Sustainability and Environmental Sciences](#), [College of Arts and Sciences](#), [School of Business and Public Administration](#), [School of Engineering and Applied Sciences](#), a [Community College](#) and the [David A. Clarke School of Law](#). To learn more, visit [www.udc.edu](http://www.udc.edu). The University of the District of Columbia is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. For a full version of the University's EO Policy Statement, please visit: [http://www.udc.edu/equal\\_opportunity](http://www.udc.edu/equal_opportunity). The University of the District of Columbia is accredited by the Middle States Commission on Higher Education - 3624 Market Street - Philadelphia, PA 19104 - 267.284.5000.

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