

OREGON DEPARTMENT OF AGRICULTURE 2008-FARM BILL SPECIALTY CROP GRANT PROGRAM

The Oregon Department of Agriculture (ODA) is soliciting grant proposals for projects that enhance the competitiveness of Oregon specialty crops under the USDA Specialty Crop Block Grant Program. The United States Department of Agriculture was authorized in 2004, under the Specialty Crops Competitiveness Act, to promote the increased consumption of fruits, vegetables, and nuts, and to enhance the competitiveness of specialty crops. The ODA has been allocated money under the 2007 Farm Bill that it will use to solicit subgrantee partners.

ELIGIBILITY

The ODA will accept applications from industry associations, producer groups, and commodity commissions. With limited funds, the ODA hopes to have as large of an industry impact as possible. Grant funds cannot be used for projects that benefit a single company, individual, or commercial entity.

For the purposes of this program, “*specialty crops*” are defined as commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture and horticulture). Feed crops, food grains, livestock, dairy products, and seafood products are not eligible.

A complete list of crops eligible under the grant program is available at:
http://oregon.gov/ODA/grants_spec_crops.shtml

ELIGIBLE ACTIVITIES

Proposals that enhance the competitiveness of Oregon’s specialty crops will be eligible for funding. Activities may include, but are not limited to: product research (i.e. nutrition and food safety), market research, product development, product promotion, plant health programs, consumer and producer education, production and distribution efficiencies, conservation programs, and environmental impacts. Funds may also be used to establish a producer association or cooperative.

The ODA is looking for innovative proposals to bring new ideas forward and work to resolve issues that might not otherwise be possible without these grants. The ODA highly encourages interested parties to work together and submit collaborative project proposals.

Administration costs, defined as expense incurred in controlling and directing an organization, but not directly identifiable with financing, marketing, or production operations, cannot be paid for with these grant funds. However, salaries directly associated with carrying out the proposed project do qualify for reimbursement.

Funds may also not be used to purchase fixed assets or personal property. Expenditures incurred prior to grant approval may not be included in the grant request.

GRANTS

Individual grants shall not exceed \$30,000 and will extend for up to two years from the date the funds are awarded. Applicants are highly encouraged to provide a 1:1 cash match and preference will be given to applications proposing a full 1:1 cash match. In-kind contributions do not qualify as a match.

The Department is looking for projects in the following strategic areas of specialty crop competitiveness in no particular order of importance:

1. market access
2. transportation and distribution
3. labor
4. water
5. certification
6. product development

SUBMISSION GUIDELINES

Project proposals must be completed and received by the ODA's Agricultural Development and Marketing Division, 1207 NW Naito Parkway, Portland, OR 97209, not later than 5:00pm on **August 20, 2008**. Please limit your application to no more than 10 single-spaced type written pages (12 pt. font). Applicants should include five paper copies and email a digital copy in Microsoft Word format to agmarket@oda.state.or.us.

Completed applications should include a neat, concise outline of the project based on the required sections and include completed forms Appendix A, Cover Page and Abstract and Appendix B, Agreement. Project awardees will be notified by October 30, 2008. Each project proposal MUST include the following components:

1. Cover Page and Project Abstract

Fill out the form provided with this grant manual and attach as the cover page to your application. Name the lead entity and contact individual responsible for administering the project, along with a concise summary of 200 words or less on the project.

2. Project Purpose

Clearly state the specific issue, problem, interest or need to be addressed. Explain why the project is timely and important.

3. Goals

Describe the overall goal(s) of the project in one or two sentences.

4. Potential Impact

Discuss the intended beneficiaries of the project, the number of people or operations affected and/or potential economic impact.

5. Expected Measurable Outcomes

Describe at least two quantifiable and measurable outcomes that directly and meaningfully support the project purpose. The outcomes must be external to the project activities that are of direct importance to the intended beneficiaries and/or the public. If selected, your organization will need to be able to measure these outcomes and report on them to the ODA in a timely manner. Examples of measurable outcomes include: value of sales, per capita consumption, or web site hits.

6. Work Plan

Explain briefly how each goal and measurable outcome will be accomplished for the project. Be clear about who will do the work and include appropriate timelines.

7. Budget Estimates

Provide a detailed outline of proposed expenditures as well as matching funds. More than one category of expenditures may be included in a grant request. For example, a budget might include line items for market research, product development, and product promotion. It is not mandatory to provide a match for each line item. Only the total grant amount should be matched.

Itemized expenditure	Total	Applicant's contribution	Grant requested
	\$	\$	\$

8. Oversight and Reporting Plan

Describe the oversight practices and provide sufficient knowledge of grant activities to ensure proper and efficient administration. Identify a main contact person who will be responsible for reporting directly to the ODA on the project and ensuring that it is carried out in line with all grant parameters.

9. Project Commitment

Describe how you will commit to and work toward the goals of the project and provide measurable outcomes.

SELECTION CRITERIA

An ODA selection committee will review all complete and eligible applications. The selection committee will score all the eligible applications and will make award recommendations to the Director of Agriculture based on the strength of the project proposal according to the selection criteria. The selection team may adjust monetary grant requests, project proposal scope of work and/or project budgets.

