Title: Available Funds for Specialty Crops in Hawaii for FY 2014

Agency: Hawaii Department of Agriculture (HDOA)
Agricultural Development Division

Action: Announcement of Request for Proposals (RFP) for the Specialty Crop Block Grant Program-Farm Bill (SCBGP), FY 2014

Description:
The HDOA is pleased to announce the solicitation of proposals to award SCBGP funds for projects that solely enhance the competitiveness of specialty crops in Hawaii. The United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS) has allocated these funds to the states and HDOA will be awarding funds to proposals submitted and evaluated through the RFP process.

The HDOA will administer a competitive grant process to award approximately $300,000 in federal funds for proposals in grant amounts ranging from $10,000 to $40,000 per project. Higher amounts will be considered for projects with extraordinary statewide benefit. Matching funds, either in-kind or cash, is not required, however, applicants are encouraged to provide evidence of matching funds, either in-kind or cash, which will be calculated into the scoring criteria.

The application deadline is Friday, May 30, 2014.

The primary goal in the 2014 program will be to support projects that benefit the specialty crop industry and provide the highest measurable outcomes for the specialty crop farmers in Hawaii. Preference will be given to projects that increase production of specialty crops, foster the development of fledgling crops and support organic programs for Hawaii specialty crop farmers.

Contact Information:
Offerors and other interested parties are encouraged to contact Sharon Hurd, Agricultural Development Division, phone: (808) 973-9465, Fax: (808) 973-9590, E-mail: sharon.k.hurd@hawaii.gov.
Offerors shall submit a complete electronic grant application with all attachments via email to the contact above or submit a completed application packet, with signed endorsement statement (see page 17), postmarked or hand-delivered to the address below by 4:30 p.m. on Friday, May 30, 2014.

Hawaii Department of Agriculture (HDOA)
Specialty Crop Block Grant Program-Farm Bill (SCBGP), FY 2014
Agricultural Development Division
1428 South King Street
Honolulu, HI 96814-2512

Definition of Specialty Crops:
For the purpose of this program, specialty crops are defined as “fruits and vegetables, tree nuts, dried fruits and nursery crops (including floriculture). Eligible plants must be intensely cultivated and used by people for food, medicinal purposes, and/or aesthetic gratification to be considered specialty crops. Processed products shall constitute greater than 50 percent of the specialty crop by weight, exclusive of added water. Livestock, dairy products, eggs, fish and shellfish, sugarcane, peanuts, soybean, tofu, feed crops, oil seed crops and food grains are not eligible. Please visit the USDA website to view a complete list of eligible crops at [http://www.ams.usda.gov/AMSv1.0/scbgp](http://www.ams.usda.gov/AMSv1.0/scbgp)

Eligible Grant Applicants:
Proposals that solely enhance the competitiveness of specialty crops are encouraged from eligible Hawaii-based organizations including commodity associations, agricultural cooperatives, producer groups, and other non-profit and for-profit organizations relating to agriculture. Organizations, institutions, and individuals are encouraged to participate as project partners. According to USDA guidelines, grant funds will not be awarded to projects that directly benefit a particular commercial product or provide a profit to a single organization, institution, or individual.

Eligible Grant Projects:
To be eligible for a grant, projects shall solely enhance the competitiveness of Hawaii-grown specialty crops in local, national or international markets.

Examples of “enhancing the competitiveness” of specialty crops may include but are not limited to the following issues affecting the specialty crop industry:

- increasing food self-sufficiency by enhancing production;
- improving efficiency and reducing costs of distribution systems;
- developing new and improved seed varieties;
- developing organic and sustainable production practices;
- increasing availability or consumption through effective marketing and promotion;
- ensuring the viability of Hawaii specialty crops by investing in new farmers and operators;
- increasing child and adult nutrition knowledge;
- 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.
Eligibility will include compliance that addresses that the applicant has 1) Tax Clearance from the Department of Taxation and the Internal Revenue Service; 2) Certificate of Compliance from the Department of Labor and Industrial Relations and; 3) Certificate of Good Standing from the Department of Commerce and Consumer affairs. HDOA will verify eligibility upon award. The Offeror must be compliant at the time of the award and will be deemed ineligible if HDOA is unable to verify compliance at the time of award.

