



# ***SPECIALTY CROP BLOCK GRANT PROGRAM (SCBGP) – FARM BILL, FY 2017***

## **REQUEST FOR PROPOSALS (RFP-17-03-ADD)**

### **Application Guidelines**

SCBGP Project Template  
Line Item Budget Template  
Performance Report Template  
Final Report Template

Are posted on <http://spo3.hawaii.gov/notices/notices>  
and the HDOA website <http://hdoa.hawaii.gov/add/md/>

Request for Proposals	Posted March 10, 2017
Deadline for Submissions	12:00 Noon, April 21, 2017
Notice of Award (estimated)	May 12, 2017
Funding Available (estimated)	January 2018

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the applicant or recipient receiving Federal financial assistance from AMS. Recipients of federal financial assistance, regardless of the amount are subject to Civil Rights reviews.

7 CFR part 15 Subpart A

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# I. Introduction

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The Hawaii State Department of Agriculture (HDOA) will administer a competitive request for proposal process to award approximately \$330,000 in federal funds for proposals that solely enhance the competitiveness of specialty crops in Hawaii. The [Agricultural Act of 2014](#) (2014 Farm Act), was signed on February 7, 2014, and will remain in force through 2018. The 2014 Farm Act reauthorized specialty crop block grants with increased funding, with the amount of the grant to the states based on the value and acreage of specialty crop production in the state. The grants were authorized as part of an effort to enhance the competitiveness of specialty crops and provide resources to strengthen American agriculture. These grants are to be utilized by state departments of agriculture solely to enhance the competitiveness of specialty crops.

The SCBGP is administered by the USDA Agricultural Marketing Service (AMS), which is required to report on the outcomes of the SCBGP at a national scale to demonstrate the performance of the program. To meet this requirement, the AMS has published new performance measures that are included in these guidelines and must be submitted within the SCBGP Project Template in response to this Request for Proposal (RFP-17-03-ADD) solicitation.

Awards in amounts ranging from \$10,000 to \$40,000 per project will be considered with higher amounts considered for projects with extraordinary statewide benefit or exceptional merit and benefit to the specialty crop industry. Projects shall be completed within 24 months. Matching funds, either in-kind or cash, are 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. Letters of support from project partners and supporters describing their commitment as a partner or their level of support are encouraged.

Funds will likely be available in January 2018. Due to the limited funds, funding to an eligible organization is likely limited to one project in this funding cycle.

The application deadline is **12:00 Noon Hawaii Standard Time on Friday, April 21, 2017**. For Submission Procedures, refer to Section IV. For Application Procedures and Requirements, refer to Section I. below.

The requirements and procedures listed below are based on federal rules and regulations for SCBGP funds. The Specialty Crops Competitiveness Act of 2004 defines specialty crops as “fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture).” Eligible plants must be cultivated or managed and used by people for food, medicinal purposes, and/or aesthetic gratification to be considered specialty crops. Processed products shall consist of greater than 50% of the specialty crop by weight, exclusive of added water. <https://www.ams.usda.gov/services/grants/scbgp/specialty-crop> (see Appendix E for a list of specialty crops).

Bid security is not required for this RFP.

Any and all costs incurred by the offeror in preparing or submitting a proposal shall be the offeror’s sole responsibility whether or not any award results from this solicitation. The State shall not reimburse such costs.

## II. Eligible Entities

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HDOA is seeking proposals from eligible non-profit organizations, local, state, and federal government entities, for-profit organizations, universities and individuals for projects that solely enhance the competitiveness of Hawaii specialty crops. To be eligible to participate, applicants must reside in or their business or educational affiliation must be registered in Hawaii.

In order to be awarded a contract under this solicitation, the offeror will be required to be compliant with all laws governing entities doing business in the State. Refer to IV. Application Procedures and Requirements, Item J. Responsibility of Offerors; Compliance Documents for information.

The HDOA must not make any award to any party which is debarred or suspended for participation in Federal Assistance programs. HDOA will accomplish this by checking the System for Award Management website <https://www.sam.gov/portal/SAM/##11> to confirm the offeror is neither disbarred nor suspended from participation in Federal Assistance programs.

Proposals that support **research** of Hawaii's specialty crops that do not increase the production, consumption and/or sales during the term of the project **should not apply unless the research project provides the outcome and indicator(s) as described in Appendix C: Outcomes and Indicators**. Research projects may apply for the Specialty Crop Research Initiative (SCRI) that received mandatory funding of \$80 million each year through Fiscal Year 2018. Of that amount, \$25 million was set aside for citrus disease research. Please refer to:

<http://sustainableagriculture.net/publications/grassrootsguide/sustainable-organic-research/specialty-crop-research-initiative/>

## III. Eligible Projects

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### ***A. Enhance the Competitiveness of U.S. Specialty Crops***

To be eligible for an award, the project(s) must solely enhance the competitiveness of Hawaii specialty crops in either domestic or foreign markets. Project areas may include, but are not limited to, the following issues affecting the specialty crop industry:

- Increasing the production of specialty crops to replace specialty crops that are imported
- Increasing child and adult nutrition knowledge and consumption of specialty crops
- Sustainability (for this solicitation, sustainable agriculture is the production of specialty crops using farming techniques that protect the environment, public health, and human communities)
- Enhancing food safety
- Developing new and improved seed varieties
- Improving efficiency and reducing costs of distribution systems
- 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

### ***B. Benefit More Than One Product or Organization***

Proposals must show how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. ***Funds will not be awarded for projects that solely provide a profit to a single organization, institution, or individual.*** Single organizations, institutions, and individuals are encouraged to participate as project partners.

The following are some examples of acceptable and unacceptable projects:

#### Example of an Unacceptable Project

- A company requests 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.

#### Examples of Acceptable Projects

- A university requests funding to conduct field trial research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the state.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.

### ***C. Completed by March 31, 2020***

Projects must be completed in 24 months and by March 31, 2020.

### ***D. 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-FB 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 note that the proposed activity is multi-state, list all 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](http://www.ams.usda.gov/scbgp).

### ***E. Match***

Matching funds are highly encouraged, but not required. Match is calculated into the scoring criteria, because it demonstrates further commitment to the project.

## **IV. Application Procedures and Requirements**

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Applications must include the following:

- Application –Must use the SCBGP Project Template
- Contact and Title Page (Exhibit A)
- Line Item Budget (Exhibit B)
- Endorsement Statement (Exhibit C)
- Letters of Support (encouraged; not counted as part of the 15 pages of the proposal)

The SCBGP Project Template, Exhibits A, B and C are available on the State Procurement Office website, <http://spo.hawaii.gov/> under Procurement Notices/Bidding Opportunities <http://spo.hawaii.gov/vendors/bidding-opportunities/> and under Notices <http://spo3.hawaii.gov/notices/notices>. The documents will also be posted on the HDOA website: <http://hdoa.hawaii.gov/>. Letters of support, if applicable, must be submitted with your application by the deadline.

**Special Terms and Conditions:**

For FY 2017 awards, a **DUNS number** and the **nine-digit Zip Code** are required for any entity that receives an award and specific reporting requirements are required for awards of \$25,000 or more. A DUNS number is available at <http://www.dnb.com/get-a-duns-number.html>. When applying for a DUNS number, check that your street address information has been entered into the template. The address is important for reporting required information to the USDA.

**The SCBGP Project Template includes the following sections. Bulleted items are for emphasis:**

A. Project Title

B. Duration of Project

- Projects shall be completed within 24 months and by March 31, 2020

C. Project Partner and Summary

- Letters of commitment from partner(s) are encouraged

D. Project Purpose

- Include the impact of the project and how it will enhance the competitiveness of the specialty crop
- Provide a listing of the objectives that this project hopes to achieve
- Project beneficiaries
  - Quantify the number of beneficiaries
  - Check the appropriate box if the project directly benefits socially disadvantaged farmers
  - Check the appropriate box if the project directly benefits beginning farmers

Definitions:

- Beginning Farmer 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 is a farmer 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.
- Statement of solely enhancing specialty crops
- Continuation project information
- Information on other support from Federal or State grant programs

E. External Project Support/Letters of Support

- Letters of support from project beneficiaries are encouraged.
- Letters from project partners confirming they understand their role in the success of the project are encouraged.