All eligible applications will be evaluated on the following criteria:

- Project's focus on stated areas of need
- Importance or need of the industry
- Potential impact
- Feasibility – is the project financially realistic and what are the chances for success?
- Matching funds and commitment from other partners or entities
- Collaboration between industries and groups

GRANT AWARD AGREEMENT AND REGULATIONS

Prior to beginning work on the proposed project or receiving funding, successful applicants will be required to sign a Grant Award Agreement with the Oregon Department of Agriculture indicating their intention to complete the proposed tasks and authorizing ODA to monitor the progress of the proposed project. Awardees will be given 50% of the total grant amount upon completion of the Grant Award Agreement and will be eligible to receive the remaining 50% of the total grant award upon completion of the project. A final report that includes data on measurable outcomes as defined in the grant application will be due upon completion. The grantee must provide evidence of all project expenditures and cash match.

Grant awardees and project activities must comply with the following requirements:

- Any information obtained, data derived and reports resulting from a project funded by this grant must be available to the public.
- No administration costs may be allotted in project budget.
- Travel and other expenses must follow federal guidelines as defined by the OMB Circular A-87, or other relevant policies.
- 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).
- Projects are for up to two years in duration. The ODA must be notified within 60 days of the ending date of the project if for any reason the project cannot be completed within the time frame established in the grant.
- If the project is not completed within the grant period, the applicant must payback any unused funds.
- The applicant must provide a progress report, including expenditures to date, every six months.

ODA reserves the right to:

- Reject any or all proposals received.
- Waive or modify minor irregularities in proposals received after prior notification and agreement of the applicant.
- Provide partial funding for specific proposal components that may be less than the full amount requested in the grant application.
- Require a good faith effort from the project sponsor to work with ODA subsequent to completion of the project to develop reporting data or implement the project results, where applicable.
- Withhold any payments that do not meet grant conditions.
- Require refunding or return of grant monies used for expenditures that are not allowed or unauthorized.

Grantees agree to comply with all applicable federal, state, and local laws, codes, regulations, rules and orders. The grant will be governed by and construed in accordance with the laws of the State of Oregon. Information submitted in grant proposals is subject to Oregon Public Records law, except where exemptions specified in ORS 192.501 may apply (trade secrets, etc.). Applicants should identify in their proposals any sections where exemptions apply.

Grantees will be accountable for all grant funds awarded. Grantees shall maintain books, records, receipts, and accounting procedures and practices sufficient to reflect all costs claimed to have been incurred for the performance of the grant agreement. Interim and final reports shall document all grant expenditures. Grantees will make receipts, books, and records available for audit or examination by the Department of Agriculture or Secretary of State if requested. Records will be maintained for three years from end date of the project.

Grantees must obtain prior approval from ODA if there is: 1) any major revision of the project scope or objectives after a project is funded; 2) need to extend the project period; or, 3) changes in key persons associated with the project.

FOR MORE INFORMATION, PLEASE CONTACT:

Jerry W. Gardner, Business Development Manager
Agricultural Development & Marketing Division
Oregon Department of Agriculture
1207 NW Naito Parkway
Portland, OR 97209
Phone: (503)872-6600; cell (503)970-3495
e-mail: jgardner@oda.state.or.us

APPENDIX A

Oregon Department of Agriculture
2008-Farm Bill Specialty Crop Grant Program
APPLICATION COVER PAGE AND ABSTRACT

NAME/ORGANIZATION: _____

CONTACT NAME: _____ TITLE: _____

FEDERAL TAX ID: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

COUNTY(S) AFFECTED BY PROJECT: _____

LEGISLATIVE DISTRICT: _____ CONGRESSIONAL DISTRICT: _____

PROJECT TITLE: _____

FUNDING AMOUNT REQUESTED: _____

SPECIALTY CROP(S) TO BENEFIT FROM PROJECT: _____

PLEASE FILL IN PROJECT ABSTRACT BELOW.

NAME/ORGANIZATION: _____

PROJECT TITLE: _____

ABSTRACT (Please limit to 200 words or less):

APPENDIX B

Oregon Department of Agriculture
2008-Farm Bill Specialty Crop Grant Program
GRANT APPLICATION AGREEMENT

(I/we), _____
of _____, Oregon, hereby apply for specialty crop
program grant funds, under the terms and conditions of the State Department of
Agriculture, in the amount of \$_____, for project title:
_____.

To the best of my/our knowledge, all information presented in this grant application is factual and true. I/we understand that if this proposal is funded, I/we will be required to sign a grant agreement containing terms and conditions upon which funds will be released; submission of any necessary documentation; certification to comply with state, federal and local regulation; and a release of liability for the State of Oregon. I/we will provide a progress report on October 30, 2009, and a final report at the completion of the project, to the State Department of Agriculture.

Signed: _____ Date: _____
Title: _____

Signed: _____ Date: _____
Title: _____

Signed: _____ Date: _____
Title: _____