Pursuant to §103D-328, HRS, the Offeror shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the SPO.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX TAX CLEARANCE APPLICATION Form A-6 (Rev. 2003) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information): http://www.hawaii.gov/tax/a1_1alphalist.htm

DOTAX Forms by Fax/Mail:  
(808) 587-7572  
1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed on the application. Facsimile numbers are:

DOTAX: (808) 587-1488  
IRS: (808) 539-1573

The application for the clearance is the responsibility of the Offeror, and must be submitted directly to the DOTAX or IRS and not to the SPO. However, the tax clearance certificate shall be submitted to the SPO.

HRS Chapters 383 (Unemployment Insurance), 386 (Workers’ Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award. Instructions are as follows:

Pursuant to §103D-310(c), HRS, the Offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the SPO. A photocopy of the certificate is acceptable to the SPO.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, Form LIR#27 which is available at http://hawaii.gov/labor/formsall.shtml or at the neighbor island DLIR District Offices. The DLIR will return the form to the Offeror who in turn shall submit it to the SPO.
The application for the certificate is the responsibility of the Offeror, and must be submitted directly to the DLIR and not to the SPO. However, the certificate shall be submitted to the SPO.

**Compliance with Section 103D-310(c), HRS, for an entity doing business in the State.** The Offeror shall be required to submit a CERTIFICATE OF GOOD STANDING (Certificate) issued by the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (BREG). The Certificate is valid for six months from date of issue and must be valid on the date it is received by the SPO. A photocopy of the certificate is acceptable to the SPO.

To obtain the Certificate, the Offeror must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate.

On-line business registration and the Certificate are available at [www.BusinessRegistrations.com](http://www.BusinessRegistrations.com). To register or to obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Offerors are advised that there are costs associated with registering and obtaining the Certificate.

**Final Payment Requirements.** Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract.

**Hawaii Compliance Express.** Alternately, instead of separately applying for these certificates at the various state agencies, vendors may choose to use the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at [http://vendors.ehawaii.gov](http://vendors.ehawaii.gov) to acquire a “Certificate of Vendor Compliance.” The HCE provides current compliance status as of the issuance date. The “Certificate of Vendor Compliance” indicating that vendor’s status is compliant with the requirements of §103D-310(c), HRS, shall be accepted for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of $15.00 to the Hawaii Information Consortium, LLC (HIC). Vendors choosing not to participate in the HCE program will be required to provide the paper certificates as instructed in the sections previous to this one.

**Timely Submission of all Certificates.** The above certificates should be applied for and submitted to the SPO as soon as possible. If a valid certificate is not submitted in a timely basis for award of a contract, an offer otherwise responsive and responsible may not receive the award.

**Priority Categories**

Project proposals and goals should focus on the following state priority categories:

- Provide measurable outcomes that benefit specialty crop farmers;
- Increase in the production, availability and distribution of specialty crops;
- Development of fledgling specialty crops and organic programs;
• Promotion and marketing of Hawaii-grown specialty crops that target the unique characteristics of local and regional areas such as culture, geography, history and types of agricultural production; and
• Commence January 1, 2015 and be completed by December 3, 2016.

Funds will likely be available in January 2015. Grant awards will range from $10,000 to $40,000 per proposal. HDOA reserves the right to consider larger requests for projects with exceptional merit and benefit to the specialty crop industry. However, due to limited funds available, funding to an eligible organization is likely limited to one project in this grant cycle.

Examples of Acceptable and Unacceptable Projects:

Examples of an Unacceptable Project
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 his/her logo in order to make his/her specialty crop value-added product noticeable at the farmers market.

Examples of Acceptable Projects
A non-profit (or individual) requests funding to contract with a facility to conduct field trial research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area; results of which can be shared with many growers throughout the state.

A non-profit organization requests funds to conduct a campaign to benefit specialty crop members.

A single grower requests funds to demonstrate the viability of organic fruit/vegetable production and partners with the Cooperative Extension to publicize the model to growers statewide.