#### F. Expected Measurable Outcomes

- Must choose at least one of the eight outcomes listed in the [SCBGP Performance measures](#) and found in Appendix C below.
- Must select an outcome indicator for each measurable outcome selected
- If your proposal is a marketing project, Outcome 1: Enhance the competitiveness of specialty crop through increased sales – IS REQUIRED FOR ALL MARKETING PROJECTS
- Data collection to report on outcomes and indicators
  - If the project is to increase production, explain how the project will capture/measure this outcome/indicator
  - If the project is to conduct a survey to measure effectiveness, explain how the surveys will be distributed and collected to maximize participation and retrieval of the information

#### G. Project Timeline, Action and Work Plan

- Must create a timeline for the project identifying and starting with MONTH 1, taking the timeline through the duration of the project and showing where in the work plan the budget items will be expended.
- A detailed timeline will help both the project manager and the HDOA determine if the project is on track and facilitate preparing reports and/or whether a time of performance extension should be requested.

#### H. Budget Narrative -- Must align with the Line Item Budget Categories

- Provide sufficient detail in the space provided for the budget categories listed. All requested budget items and activities should correlate to the purpose and goals of the project, as well as demonstrate that they are reasonable and adequate for the proposed work.
- If a project benefits products other than eligible specialty crops, the budget must clearly show how funds are being used to solely benefit specialty crops.
- Specify the total expenses for each budget category and show how all numbers were calculated. Please see Appendix D - Budget Narrative Format for further information on preparing the budget narrative.
  - Personnel  
For each participant funded with award monies, indicate their title, the percent of full time equivalents (FTE) and the corresponding salary for the FTE, or the hourly wage and number of hours spent on the project. If the budgeted amount is a flat fee for completion of specific tasks, state the amount as a flat fee and describe the specific task.
  - Fringe Benefits  
Indicate the rate of fringe benefits for each salary. HDOA allows funds to be used toward fringe benefits for those employees listed in the personnel category as performing work directly for the project. While fringe benefits such as employee medical benefits are allowed, HDOA does not allow reimbursement of student tuition.
  - Travel  
The level of detail requested in the Application must be provided. A lump sum amount requested for travel will not be approved. Funding for travel to present results of the project must clearly demonstrate a benefit to Hawaii and to specialty crops.  
Refer to Appendix D for details regarding mileage and per diem rates.  
Refer to Appendix B, Allowable Costs for details regarding travel under the sections “Foreign Travel” and “Travel”.

- Equipment

Indicate anticipated purchases or rental costs of equipment and its intended use. List separately each item of equipment, its intended use, and its cost.

Refer to Appendix B for restrictions and limitations and further guidance on equipment under the sections Unallowable Costs, “Capital Expenditures for General Purpose Equipment” and Allowable Costs, “Capital Expenditures for Special Purpose Equipment”

- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.
- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of HDOA.
- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.
- Capital expenditures for special purpose equipment purchased with SCBGP funds must be used to solely enhance the competitiveness of specialty crops. Other uses are unallowable.

- Supplies

Provide an itemized list of projected supply expenditures and the dollar amount for each item.

- Contractual

Provide a short description of the services each contract covers and the flat rate fee or the total hourly rate. Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. List general categories of items the contract covers such as professional services, travel, supplies, etc. Federal regulations for this funding limit consultant fees to \$76.15 per hour, excluding travel and subsistence costs.

[https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/Hi\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/Hi_h.pdf)

Refer to Appendix D, Budget Narrative, item 6. Contractual for further details.

- Other

Provide detailed descriptions of other costs such as conferences or meetings, communications, rental expenses, advertisements, speaker/trainer fees, publication costs, data collection, and other miscellaneous budgeted costs associated with the project.

- Program Income

If program income will be earned on any project, indicate the nature and source of program income and the estimated amount, and how the income will be used to further enhance the competitiveness of specialty crops. For example, if registration fees are being collected at a conference as part of the project, indicate the estimated amount of registration fees that will be collected, and describe how the registration fees will be used to solely enhance the competitiveness of specialty crops.

- Matching Funds

Matching funds are not required, but cash match from industry partners is encouraged and will help demonstrate the level of commitment to the project. Note that cash match and in-kind match are to be reported separately on Exhibit B - Line Item Budget.

## I. Submission Procedures

An electronic copy of the Proposal in Word format must be emailed to [hdoa.addrfp@hawaii.gov](mailto:hdoa.addrfp@hawaii.gov) and received by the Department of Agriculture, Agricultural Development Division, no later than **12:00 Noon**



**Hawaii Standard Time on Friday, April 21, 2017.** Proposals received after the deadline of 12:00 Noon shall not be processed by staff or reviewed by the evaluation committee.

**In addition** to, but not in lieu of, the electronic copy that must be emailed to [hdoa.addrfp@hawaii.gov](mailto:hdoa.addrfp@hawaii.gov) , Proposals may be delivered to the HDOA at the address below and must be received by the deadline.

Note: A hard copy of the Proposal is not required. Some applications may include photos or other items that do not transfer properly electronically.

Hawaii State Department of Agriculture  
Agricultural Development Division  
SCBGP FY17  
1428 South King Street  
Honolulu, HI 96814-2512

J. Responsibility of Offerors; Compliance Documents:

Offerors are advised that in order to be awarded a contract under this solicitation, the offeror will be required to be compliant with all laws governing entities doing business in the State, including the following chapters and pursuant to HRS section 103D-310(c):

1. Chapter 237, General Excise Tax;
2. Chapter 383, Hawaii Employment Security;
3. Chapter 386, Workers' Compensation;
4. Chapter 392, Temporary Disability Insurance;
5. Chapter 393, Prepaid Health Care; and
6. Section 103D-310(c), Certificate of Good Standing for entities doing business in the State.

Offerors may collectively apply for certification of compliance with all of the above on Hawaii Compliance Express (HCE).

- **Hawaii Compliance Express:** HCE allows businesses to register online through a simple wizard interface at <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 HCE services will be required to pay an annual fee, currently \$12.00, to the Hawaii Information Consortium, LLC (HIC). Vendors choosing not to participate in the HCE program will be required to provide the paper certificates certifying compliance from the relevant governmental departments.

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

Final Payment Requirements: The Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, must accompany the invoice for final payment on the contract.

Insurance: Prior to the contract start date the Contractor shall procure, and shall maintain throughout the term of the contract, at its sole expense, insurance coverage acceptable to the State. The offeror shall provide proof of insurance for the minimum insurance coverage(s) and limit(s) in order to be awarded a contract. The types of insurance coverage are as follows:

1. Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities or contractual liability by the Contractor, its employees and subcontractors, during the term of the contract. This insurance shall include the following coverage and limits specified or required by applicable law: bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence; with an aggregated limit of \$2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The Contractor shall be responsible for payment of any deductible applicable to this policy.
2. Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident.
3. Appropriate levels of per occurrence insurance coverage for workers' compensation and any other insurance coverage required by federal or state law.

The Contractor shall deposit with the State, on or before the contract start date, certificate(s) of insurance necessary to satisfy the State that these provisions have been complied with, and shall keep such insurance in effect and provide the certificate(s) of insurance to the State during the entire term of the contract. Upon request, the Contractor shall furnish a copy of the policy or policies.

The State shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the State, the insurance provisions in the contract do not provide adequate protection, the State may request that the Contractor obtain additional insurance sufficient in coverage, form, and amount to provide the protection required. The request shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks involved. If the Contractor is unable to provide the additional coverage as requested, the State reserves the right to terminate the contract with prior written notice.

The insurance policy(s) required by the contract shall contain the following clauses:

- (1) "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the State of Hawaii, Department of Agriculture, 1428 South King Street, Honolulu, HI 96814-2512."
- (2) "The State of Hawaii, its departments, attached agencies, officers, employees, and agents are added as additional insured with respect to operations performed for the State of Hawaii."
- (3) "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under the contract, entitling the State to exercise any or all of the remedies provided in the contract for a default of the Contractor.

The procuring of such required policy or policies of insurance shall not be construed to limit the Contractor's liability hereunder or to fulfill the indemnification provisions and requirements of the contract. Notwithstanding said policy or policies of insurance, the Contractor shall be obliged for the full

and total amount of any damage, injury, or loss caused by negligence or neglect connected with the contract.

## V. Administration of SCBGP Grants

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AMS applies the following federal grant uniform administrative requirements to the management of each grant award, and the Hawaii State Department of Agriculture must in turn apply these requirements to subawardees based on the type of organization through contractual or cooperative linkages. For example, if HDOA subawards to a non-profit, the administrative requirements applicable to a non-profit will apply.

- State and Local Governments and Indian Tribal Governments - 7 CFR 3015 and 7 CFR 3016
- Colleges and Universities - 7 CFR 3015 and 7 CFR 3019
- Non-Profits - 7 CFR 3015 and 7 CFR 3019
- For Profits - 7 CFR 3015 and 7 CFR 3019

Appendix E Statutes, Regulations and Policy Requirements

7 CFR 3015 <https://www.gpo.gov/fdsys/granule/CFR-2012-title7-vol15/CFR-2012-title7-vol15-part3015>

7 CFR 3016 <https://www.gpo.gov/fdsys/granule/CFR-2012-title7-vol15/CFR-2012-title7-vol15-part3016/content-detail.html>

7 CFR 3019 <https://www.gpo.gov/fdsys/granule/CFR-2011-title7-vol15/CFR-2011-title7-vol15-part3019>

## VI. Allowable Costs

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All subawards are subject to those cost principles applicable to the particular organization concerned. For example, if HDOA subawards to a university, the cost principles applicable to a university will apply. Please refer to the applicable cost principles when developing your project activities and budget. You may reference Appendix A, List of Selected Items of Cost Contained in OMB Cost Principles Regulations, to locate the principles applied in establishing the allowability or unallowability of specific items of cost. **All costs must be associated with project activities that enhance the competitiveness of specialty crops.**

- State and Local Governments and Indian Tribal Governments - 2 CFR 225 (OMB Circular A-87). See Appendix B Unallowable and Allowable Costs for State Governments, for specific unallowable and allowable costs under the SCBGP-FB for State governments.
- Colleges and Universities - 2 CFR 220 (OMB Circular A-21).
- Non-Profits - 2 CFR 230 (OMB Circular A-122).
- For Profits - 48 CFR Part 31.2.

## VII. Restrictions and Limitations on SCBGP Grant Funds

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- 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 costs.
- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges.

Capital expenditures means expenditures for the acquisition of capital assets (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 apparatus 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 means equipment that 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 means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000.

- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of HDOA, and that the item will only be used solely to benefit the competitiveness of specialty crops. Special purpose equipment means equipment which is used only for research, scientific, or other technical activities.
- Refer to 7 CFR Part 3015 Subpart R – Property and 7 CFR 3016.32 or 2 CFR part 200 Property Standards that requires the State to use, manage, and dispose of equipment acquired under the SCBGP in accordance with State laws and procedures. Subawardees will:
  - Maintain property records
  - Conduct an inventory and reconciling results at least once every 2 years
  - Develop a control system to ensure adequate safeguards for loss, damage or theft
  - Develop adequate maintenance procedures to keep property in good condition.
- When the equipment is no longer needed by the subawardee and the per unit fair market value is less than \$5,000, the subawardee may retain, sell, or dispose of the equipment with no further obligation to the State. If, on the other hand, the per unit fair market value is \$5,000 or more, then the State must request disposition instructions from the USDA AMS.
- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.
- Indirect costs are not allowed for the Specialty Crop Block Grant Program.

# VIII. Selection and Scoring Criteria

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## A. Evaluation Review Process:

Each proposal will be evaluated by an evaluation committee to determine that it meets the requirements of the RFP. Proposals will be evaluated strictly on a merit basis according to the following criteria. The total number of points used to score a proposal is 100.

- Performance Measures/Outcomes and Indicators 30 points
- Timeline, Action and Work Plan (activities necessary) 25 points
- Enhances the competitiveness of the specialty crop 15 points
- Budget 15 points
- Project oversight and commitment to complete the project 10 points
- Matching Funds 5 points

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, members will assign a point value and after all members have evaluated and scored each of the proposals, the scores for the entire committee will be averaged to determine a proposal’s final score.

The offerors will be required to be compliant with all laws governing entities doing business in the State. Refer to IV. Application Procedures and Requirements, Item J. Responsibility of Offerors; Compliance Documents for information.

The HDOA must not make any award to any party which is debarred or suspended for participation in Federal Assistance programs. HDOA will accomplish this by checking the System for Award Management website <https://www.sam.gov/portal/SAM/##11> to confirm the offeror is neither disbarred nor suspended from participation in Federal Assistance programs.

After confirming the offerors are in good standing in accordance with State and Federal compliance requirements, Proposals will then be ranked in order of final scores until all available funds have been expended. Only offerors that are in compliance will be included in the ranking and considered for an award.

The final score assignment, proposals, along with funding level recommendations, will be presented to the Chairperson, Board of Agriculture, who will make the final determination.

Successful and unsuccessful offerors are advised about the outcome of the competitive process by a letter sent via USPS and also via email.

## B. 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.

- **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” who submit the highest ranked acceptable or potentially acceptable proposals. However, the Hawaii Department of Agriculture (HDOA) may accept proposals without discussion.

**C. Confidentiality:**

The name of offerors, the names of individuals identified in the proposals, the content of proposals, and the committee evaluations of proposals will be kept confidential during the evaluation process, except to those involved in the evaluation and award process. Upon posting of award, the proposals both successful and unsuccessful, contracts, and contract file shall be available for public inspection. Offerors shall designate any portion of their proposal that contains trade secrets or any other proprietary data that are to remain confidential. 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.

**D. Contract Term:**

The term of a contract awarded under this solicitation, if any, shall be from the effective date of the contract to the end of the project period, unless an extension is granted in accordance with the AG-008 103D General Conditions, paragraph 19, Modification of Contract, or other applicable provision.

- **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 in AG-008, 103D General Conditions, issued by the State Department of the Attorney General. To view a full copy of the General Conditions, please go to: <http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-008/view> and click on Internal Forms.

The RFP and the successful offeror’s proposal shall become part of the contract. All proposals shall become the property of the State.

**E. Right to a Debriefing:**

Pursuant to HAR §3-122-60, non-selected offerors may request a debriefing to inform them of the basis for the 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.

**F. 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; and 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(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: Chairperson, Board of Agriculture, 1428 South King Street, Honolulu, Hawaii, 96814-2512.

**G. Additional Information:**

For additional information on the Specialty Crop Block Grant Program-Farm Bill (SCBGP), please view the program website at:

[http://www.usda.gov/wps/portal/usda/usdahome?contentid=kyf\\_grants\\_ams1\\_content.html](http://www.usda.gov/wps/portal/usda/usdahome?contentid=kyf_grants_ams1_content.html)

***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 proposal; and link the release of project funds to completion of necessary, timely progress reports. All funding is subject to the availability and receipt of federal funds.***

## IX. Post-Award Management

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**A. Subawardees must ensure they are:**

1. Making adequate progress toward achieving the project's goals, objectives, and targets;
2. Expending funds in a way that meets provisions of pertinent statutes, regulations, HDOA administrative requirements, and relevant Office of Management and Budget (OMB) circulars;
3. Aware of the requirements imposed upon them by Federal statute and regulations;
4. In compliance with records retention and access requirements;
5. Using federal funds responsibly per 7 CFR Part 3016.20 or 2 CFR Part 200.302.

**B. Change in Key Personnel** - When it is necessary to change the program contact for a period of more than three (3) months, submit a written request (email is acceptable) to HDOA. Request should contain the new individual's name and contact information.

**C. Scope or Objectives** - When it is necessary to modify the scope or objectives of the award, submit a written justification for the change, along with the revised scope or objectives of the award to HDOA.

If requesting to add a new project, submit a written justification for the change along with a project proposal to include the project title, purpose, potential impact, expected measurable outcomes, work plan, budget narrative, project oversight, and project commitment and signature of the Project Coordinator.

**D. Extension of Contract** - Where an extension of time is required; the extension(s) must be received in writing no later than 60 days prior to the expiration date of the contract. The request must contain the following information:

1. The length of additional time required to complete project objectives and a justification for the extension;
2. A summary of progress to date (status of project timeline and objectives...etc.);
3. An estimate of remaining funds on the scheduled expiration date;
4. A projected timetable to complete the project for which the extension is being requested;
5. Signature of the Program Coordinator.