Multi-State Partnerships
Multi-state projects are encouraged to provide a growing need for solutions to problems that cross state boundaries. A project is multi-state when an organization receives SCBGP funding from more than one state to execute the same or multiple components of the same project. If interested in submitting an application involving multiple states, be sure to contact the Specialty Crop Program Manager in each state to ensure you follow each state’s application procedures. The submitted application should clearly state that the proposed activity is multi-state, list all the states involved, and indicate the amount requested from each state. To find the contacts for other state Specialty Crop Block Grant Programs, go to: www.ams.usda.gov/scbgp
Restrictions and Limitations of Grant Funds:
SCBGP-FB funds shall not be used to cover the following expenses:
- Political and lobbying activities;
- Replace State funds, only supplement;
- Capital expenditures for general purpose equipment, buildings, and land unallowable as direct and indirect charges;
- Capital expenditures for special purpose equipment over $5,000 require prior approval; and
- Fund any activities prohibited in state procurement code, Hawaii Revised Statutes (HRS) Chapter 103D.

Special Terms and Conditions:
For FY 2014 awards, a DUNS number and the nine-digit Zip Code is required for any entity that receives a sub-award and specific reporting requirements on executive compensation are required for each action that obligates $25,000 or more in Federal funds. A DUNS number is available at http://www.grants.gov/applicants/org_step1.jsp. When applying for a DUNS number, check that your street address information has been entered into the template. The address is important for reporting subawardee information to the USDA.

Application Guidelines:
A complete application must show how grant funds will solely enhance the competitiveness of specialty crops.

1. Proposals shall be typed, single spaced, 12 pitch, black Calibri font, and with one inch margins.
2. Each page should be numbered, with applicant’s name on the header.
3. The recommended page limit for each project proposal is eight pages.
4. An electronic version of the application packet (in MS Word Format), with Endorsement Page (page 17) signed, shall be submitted to the email address listed in the Contact Information section above. Or submit one complete original application packet signed by the person authorized to receive funds and hand deliver or postmarked via mail to the Hawaii Department of Agriculture (HDOA), by 4:30 pm by May 30, 2014.
5. DUNS number and nine-digit Zip Code of the entity submitting the proposal. Check that your address information is part of the DUNS number record.
Application Format:
A complete application must show how grant funds will solely enhance the competitiveness of specialty crops. The application shall include the following:

Contact and Title Page (page 18)
- Primary contact: Name and Title:
  Agribusiness Entity (Trade Association, etc.):
  Address:
  Phone:
  E-mail:
  Web Address:

- Alternate contact: Name and Title:
  Agribusiness Entity (Trade Association, etc.):
  Address:
  Phone:
  E-mail:
  Web Address:

Project Title (15 words or less)

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

Project Partner Organization
Include the name of the applicant organization that will establish an agreement or contractual relationship with the Offeror/Project Manager to lead and execute the project.

Project Purpose
- What is the specific issue, problem, or need that the project will address?
- Why is the project important and timely?
- What are the objectives of the project?
- If any of the project activities or costs has the potential to enhance the competitiveness of non-specialty crops (ex: farmers market, general buy local, CSA etc.) describe the methods or processes you will implement to verify all grant funds are expended on activities and costs that only enhance the competitiveness of eligible specialty crops. If you propose a cost-share or match to cover non-specialty crop activities and costs, include the specific costs or contributions proposed to meet the cost-share or match, the source of funding or contributions, and describe how you determined the appropriate amount of cost-share or match.
- If the project is a continuation of a project that the Specialty Crop Block Grant Program (SCBGP) funded previously, describe how the project differs from and builds on the previous project’s efforts. Describe also the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds. Specifically, provide a summary
(3 to 5 sentences per project) of the accomplishments of the previous project that have led you to seek continued funding.

- Have you submitted the project to another Federal or State grant program other than the SCBGP for funding and/or is another Federal or State grant program other than the SCBGP funding the project currently?
  - If no, indicate that you have not.
  - If yes, identify the Federal and/or State grant program by name and describe how the new project differs from and supplements efforts of the SCBGP and the other Federal or State grant program rather than duplicates funding efforts. The SCBGP will not fund duplicative projects.

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

- Who are the specialty crop beneficiaries of the project?
- How many specialty crop beneficiaries will the project benefit?
- How will the project benefit the specialty crop beneficiaries?
- What is the potential economic impact of the project if it can be estimated?
- If applicable, how will the project have a multi-state (benefitting two more or states) or national impact?