**E. Budget Changes** - Where a modification to the approved budget is required, the modification must be approved in writing by HDOA. A request for a budget change shall include: (a) a description of the change; (b) a justification for the change; and (c) the Project Coordinator signature(s).

## X. Reporting Requirements

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All financial and written performance reports should be emailed to the assigned Contract Administrator and must be submitted on a timely basis. Reporting periods for each project will be determined by the assigned Contract Administrator and will be based on the state and federal reporting requirements.

### **A. Quarterly Financial Reports**

At the end of every quarter, each subawardee must submit a quarterly financial report using the form provided in Exhibit B Line Item Budget. A request to the Contract Administrator to use an alternative form can be made and must be approved in advance of the quarterly submission.

### **B. Quarterly, Mid-Point and One Year Performance Reports**

Reporting periods for each project will be determined by the assigned Contract Administrator and will be based on the state and federal reporting requirements. Performance reports are required 30 days after the end of the reporting period.

Performance reports should be organized under, but not limited to, the following headings for each project:

#### Activities Performed

Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period for each project. Include favorable or unusual developments. It is encouraged to clearly convey progress toward achieving outcomes by graphing baseline data and showing the progress toward achieving set targets. If targets have already been achieved, amend the outcome measure to a “stretch goal” where the organization is challenged to go beyond what it is already doing. Identify the amended measurable outcome in the performance report.

#### Problems and Delays

Note unexpected delays or impediments. Make sure to review measurable outcomes to determine if targets are realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report. Keep in mind that targets may slip due to all kinds of factors, such as employee turn-over and bad weather. Include revised work plan timelines if applicable.

#### Future Project Plans

Outline work to be performed during the next reporting period for each project.

#### Funding Expended to Date

Comment on the level of grant funds expended to date for each project.

### **C. Final Performance Report**

A final performance report will be required no later than 45 days following the end date of the project period, but prior to the expiration or termination of the contract. The final report will be combined by HDOA with all other Specialty Crop Grant Reports from Hawaii and posted on the SCBGP-FB web site. This represents an important vehicle for sharing project findings with Federal and State agencies and the public.



The final report should be organized under, but not limited to, the following headings for each project:

Project Summary

An outline of the issue, problem, interest, or need for each project.

Project Approach

How the issue or problem was approached via the project.

Goals and Outcomes Achieved

How the performance goals and measurable outcomes were achieved for each project(s). If outcome measures were long term, summarize the progress that has been made towards achievement. It is encouraged to clearly convey progress toward achieving outcome measures by graphing baseline data and showing the progress toward achieving set targets.

Beneficiaries

Provide a description and quantitative data for the number of people or operations that have benefited from the project's accomplishments, and/or the potential economic impact of each project.

Lessons Learned

Lessons learned, results, conclusions, for each project. If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.

Contact Person

Contact person for each project with telephone number and email address.

Additional Information

Additional information available (e.g. publications, web sites, photographs).

## **XI. Compensation Schedule**

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Funds will be dispersed to subawardees as stated in form AG-012, Attachment S2 of the Contract executed for the project.

## **XII. Records Retention**

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The subawardee and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the subawardee on behalf of the State, and any cost or pricing data for at least three (3) years after the date of the final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, Hawaii Revised Statutes or returned to the State at the request of the State.

## **XIII. HDOA Specialty Crop Block Grant Contacts**

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The contact person for this solicitation is Sharon Hurd, Agricultural Development Division, Phone: (808) 973-9465, Fax: (808) 973-9590, E-mail: [sharon.k.hurd@hawaii.gov](mailto:sharon.k.hurd@hawaii.gov).

## Appendix A: List of Selected Costs Contained in OMB Cost Principles Regulations

The following table lists the selected items of cost along with a cursory description of their allowability. The numbers in parentheses refer to the cost item in the applicable regulation. Do not rely exclusively on the summary but place primary reliance on the referenced text. All costs must be associated with activities that enhance the competitiveness of eligible specialty crops.

Selected Items of Cost				
Selected Cost Item	2 CFR 225 (A -87), Appendix B State, Local, & Indian Tribal Gov'ts	2 CFR 220 (A-21), Section J Educational Institutions	2 CFR 230 (A- 122), Appendix B Non-Profit Organizations	48 CFR FAR 31.2, Section 31.205 For-Profit Organizations
Advertising and public relations costs	(1) Allowable with restrictions	(1) Allowable with restrictions	(1) Allowable with restrictions	(1) Allowable with restrictions
Advisory councils	(2) Allowable with restrictions	(2) Allowable with restrictions	(2) Allowable with restrictions	Not specifically addressed (28) addresses allowable business expenses such as costs of shareholder meetings
Alcoholic beverages	(3) Unallowable	(3) Unallowable	(3) Unallowable	(51) Unallowable
Alumni/ae activities	Not specifically addressed	(4) Unallowable	Not specifically addressed	Not specifically addressed
Audit costs and related services	(4) Allowable with restrictions <b>and</b> as addressed in OMB Circular A-133	(5) Allowable with restrictions <b>and</b> as addressed in OMB Circular A-133	(4) Allowable with restrictions <b>and</b> as addressed in OMB Circular A-133	Not specifically addressed
Bad debts	(5) Unallowable	(6) Unallowable	(5) Unallowable	(3) Unallowable
Bonding costs	(6) Allowable with restrictions	(7) Allowable with restrictions	(6) Allowable with restrictions	(4) Allowable with restrictions
Commencement and convocation costs	Not specifically addressed	(8) Unallowable with exceptions	Not specifically addressed	Not specifically addressed
Communication costs	(7) Allowable	(9) Allowable	(7) Allowable	Not specifically addressed
Compensation for personal services	(8) Unique criteria for support	(10) Unique criteria for support	(8) Unique criteria for support	(6) Allowable with restrictions
Compensation for personal services-organization-furnished automobile	Not specifically addressed	(10.g) Unallowable for that portion of costs attributed to personal use	(8.g) Unallowable for that portion of costs attributed to personal use	(6.m(2)) Unallowable for that portion of costs attributed to personal use
Compensation for personal services-sabbatical leave costs	Not specifically addressed	(10.f(4)) Allowable with restrictions	Not specifically addressed	Not specifically addressed
Compensation for personal services-severance pay	(8) Allowable with restrictions	(10.h) Allowable with restrictions	(8.k) Allowable with restrictions	(6.g) Allowable with restrictions

<b>Selected Cost Item</b>	<b>2 CFR 225, Appendix B State, Local, &amp; Indian Tribal Gov'ts</b>	<b>2 CFR 220, Section J Educational Institutions</b>	<b>2 CFR 230, Appendix B Non- Profit Organizations</b>	<b>48 CFR FAR 31.2, Section 31.205 For-Profit Organizations</b>
Contingency Provisions	(9) Unallowable with exceptions	(11) Unallowable with exceptions	(9) Unallowable with exceptions	(7) Unallowable with exceptions
Deans of faculty and graduate schools	Not addressed	(12) Allowable	Not addressed	Not addressed
Defense and prosecution of criminal and civil proceedings and claims	(10) Allowable with restrictions	(13) Allowable with restrictions (Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement)	(10) Allowable with restrictions (Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement)	(47) Allowable with restrictions
Depreciation and Use Allowances	(11) Allowable with qualifications	(14) Allowable with qualifications	(11) Allowable with qualifications	(11) Allowable with qualifications
Donations and Contributions	(12) Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)	(15) Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)	(12) Unallowable (made by recipient); not reimbursable but value may be used as cost sharing or matching (made to recipient)	(8) Unallowable (regardless of recipient) with exception (costs of participation in community service activities)
Employee morale, health, and welfare costs	(13) Allowable with restrictions	(16) Allowable with restrictions	(13) Allowable with restrictions	(13) Allowable with limitations
Entertainment costs	(14) Unallowable	(17) Unallowable	(14) Unallowable	(14) Unallowable
Equipment and other capital expenditures	(15) Allowability based on specific requirements	(18) Allowability based on specific requirements	(15) Allowability based on specific requirements	(10 and 40) Allowable based on specific requirements
Fines and penalties	(16) Unallowable with exception	(19) Unallowable with exception	(16) Unallowable with exception	(15) Unallowable with exception
Fundraising and investment management costs	(17) Unallowable with exceptions	(20) Unallowable with exceptions (Fundraising)	(17) Unallowable with exceptions	(27) Unallowable with exceptions
Gains and losses on depreciable assets	(18) Allowable with restrictions (Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of Federal programs)	(21) Allowable with restrictions	(18) Allowable with restrictions	(16) Allowable with restrictions

<b>Selected Cost Item</b>	<b>2 CFR 225, Appendix B State, Local, &amp; Indian Tribal Gov'ts</b>	<b>2 CFR 220, Section J Educational Institutions</b>	<b>2 CFR 230, Appendix B Non- Profit Organizations</b>	<b>48 CFR FAR 31.2, Section 31.205 For-Profit Organizations</b>
General government expenses	(19) Unallowable with exceptions	Not specifically addressed	Not specifically addressed	Not specifically addressed
Goods and services for personal use	(20) Unallowable	(22) Unallowable	(19) Unallowable	Not specifically addressed
Housing and personal living expenses	Not specifically addressed	(23) Unallowable	(20) Unallowable as overhead costs	Not specifically addressed
Idle facilities and idle capacity	(21) Idle facilities – unallowable with exceptions; idle capacity – allowable with restrictions	(24) Idle facilities – unallowable with exceptions; idle capacity – allowable with restrictions	(21) Idle facilities – unallowable with exceptions; idle capacity – allowable with restrictions	(17) Idle facilities – unallowable with exceptions; idle capacity – allowable with restrictions
Insurance and indemnification	(22) Allowable with restrictions	(25) Allowable with restrictions	(22) Allowable with restrictions	(19) Allowable with restrictions
Interest	(23) Allowable with restrictions	(26) Allowable with restrictions	(23) Allowable with restrictions	(20) Allowable with restrictions
Interest-substantial relocation	Not specifically addressed	(26.b(6)) Possible adjustment in relocated within 20 years	(23.a(6)(d)) Possible adjustment in relocated within 20 years	Not specifically addressed
Labor relations costs	Not specifically addressed	(27) Allowable	(24) Allowable	(21) Allowable
Lobbying	(24) Unallowable	(28) Unallowable with exceptions	(25) Unallowable with exceptions	(22) Unallowable with exceptions
Lobbying-executive lobbying costs	(24.b) Unallowable	(28.h) Unallowable	(25.d) Unallowable	(22) Unallowable
Losses on other sponsored agreements or contracts	Not specifically addressed	(29) Unallowable	(26) Unallowable (Losses on other awards or contracts)	(23 and 48) - Unallowable
Maintenance and repair costs	(25) Allowable with restrictions (Maintenance, operations, and repairs)	(30) Allowable with restrictions	(27) Allowable with restrictions	(25) Allowable with restrictions (manufacturing and production engineering); (12) Allowable for economic planning costs; (39) Allowable for service and warranty costs
Materials and supplies costs	(26) Allowable with restrictions	(31) Allowable with restrictions	(28) Allowable with restrictions	(26) Allowable with restrictions

<b>Selected Cost Item</b>	<b>2 CFR 225, Appendix B State, Local, &amp; Indian Tribal Gov'ts</b>	<b>2 CFR 220, Section J Educational Institutions</b>	<b>2 CFR 230, Appendix B Non- Profit Organizations</b>	<b>48 CFR FAR 31.2, Section 31.205 For-Profit Organizations</b>
Meetings and conferences	(27) Allowable with restrictions	(32) Allowable with restrictions	(29) Allowable with restrictions	Not specifically addressed
Memberships, subscriptions, and professional activity costs	(28) Allowable as a direct cost for civic, community and social organizations with Federal approval; unallowable for lobbying organizations	(33) Unallowable for civic, community, or social organizations	(30) Allowable for civic and community organizations with Federal approval; unallowable for social organizations	(14 and 43) Allowable for trade, business, technical and professional organizations; unallowable for social organizations
Organization costs	Not specifically addressed	Not specifically addressed	(31) Unallowable except Federal prior approval	(27) Unallowable
Page charges in professional journals	(34.b) Allowable with restrictions (addressed under "Publication and printing costs")	(39.b) Allowable with restrictions (addressed under "Publication and printing costs")	(32) Allowable with restrictions	Not specifically addressed
Participant support costs	Not specifically addressed	Not specifically addressed	(33) Allowable with prior approval of the Federal awarding agency	Not specifically addressed
Patent costs	(29) Allowable with restrictions	(34) Allowable with restrictions	(34) Allowable with restrictions	(30) Allowable with restrictions
Plant and homeland security costs	(30) Allowable with restrictions	(35) Allowable with restrictions	(35) Allowable with restrictions	(29) Allowable with restrictions
Pre-agreement costs	(31) Allowable with restrictions (Pre-award costs)	(36) Unallowable unless approved by the Federal sponsoring agency	(36) Allowable with restrictions	(32) Allowable with restrictions
Professional service costs	(32) Allowable with restrictions	(37) Allowable with restrictions	(37) Allowable with restrictions	(33) Allowable with restrictions
Proposal costs	(33) Allowable with restrictions	(38) Allowable with restrictions	Not specifically addressed	(18) Allowable with restrictions
Publication and printing costs	(34) Allowable with restrictions	(39) Allowable with restrictions	(38) Allowable with restrictions	Not specifically addressed
Rearrangement and alteration costs	(35) Allowable (ordinary and normal); allowable with Federal prior approval (special)	(40) Allowable (ordinary and normal); allowable with Federal prior approval (special)	(39) Allowable (ordinary and normal); allowable with Federal prior approval (special)	Not specifically addressed
Reconversion costs	(36) Allowable with restrictions	(41) Allowable with restrictions	(40) Allowable with restrictions	(31) Allowable with restrictions

<b>Selected Cost Item</b>	<b>2 CFR 225, Appendix B State, Local, &amp; Indian Tribal Gov'ts</b>	<b>2 CFR 220, Section J Educational Institutions</b>	<b>2 CFR 230, Appendix B Non- Profit Organizations</b>	<b>48 CFR FAR 31.2, Section 31.205 For-Profit Organizations</b>
Recruiting costs	(1.c) Allowable with restrictions (addresses costs of advertising only)	(42) Allowable with restrictions	(1) Allowable with restrictions	(34) Allowable with restrictions
Relocation costs	Not specifically addressed	(42.d) Allowable with restrictions	(42) Allowable with restrictions	(35) Allowable with restrictions
Rental cost of buildings and equipment	(37) Allowable with restrictions	(43) Allowable with restrictions	(43) Allowable with restrictions	(36) Allowable with restrictions
Royalties and other costs for use of patents	(38) Allowable with restrictions	(44) Allowable with restrictions	(44) Allowable with restrictions	(37) Allowable with restrictions
Scholarships and student aid costs	Not specifically addressed	(45) Allowable with restrictions	Not specifically addressed	Not specifically addressed
Selling and marketing costs	(39) Unallowable unless allowable as a public relations cost	(46) Unallowable unless allowable as a public relations cost	(45) Allowable with Federal prior approval	(38) Allowable with exceptions
Specialized service facilities	Not specifically addressed	(47) Allowable with restrictions	(46) Allowable with restrictions	Not specifically addressed
Student activity costs	Not specifically addressed	(48) Unallowable unless specifically provided for in the sponsored agreement	Not specifically addressed	Not specifically addressed
Taxes	(40) Allowable with restrictions	(49) Allowable with restrictions	(47) Allowable with restrictions	(41) Allowable with restrictions
Termination costs applicable to sponsored agreements	(41) Allowable with restrictions	(50) Allowable with restrictions	(48) Allowable with restrictions	(42) Allowable with restrictions
Training costs	(42) Allowable for employee development	(51) Allowable for employee development	(49) Allowable with limitations	(44) Allowable with limitations
Transportation costs	Not specifically addressed	(52) Allowable with restrictions	(50) Allowable	(46) Allowable with limitations
Travel costs	(43) Allowable with restrictions	(53) Allowable with restrictions	(51) Allowable with restrictions	(46) Allowable with limitations
Trustees	Not specifically addressed	(54) Allowable with restrictions	(52) Allowable with restrictions	Not specifically addressed

## Appendix B: Unallowable and Allowable Costs

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### **Unallowable Costs**

All costs must be associated with project activities that enhance the competitiveness of specialty crops. Failure to mention a particular item of cost in this section is not intended to imply that it is allowable. Please see [2 CFR Part 225](#) for further guidance on cost principles.