Expected Measurable Outcomes
Provide at least one distinct, quantifiable, measurable project outcome that solely supports enhancing the competitiveness of eligible specialty crops. If the outcome measures are long-term and occur after the project’s completion, then identify an intermediate outcome that occurs before the end of the grant period and that is expected to help lead to the fulfillment of long-term outcomes. For further information on expected measurable outcomes, please see the Outcomes Model and Educational Bulletins posted on the SCBGP website, located in the “Education and Training” section of the homepage.

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

- Provide a PERFORMANCE MEASURE. Identify a performance measure for each goal that you will use to measure the actual project results compared to the expected results. These are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices, although in certain circumstances qualitative measures are appropriate).
  
  PERFORMANCE MEASURE:
• Provide a BENCHMARK - For each performance measure provided, include benchmark. The benchmark is the baseline data against which you will measure your success. Examples of a benchmark could include current or initial level of knowledge, current behavior, or current conditions.

  BENCHMARK:

• Provide a TARGET - For each benchmark provided, indicate the TARGET. The TARGET is the level of change that you anticipate by the completion of the project. This is NOT the target audience or target population.

  TARGET:

• Provide your PERFORMANCE MONITORING PLAN. How will you monitor your progress toward achieving each GOAL?

• What are your data sources for monitoring performance? For example, will you conduct surveys or use questionnaires?

• How will you collect the required data? Be sure to include the frequency of your data collection.

• Describe how you will share the results of the project with specialty crop growers and other interested specialty crop stakeholders.

<table>
<thead>
<tr>
<th>Work Plan</th>
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<tr>
<td><strong>Project Activity</strong></td>
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<td>Describe the project activities that are necessary to accomplish the objectives. Make sure you include your performance monitoring/data collection activities.</td>
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</table>
**Project Commitment**
Describe the specialty crop stakeholders other than the applicant, individuals and organizations involved in the project who support this project and why.

**Budget Narrative**
All expenses described in this Budget Narrative must be associated with expenses that will be covered by the SCBGP. If any matching funds will be used, include a separate description of their use and the expenses to be covered with the matching funds.

### Budget Summary

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Funds Requested</th>
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<td>Personnel</td>
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<td>Fringe Benefits</td>
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<td>Travel</td>
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<td>Equipment</td>
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<td>Supplies</td>
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<td>Contractual</td>
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<td>Other</td>
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<td>Direct Costs Subtotal</td>
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<td>Indirect Costs</td>
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<td><strong>Total Budget</strong></td>
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**Personnel**
List the organization’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of specialty crops.

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Level of Effort (# of hours OR % FTE)</th>
<th>Funds Requested</th>
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**Fringe Benefits**
Provide the fringe benefit rates for each of the project’s salaried employees described in the Personnel section that will be paid with SCBGP funds.

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<tr>
<th>Name/Title</th>
<th>Fringe Benefit Rate</th>
<th>Funds Requested</th>
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**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.

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<tr>
<th>Trip Destination</th>
<th>Purpose of the Trip</th>
<th>Type of Expense (airfare, car rental, hotel, meals, mileage, etc.)</th>
<th>Unit of Measure (days, nights, miles)</th>
<th>Number of Units</th>
<th>Cost per Unit</th>
<th>Number of Travelers Claiming the Expense</th>
<th>Funds Requested</th>
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<td><strong>Travel Subtotal</strong></td>
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Additional justification of travel expenses, as needed:

Equipment
Describe any special purpose equipment to be purchased or rented under the grant. “Special purpose equipment” is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds $5,000 per unit and is used only for research, medical, scientific, or other technical activities.

Rental of “general purpose equipment” must also be described in this section. Purchase of general purpose equipment is not allowable under this grant.