- *Advertising and Public Relations* - Costs of advertising and public relations designed solely to promote the recipient in general (not specific to specialty crops)
- *Alcoholic beverages* - except when the costs are associated with enhancing the competitiveness of wine grapes and prior approval is given from the awarding agency.
- *Bad debts* - Including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs.
- *Capital Expenditures for General Purpose Equipment* - Capital expenditures for general purpose equipment, buildings, and land. "General purpose equipment" means equipment, which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
- *Contingency Provisions*. Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening.
- *Donated Services*. Donated or volunteer services may be furnished to a governmental unit by professional and technical personnel, consultants, and other skilled and unskilled labor. The value of these services is not reimbursable either as a direct or indirect cost.
- *Donations and Contributions*. Contributions or donations, including cash, property, and services, made by the governmental unit, regardless of the recipient.
- *Entertainment*. Amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
- *Excessive Airfare Costs*. Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), Federal Government contract airfare, or the lowest commercial discount airfare.
- *Fines and Penalties*. Fines, penalties, damages, and other settlements resulting from violations (or alleged violations) of, or failure of the governmental unit to comply with, Federal, State, local, or Indian tribal laws and regulations.
- *Fundraising*. Organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used.
- *Goods or Services for Personal Use*. Costs of goods or services for personal use of the governmental unit's employees regardless of whether the cost is reported as taxable income to the employees.
- *Investment Management Cost*. Costs of investment counsel and staff and similar expenses incurred to enhance income from investments.
- *Lobbying*. Development or participation in lobbying activities including costs of membership in organizations substantially engaged in lobbying.

- Business meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, lunch or dinner meals may be charged to the project if a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. *Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.*

Note: Meals consumed while in official travel status do not fall in this category. They are considered per diem expenses and should be reimbursed in accordance with the State's established written travel policies.

- *Political Activities.* Development or participation in political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

### **Allowable Costs**

All costs must be associated with project activities that enhance the competitiveness of specialty crops. Failure to mention a particular item of cost in these sections is not intended to imply that it is unallowable. See 2 CFR Part 225 for further guidance on cost principles.

- *Advertising and Public Relations.* Advertising and public relations costs that solely enhance the competitiveness of eligible specialty crops.
- *Advisory Councils.* Costs incurred by advisory councils or committees
- *Capital Expenditures for Special Purpose Equipment.* With prior approval from AMS, costs associated with capital expenditures for special purpose equipment with a unit cost of \$5000 or more. "Special purpose equipment" means equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.
- *Compensation for Personnel Services.* Compensation for personnel services during the period of performance under the Federal award, including salaries, wages, and fringe benefits to the extent that they are reasonable for the services rendered and they are supported with adequate documentation in accordance with 2 CFR 225 App. B ¶18h.
- *Communication Costs.* Costs incurred for telephone services, local and long distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services and the like.
- *Foreign travel.* With prior approval from AMS, direct charges for foreign travel. Each separate foreign trip must receive such approval. For purposes of this provision, "foreign travel" includes any travel outside Canada, Mexico, the United States, and any United States territories and possessions. However, the term "foreign travel" for a governmental unit located in a foreign country means travel outside that country.
- *Materials and Supplies.* Costs incurred for materials, supplies, and fabricated parts necessary to carry out the project. Purchased materials and supplies shall be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs. Only materials and supplies actually used for the performance of the specified project may be charged as direct costs.



Where federally-donated or furnished materials are used in performing the Federal award, such materials will be used without charge.

- *Meetings and Conferences.* Costs of meetings and conferences with the primary purpose of dissemination of technical information. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences with the exception of entertainment costs as described under unallowable costs.
- *Professional service costs.* Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the governmental unit when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government.
- *Proposal costs.* Costs of preparing proposals for potential Federal awards. Proposal costs should be treated as indirect costs and should be allocated to all activities of the governmental unit utilizing the cost allocation plan and indirect cost rate proposal.
- *Publication and Printing Costs.* Publication costs include the costs of printing (including the processes of composition, plate-making, press work, binding, and the end products produced by such processes), distribution, promotion, mailing, and general handling. Publication costs also include page charges in professional publications. If these costs are not identifiable with a particular cost objective, they should be allocated as indirect costs to all benefiting activities of the governmental unit. Page charges for professional journal publications are allowable as a necessary part of research costs where: (1) The research papers report work must be directly related to the grant project; and (2) The charges are levied impartially on all research papers published by the journal, whether or not by federally-sponsored authors.
- *Reconversion.* Costs incurred in the restoration or rehabilitation of the governmental unit's facilities to approximately the same condition existing immediately prior to commencement of Federal awards, less costs related to normal wear and tear.
- *Rental Costs of Buildings and Equipment.* To the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.
- *Training Costs.* The cost of training provided for employee development.
- *Travel Costs.* Travel costs for transportation, lodging, and related expenses incurred by employees who are in travel status on official business of the government may be charged on an actual cost basis. Meals will be reimbursed on a per diem basis consistent with the State of Hawaii guidelines.

## Appendix C: OUTCOME MEASURES AND ASSOCIATED INDICATORS

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**Expected Measurable Outcomes** – The following outcome measures shall be used. At least one outcome must be selected

### OUTCOME MEASURE(S)

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

- Outcome 1:** Enhance the competitiveness of specialty crops through increased sales **(required for marketing projects)**
- Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption
- Outcome 3:** Enhance the competitiveness of specialty crops through increased access
- Outcome 4:** Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources
- Outcome 5:** Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems
- Outcome 6:** Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety
- Outcome 7:** Enhance the competitiveness of specialty crops through increased understanding of the ecology of threats to food safety from microbial and chemical sources
- Outcome 8:** Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development

### 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:**

##### **A. Outcome 1, Indicator ALWAYS sales dollars:**

Sales increased from \$100,000 to \$150,00 and by 50 percent, as result of marketing and/or promotion activities

### **OUTCOME MEASURES - DEFINED**

*Outcome 1: To enhance the competitiveness of specialty crops through increased sales THIS IS*

**MANDATORY FOR ALL MARKETING AND PROMOTION PROJECTS.**

#### **Outcome Definition:**

Marketing and Promotion

Marketing and promotion projects focus efforts to sell, advertise, promote, market, and generate publicity, attract new customers, or raise customer awareness for specialty crops or a specialty crop venue. These include, but are not limited to:

- Uses of social media to market and promote;
- Specialty crop local, regional and national campaigns;
- Specialty crop only tradeshow;
- Website promotion and development;

- Use/development of billboards, radio, television, magazine and email ads, marketing materials such as direct mail, brochures;
- Agritourism;
  
- Retail promotions including point-of-purchase items, labels, packaging etc.;
- Farmers market promotions; and
- Marketing and promotion campaigns with an education component directed to consumers.

The specific measure must be expressed as a dollar value and percentage increase in sales of one or more specialty crops in one or more States or foreign markets as a result of marketing and/or promotion activities. For example, an expected outcome of growth in sales from 5% to 10% is not acceptable by itself, but in combination with an increase in sales of \$1 million to \$2 million it is acceptable. This requirement means that an established baseline of sales in dollars must already exist at the time of application. For projects that do not already have a baseline of sales in dollars, one of the objectives of the project must be to determine such a baseline in order to meet the requirement to document the value of sales increases by the end of the project.

*Indicator:* Sales increased from \$\_\_\_\_\_ to \$\_\_\_\_\_ and by \_\_\_\_\_ percent, as result of marketing and/or promotion activities

AMS understands that sales can be impacted by a host of unrelated issues including trade disputes, phytosanitary issues, export conditions, weather, and other factors affecting the farmer, supply chain, retailers, wholesalers and/or consumers. The above factors demonstrate that even a perfectly executed marketing campaign can result in sales remaining constant or even declining. These factors and events that either positively or negatively impacted the sales of a project can be explained in the performance report.

*Outcome 2: Enhance the competitiveness of specialty crops through increased consumption Indicators:*

1. Of the \_\_\_\_\_ total number of children and youth reached,
  - a. The number that gained knowledge about eating more specialty crops
  - b. The number that reported an intention to eat more specialty crops
  - c. The number that reported eating more specialty crops
2. Of the \_\_\_\_\_ total number of adults reached,
  - a. The number that gained knowledge about eating more specialty crops
  - b. The number that reported an intention to eat more specialty crops
  - c. The number that reported eating more specialty crops
3. Number of new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents) \_\_\_\_\_
4. Number of new specialty crops and/or specialty crop products introduced to consumers \_\_\_\_\_

*Outcome 3: Enhance the competitiveness of specialty crops through increased access and awareness*

*Indicators:*

1. Of the \_\_\_\_\_ total number of consumers or wholesale buyers reached,
  - a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
  - b. The number that reported an intention to access/produce/prepare/preserve specialty crops
  - c. The number that reported supplementing their diets with specialty crops that they produced/preserved/obtained/prepared
2. Of the \_\_\_\_\_ total number of individuals (culinary professionals, institutional kitchens, specialty crop entrepreneurs such as kitchen incubators/shared-use kitchens, etc.) reached,
  - a. The number that gained knowledge on how to access/produce/prepare/preserve specialty crops
  - b. The number that reported an intention to access/produce/prepare/preserve specialty crops
  - c. The number that reported supplementing their diets with specialty crops that they produced/prepared/preserved/obtained
3. Number of existing delivery systems/access points of those reached that expanded and/or improved offerings of specialty crops
  - a. \_\_\_\_\_ farmers markets
  - b. \_\_\_\_\_ produce at corner stores
  - c. \_\_\_\_\_ school food programs and other food options (vending machines, school events, etc.)
  - d. \_\_\_\_\_ grocery stores
  - e. \_\_\_\_\_ wholesale markets
  - f. \_\_\_\_\_ food hubs that process, aggregate, distribute, or store specialty crops
  - g. \_\_\_\_\_ home improvement centers with lawn and garden centers
  - h. \_\_\_\_\_ lawn and garden centers
  - i. \_\_\_\_\_ other systems/access points, not noted
  - j. \_\_\_\_\_ total (if not reported above)
4. Number of new delivery systems/access points offering specialty crops
  - a. \_\_\_\_\_ farmers markets
  - b. \_\_\_\_\_ produce at corner stores
  - c. \_\_\_\_\_ school food programs and other food options (vending machines, school events, etc.)
  - d. \_\_\_\_\_ grocery stores
  - e. \_\_\_\_\_ wholesale markets
  - f. \_\_\_\_\_ food hubs that process, aggregate, distribute, or store specialty crops

- g. \_\_\_\_\_ home improvement centers with lawn and garden centers
- h. \_\_\_\_\_ lawn and garden centers
- i. \_\_\_\_\_ other systems/access points, not noted
- j. \_\_\_\_\_ total (if not reported above)

*Outcome 4: Enhance the competitiveness of specialty crops through greater capacity of sustainable practices of specialty crop production resulting in increased yield, reduced inputs, increased efficiency, increased economic return, and/or conservation of resources.*

*Indicators:*

1. Numbers of plant/seed releases (i.e., cultivars, drought-tolerant plants, organic, enhanced nutritional composition, etc.) \_\_\_\_\_
2. Adoption of best practices and technologies resulting in increased yields, reduced inputs, increased efficiency, increased economic return, and conservation of resources (select at least one below).
  - a. Number of growers/producers indicating adoption of recommended practices \_\_\_\_\_
  - b. Number of growers/producers reporting reduction in pesticides, fertilizer, water used/acre \_\_\_\_\_
  - c. Number of producers reporting increased dollar returns per acre or reduced costs per acre \_\_\_\_\_
  - d. Number of acres in conservation tillage or acres in other best management practices \_\_\_\_\_
3. Number of habitat acres established and maintained for the mutual benefit of pollinators and specialty crops \_\_\_\_\_

*Outcome 5: Enhance the competitiveness of specialty crops through more sustainable, diverse, and resilient specialty crop systems*

*Indicators:*

1. Number of new or improved innovation models (biological, economic, business, management, etc.), technologies, networks, products, processes, etc. developed for specialty crop entities including producers, processors, distributors, etc. \_\_\_\_\_
2. Number of innovations adopted \_\_\_\_\_
3. Number of specialty crop growers/producers (and other members of the specialty crop supply chain) that have increased revenue expressed in dollars \_\_\_\_\_
4. Number of new diagnostic systems analyzing specialty crop pests and diseases. \_\_\_\_\_

[Diagnostic systems refer to, among other things: labs, networks, procedures, access points.]

5. Number of new diagnostic technologies available for detecting plant pests and diseases. \_\_\_\_\_

[The intent here is not to count individual pieces of equipment or devices, but to enumerate technologies that add to the diagnostic capacity.]

6. Number of first responders trained in early detection and rapid response to combat plant pests and diseases \_\_\_\_\_
7. Number of viable technologies/processes developed or modified that will increase specialty crop distribution and/or production \_\_\_\_\_
8. Number of growers/producers that gained knowledge about science-based tools through outreach and education programs \_\_\_\_\_

*Outcome 6: Enhance the competitiveness of specialty crops through increasing the number of viable technologies to improve food safety*

*Indicators:*

1. Number of viable technologies developed or modified for the detection and characterization of specialty crop supply contamination from foodborne threats \_\_\_\_\_
2. Number of viable prevention, control and intervention strategies for all specialty crop production scales for foodborne threats along the production continuum \_\_\_\_\_
3. Number of individuals who learn about prevention, detection, control, and intervention food safety practices and number of those individuals who increase their food safety skills and knowledge \_\_\_\_\_
4. Number of improved prevention, detection, control, and intervention technologies \_\_\_\_\_
5. Number of reported changes in prevention, detection, control, and intervention strategies \_\_\_\_\_

*Outcome 7: Enhance the competitiveness of specialty crops through increased understanding of threats to food safety from microbial and chemical sources*

*Indicators:*

*Number of projects focused on:*

1. Increased understanding of fecal indicators and pathogens \_\_\_\_\_
2. Increased safety of all inputs into the specialty crop chain \_\_\_\_\_
3. Increased understanding of the roles of humans, plants and animals as vectors \_\_\_\_\_
4. Increased understanding of preharvest and postharvest process impacts on microbial and chemical threats \_\_\_\_\_
5. Number of growers or producers obtaining on-farm food safety certifications (such as Good Agricultural Practices or Good Handling Practices) \_\_\_\_\_

*Outcome 8: Enhance the competitiveness of specialty crops through enhancing or improving the economy as a result of specialty crop development.*

*Indicators:*

1. Number of new rural careers created \_\_\_\_\_
2. Number of new urban careers created \_\_\_\_\_
3. Number of jobs maintained/created \_\_\_\_\_
4. Number of small businesses maintained/created \_\_\_\_\_
5. Increased revenue/increased savings/one-time capital purchases (in dollars) \_\_\_\_\_

6. Number of new beginning farmers who went into specialty crop production \_\_\_\_\_

7. Number of socially disadvantaged famers who went into specialty crop production  
\_\_\_\_\_

Additional information:

- Difference between "jobs" and "careers": jobs are net gain of paid employment; new businesses created or adopted can indicate new careers.
- Beginning Farmer 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 is a farmer 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.

## Appendix D: Budget Narrative

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Although there is no specific format for the supplemental budget, the budget should contain a narrative in paragraph format for each project in order for AMS to determine the costs are reasonable and allowable.

1. *Personnel* – Persons employed by the grantee or subgrantee organization should be listed in this category. Those employed elsewhere would be listed as subcontractors or consultants in the “Other” category.

In order for secretarial and clerical salaries to be allowable as direct charges to the awards, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

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

For example, if a project participant’s salary is \$50,000 and they are participating 50% of their time on the project, the total budgeted salary cost would be \$25,000.

2. *Fringe Benefits* – Provide the rate of fringe benefits for each project participant’s salary described in the personnel section.
3. *Travel* – Please provide the following information in the narrative if applicable: destination; purpose of trip; number of people traveling; number of days traveling; estimated airfare costs; estimated ground transportation costs; estimated lodging and meals costs; estimated mileage costs.