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<tr>
<th>Item Description</th>
<th>Justification for Equipment</th>
<th>Rental or Purchase</th>
<th>Funds Requested</th>
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<td><strong>Equipment Subtotal</strong></td>
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Supplies
List the materials, supplies, and fabricated parts costing less than $5,000 per unit and describe how they will support the purpose and goal of the proposal and solely enhance the competitiveness of specialty crops.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Justification for Supplies</th>
<th>Per-Unit Cost</th>
<th>Number of Units/Pieces Purchased</th>
<th>Funds Requested</th>
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**Supplies Subtotal**

Contractual/Consultant
Contractual/consultant costs are the expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the applicant in the form of a procurement relationship. If there is more than one contractor or consultant, each must be described separately. (Repeat this section for each contract/consultant.)

- If the contractor/consultant has already been selected, please verify how the contractor/consultant was selected. Please verify that the applicant used its own procurement procedures which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 7 CFR Part 3019.40 through 48 or 3016.36, as applicable.
- If a contractor/consultant has not yet been selected, provide an acknowledgement that the procurement processes have not yet been conducted and an assurance that the applicant will follow the same policies and procedures which reflect applicable State and local laws and regulations and conform to the Federal laws and standards identified in 7 CFR Part 3019.40 through 48 or 3016.36, as applicable.
- Provide an itemized budget (personnel, fringe, travel, equipment, supplies, other, etc.) with appropriate justification. If indirect costs are/will be included in the contract, include the indirect cost rate used. Please note that any statutory limitations on indirect costs also apply to contractors and consultants.
- If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 Federal employee in your area (for more information please go to http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/), provide a
justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

<table>
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<tr>
<th>Contractual/Consultant Subtotal</th>
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**Other**
Include any expenses not covered in any of the previous budget categories. Be sure to break down costs into cost/unit. Expenses in this section include, but are not limited to, meetings and conferences, communications, rental expenses, advertisements, publication costs, and data collection.

If you budget meal costs for reasons other than meals associated with travel per diem, provide an adequate justification to support that these costs are not entertainment costs.

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<thead>
<tr>
<th>Item Description</th>
<th>Justification of the Expense</th>
<th>Per-Unit Cost</th>
<th>Number of Units</th>
<th>Funds Requested</th>
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**Other Subtotal**

**Indirect Costs**
The indirect cost rate must not exceed the rate established by the State department of agriculture and cannot exceed the limit published in the Funding Announcement. Indirect costs are any costs that are incurred for common or joint objectives that therefore, cannot be readily identified with an individual project, program, or organizational activity. They generally include facilities operation and maintenance costs, depreciation, and administrative expenses. **Indirect costs should not be included and will not be considered for this RFP.**

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<tr>
<th>Indirect Cost Rate</th>
<th>Funds Requested</th>
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**Indirect Subtotal**

**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.
RFP SCBGP FY14

<table>
<thead>
<tr>
<th>Source/Nature of Program Income</th>
<th>Description of how you will reinvest the program income into the project to solely enhance the competitiveness of specialty crops</th>
<th>Estimated Income</th>
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Program Income Total

References
- Include all necessary and supporting references.
- Include letters of support from agencies statewide.

Endorsement Statement (page 17)
- Include endorsement language in application and sign off.

Evaluation Review Process:
Each proposal will be evaluated by an evaluation committee that meets requirements of the RFP. Proposals will be evaluated strictly on a merit basis according to the following criterion:

- Priority categories 25%
- Project purpose and potential impact/innovation 20%
- Measurable outcomes 15%
- Work plan (activities necessary) 15%
- Project oversight and commitment to complete the project 10%
- Budget 10%
- Matching Funds 5%

Proposals will be evaluated by members of the evaluation committee. A numerical score sheet shall be used for all proposals by each member of the evaluation committee. For each proposal, panel members will assign a point value and after all reviewers have evaluated and scored each of the proposals, the scores for the entire committee will be averaged to determine a proposal’s final score.

After the final score assignment, proposals will be listed in initial rank order and presented, along with funding level recommendations to the Chairperson, Board of Agriculture, who will make the final determination. Proposals will then be funded in final rank order until all available funds have been expended. Offerors must score 50 percent or more after the committee’s first evaluation review to be considered for funding.