Mileage information at <https://www.gsa.gov/portal/content/100715>

Domestic per diem information at <https://www.gsa.gov/portal/content/104877>

**\*\*EFFECTIVE January 1, 2017 Hawaii state mileage rate for travel is \$0.535 per mile**

For consistency, interisland travel costs should be estimated as \$200 round trip airfare per person and for travel costs, refer to the website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>  
Include justification if other costs are applied.

4. *Equipment* – This category includes items of property having a useful life of more than one year and an acquisition cost of \$5,000. If the cost is under \$5,000, then include these items under SUPPLIES.

Provide an itemized list of equipment purchases or rentals, along with a brief narrative on the intended use of each equipment item, and the cost for all the equipment purchases or rentals.

Please see Section VII Restrictions and Limitations on Grant Funds for further guidance on equipment.

- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.
- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of AMS.



- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR Part 3015.

5. Supplies – This is anything with acquisition cost under \$5,000 and could be anything from office supplies and software to educational or field supplies. For non-typical materials & supplies items, include a brief narrative of how this fits with the project.

Provide an itemized list and estimate the dollar amount for each item.

For example, office supplies such as pens, paper, toner, etc. - \$500; Gardening supplies such as soil and fertilizer - \$500.

Items such as telephone, postage, fax and express mail are more appropriately listed under the “Other” category.

6. Contractual – Provide a short description of the services each contract covers and include the flat rate fee OR the total hourly rate fee for each contract.

Compensation for contractor/consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Contractual hourly rates that exceed the salary of a GS-15 step 10 Federal employee in your area (\$76.15/hour) [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/Hi\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/Hi_h.pdf) , unless one of the following justifications is provided.

1. A description of the steps you took to hire a contractor, which includes obtaining a cost/price analysis from at least three contractors who can perform the service. The purpose of the cost analysis is to review and evaluate each element of cost to determine reasonableness. (Please provide company name and contract amount for each analysis.)

**OR**

2. Due to the complexity or uniqueness of the project, the pool of available and qualified contractors is limited. Therefore, the selected contractor’s specialized qualifications necessitate hiring at a rate beyond a GS-15 step 10. (Please outline the unique qualifications of the contractor.)

If the contract is for service or maintenance, costs should be in direct correlation to the use of the equipment for the project (i.e., if a particular machine is used 50% of the time for the project, the project should only be charged 50% of the service contract paid from Federal funds.)

7. Other – Provide a detailed description of all other direct costs such as:
  - a. Conferences/Meeting - Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities or equipment for the meeting. Details of costs for each conference or meeting should be broken out and provided in the budget.
    - i. Meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. Meals may be charged to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Some examples of acceptable reasons are that the conference facility is located in a remote area

where public facilities are not accessible; there will be a speaker and business discussions during the meal; there is insufficient time available to allow participants to go out on their own. If one or more of these justifications cannot be met, or if there are no other acceptable and compelling reasons, then the meals should not be charged to the award. The attendees should be responsible for providing their own meals.

- ii. Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning. This does not pertain to persons in a travel status. When paying for the travel of a person to attend a conference, meals and lodging may be included in the cost without additional justification.
- b. Communications – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.
  - c. Speaker/Trainer Fees- Provide the amount of the speaker’s fees and a description of the services they are providing
  - d. Publication Costs –Provide the estimated cost of printing of brochures and other program materials or scientific or technical journals.
  - e. Data collection - Provide the estimated cost of collecting performance data to measure the project outcome measures.
8. PROGRAM INCOME – Indicate the nature or source of program income (for ex: registration fees) If program income is earned it may be used for 1) expanding the project or program; 2) continuing the project or program after the grant or sub grant support ends; and 3) supporting other projects or programs that further the broad objectives of the grant program.

## Appendix E: List of Eligible Specialty Crops

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

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

### List of Plants Commonly Considered Vegetables

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

Endive		
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### List of Plants Commonly Considered Medicinal Herbs

Artemissia	Goat's rue	Pokeweed
Arum	Goldenseal	St. John's wort
Astragalus	Gypsywort	Senna
Boldo	Horehound	Skullcap
Cananga	Horsetail	Sonchus
Comfrey	Lavender	Sorrel
Coneflower	Yerba buena	Stevia
Ephedra	Liquorice	Tansy
Fenugreek	Marshmallow	Urtica
Feverfew	Mullein	Witch hazel
Foxglove	Passion flower	Wood betony
Ginko biloba	Patchouli	Wormwood
Ginseng	Pennyroyal	Yarrow

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

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

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

Christmas Trees	Hops	Tea Leaves
Cut Flowers	Maple Syrup	Turf Grass
Honey		

**List of Ineligible Commodities**

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

**CONTACT AND TITLE PAGE  
SCBGP-FB, FY 2017**

Title of Project:

\_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Period: Start date \_\_\_\_\_ End date: \_\_\_\_\_

**Applicant and Alternate Contact Information:**

**IF THE PRIMARY OR ALTERNATE CONTACTS ARE NOT THE PERSONS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE BUSINESS ENTITY, INDICATE THE AUTHORIZED PERSON(S) ON THIS PAGE INCLUDING ADDRESS AND CONTACT INFORMATION**

Primary contact:  
Name and Title:

Alternate contact:  
Name and Title:

Business Entity:

Business Entity:

Address:

Address:

Phone:  
E-mail:  
Web Address:

Phone:  
E-mail:  
Web Address:

**State tax ID** \_\_\_\_\_  
**DUNS No.** \_\_\_\_\_

**Federal Tax ID** \_\_\_\_\_

Project Partners (Name and Title):

**Name** – MUST be as shown on the Hawaii Compliance Express certificate or as recorded for legal purposes such as tax identification, DCCA, DLIR  
**Title** – indicate if title authorizes signing on behalf of the Business Entity  
**Business Entity** – i.e. corporation, partnership, joint venture, sole proprietorship or other legal form as shown on legal documents  
**Address** – official address of the business entity as shown on legal documents; nine digit zip code

**Exhibit B: Specialty Crop Block Grant Program Line Item Budget**  
**This form for use with the 2017 Specialty Crop Grant Program Application**

**Project Title:** \_\_\_\_\_  
**Applicant Name:** \_\_\_\_\_

**Instructions:** List estimated expenditure amounts within the categories below. Add rows as needed to insert budget items within categories.  
 \*All items on the Line Item Budget must be included in your budget narrative along with a detailed breakdown of costs. \* Totals **MUST** match totals in Application

<b>Personnel</b>		Year 1			Year 2		
Description	Vendor (if known)	Grant Funds	Cash Match	In-kind Match	Grant Funds	Cash Match	In-kind Match
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Fringe Benefits</b>		Year 1			Year 2		
Description	Vendor (if known)	Grant Funds	Cash Match	In-kind Match	Grant Funds	Cash Match	In-kind Match
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Travel</b>		Year 1			Year 2		
Description	Vendor (if known)	Grant Funds	Cash Match	In-kind Match	Grant Funds	Cash Match	In-kind Match
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Equipment</b>		Year 1			Year 2		
Description	Vendor (if known)	Grant Funds	Cash Match	In-kind Match	Grant Funds	Cash Match	In-kind Match
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Supplies</b>		Year 1			Year 2		
Description	Vendor (if known)	Grant Funds	Cash Match	In-kind Match	Grant Funds	Cash Match	In-kind Match
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Contractual</b>		Year 1			Year 2		
Description	Vendor (if known)	Grant Funds	Cash Match	In-kind Match	Grant Funds	Cash Match	In-kind Match
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Other</b>		Year 1			Year 2		
Description	Vendor (if known)	Grant Funds	Cash Match	In-kind Match	Grant Funds	Cash Match	In-kind Match
		\$ -					
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Total Direct Charges</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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<b>Total Grant Funds</b>	\$ -	<b>Total Cash Match</b>	\$ -	<b>Total In-kind Match</b>	\$ -	<b>Total Project Expense</b>	\$ -
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## Exhibit C: Endorsement Statement

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

*I certify that the information provided is true and correct to the best of my knowledge. If approved for the SCBGP-FB 2017, 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 contract agreement and other necessary documentation containing terms and conditions upon which funds will be released.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title