Contractual Terms and Conditions:
Offerors awarded funds will contract with the Hawaii Department of Agriculture (HDOA) as an independent contractor, and shall agree to comply with all terms and conditions set forth AG-
008/Rev. 4/15/2009, issued by the State’s Attorney General’s Office. To view a full copy of the State Attorney General’s Office General Conditions, please go to: http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-008/view

Contract Reports:
Successful offerors under the SCBGP-FB 2014 will be required to credit the Hawaii Department of Agriculture in any presentation, materials covered or property rights issues under this funding. Additionally, successful offerors must submit progress and financial reports periodically upon request and submit a final project and a financial report not later than 45 days upon completion of the project. The HDOA will withhold 20 percent of the awarded funds until a final report is submitted, reviewed and approved.

Contract Extensions:
Under special circumstances, no-cost extensions may be available for awarded projects. Requests for no-cost extensions must be made in writing by the contractor for State approval with a minimum of sixty (60) working days prior to the termination of the contract. The extension shall not exceed three (3) months. The request shall provide detailed reasons for the delay and steps to be taken to ensure the timely completion of the project. If the State approves the extension request, a Supplemental Agreement shall be executed by both parties in accordance with the General Conditions. The Contractor shall not be entitled to any additional compensation to complete the work described in the primary Agreement.

Pre-Proposal Conferences:
No pre-proposal conferences are scheduled for this RFP.

Priority-listed Offerors:
In accordance with HAR §3-122-53, discussions may be conducted with “priority listed offerors”, however, the Hawaii Department of Agriculture (HDOA) may accept proposals without discussion.

Acknowledgement of Proposals:
Receipt of proposals will be acknowledged to the respective offeror by e-mail or fax, whenever possible. Therefore, offerors shall provide an e-mail address and/or fax number in the proposal. There will be no notification of late, incomplete and unqualified proposals.

Confidentiality:
The name of offerors, the names of individuals identified in the proposals, the content of proposals, and the committee evaluations of proposals will all be kept confidential during the evaluation process, except to those involved in the evaluation and award process. Once the award is made, the proposal, contracts, and contract file shall become public information. It is highly recommended that offerors designate any portion of their proposal as “confidential” or containing “trade secrets” or any other proprietary data. In accordance with HAR §3-122-58, such information shall be marked and readily separable from the rest of the proposal, in order to facilitate public access to the non-confidential portion of the proposal.
Right to a Debriefing:
Pursuant to HAR §3-122-60, a debriefing is provided to any non-selected offerors to inform them of the basis for the source selection decision and contract award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The procurement officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

A protest by the requestor submitted pursuant to HRS §103D-303 (h), following a debriefing shall be filed within five (5) working days, as specified in the same section.

Protest:
A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the contract.

The notice of award letter(s), if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website: http://www.hawaii.gov/spo2/source/

Any protest pursuant to HRS §103D-701 and HAR §3-126-3, shall be submitted in writing to the Procurement Officer, State Procurement Office (SPO), 1151 Punchbowl Street, Room 416, Honolulu, Hawaii 96813 or P. O. Box 119, Honolulu, Hawaii, 96810-0119.

For additional information on the Specialty Crop Block Grant Program-Farm Bill (SCBGP), please view the program website at http://www.ams.usda.gov/scbgp

The HDOA reserves the right to deny any or all proposals received; request additional information on project proposals; recommend partial funding for proposals that may be less than the amount requested in the grant application; and link the release of project funds to completion of necessary, timely progress reports. All grant funding is subject to the availability and receipt of federal funds.
Endorsement Statement:

Please include the following language below in your application and sign off:

I certify that the information provided is true and correct to the best of my knowledge. If approved for the SCBGP-FB 2014, I agree the organization will assume sole responsibility of any and all debts or liabilities that may be incurred from this project; and will provide the required documentation to HDOA upon request. I understand that if this proposal is funded, I will be required to sign a grant agreement and other necessary documentation containing terms and conditions upon which funds will be released.

____________________   __________________
Signature             Date

____________________
Title
CONTACT AND TITLE PAGE
SCBGP-FB, FY 2014

Title of Project:
______________________________________________
______________________________________________

Amount Requested: ______

Applicant and Alternate Contact Information:

Primary contact: Alternate contact:
Name and Title: Name and Title:
Business Entity: Business Entity:
Address: Address:
Phone: Phone:
E-mail: E-mail:
Web Address: Web Address:

State tax ID ___________ Federal Tax ID ___________
DUNS No. _____________

Project Partners (Name and Title):