



**Department of Agriculture  
State of Hawaii**

**Title:** Available Funds for Specialty Crops in Hawaii for FY 2013

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

**Action:** Announcement of Request for Proposals (RFP) for the Specialty Crop Block Grant Program-Farm Bill (SCBGP-FB), FY 2013

**Description:**

The Specialty Crops Competitiveness Act of 2004 authorizes the United States Department of Agriculture (USDA) to make grants available to provide assistance for specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004 and authorized the USDA to provide grants to States for each of the fiscal years 2008 through 2012 to solely enhance the competitiveness of specialty crops.

Under the 2008 Farm Bill, the HDOA conducts an annual competitive application process to award SCBGP funds, which is scheduled to continue through 2013, due to a one-year extension of the 2008 Farm Bill. These grants are to be utilized by state departments of agriculture to solely to enhance the competitiveness of specialty crops.

The HDOA will administer a competitive grant process to award these federal funds for proposals in grant amounts ranging from \$10,000 to \$40,000 per project. Higher amounts will be considered for projects with extraordinary statewide benefit. Applicants are encouraged to provide evidence of matching funds, either in-kind or cash, which will be calculated into the scoring criteria.

The primary goal in the 2013 program will be to support projects that benefit the specialty crop industry and provide the highest measurable outcomes for the specialty crop farmers in Hawaii. **Preference will be given to projects that increase production of specialty crops, foster the development of fledgling crops and support organic programs for Hawaii specialty crop farmers.**

**Contact Information:**

Offerors and other interested parties are encouraged to contact **Sue Sakamoto**, Agricultural Development Division, phone: **(808) 973-9576**, Fax: (808) 973-9590, E-mail: [sue.h.sakamoto@hawaii.gov](mailto:sue.h.sakamoto@hawaii.gov).

Offerors are encouraged to submit a title page and compliance documents by Friday, March 15, 2013, for compliance review to advise offerors if compliance documents are intact.

Offerors must **submit a complete electronic grant application with all attachments via email** to the contact above and to submit a completed application packet, with signed endorsement

statement (see page 11), postmarked or hand-delivered to the address below by **4:30 p.m. on Wednesday, March 27, 2013.**

Hawaii Department of Agriculture (HDOA)  
Specialty Crop Block Grant Program-Farm Bill (SCBGP-FB), FY 2013  
Agricultural Development Division  
1428 South King Street  
Honolulu, HI 96814-2512

**Definition of Specialty Crops:**

For the purpose of this program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits and nursery crops (including floriculture and horticulture). Livestock, dairy products, eggs, fish and shellfish, sugarcane, peanuts, soybean, tofu, feed crops, oil seed crops and food grains are not eligible. Please visit the USDA website to view a more complete list of eligible crops at <http://www.ams.usda.gov/AMSv1.0/scbqp>

**Eligible Grant Applicants:**

Proposals are encouraged from eligible Hawaii-based organizations including commodity associations, agricultural cooperatives, producer groups, and other non-profit and for-profit organizations relating to agriculture. According to USDA guidelines, grant funds will not be awarded to projects that directly benefit a particular commercial product or provide a profit to a single organization, institution, or individual.

**Eligible Grant Projects:**

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

Examples of “enhancing the competitiveness” of specialty crops include but are not limited to: developing new and improved seed varieties for specialty crops; increasing food self-sufficiency by enhancing production, availability or consumption of specialty crops; effective marketing and promotion of specialty crops; increasing child and adult nutrition knowledge of specialty crops; improving efficiency and reducing cost of distribution systems; assisting all entities in the specialty crop distribution chain in developing “*Good Agricultural Practices,*” “*Good Manufacturing Practices,*” and in cost-share arrangements for funding audits of such systems for small farmers, packers, and processors; enhancing food safety outcomes; and developing organic and sustainable production practices.

**Priority Categories**

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

- Provide measurable outcomes that benefit specialty crop farmers;
- Increase in the production, availability and distribution of specialty crops;
- Development of fledgling specialty crops and organic programs;
- Promotion and marketing of Hawaii-grown specialty crops that target the unique characteristics of local and regional areas such as culture, geography, history and types of agricultural production; and
- Food safety and product handling certification programs

Specialty crop block grant funds will be awarded for projects that can meet the measureable outcomes in two years. The grant period will likely start February 1, 2014. Grant awards will range from \$10,000 to \$40,000 per proposal. HDOA reserves the right to consider larger requests for projects with exceptional merit and benefit to the specialty crop industry. However, due to limited funds available, funding to an eligible organization is likely limited to one project in this grant cycle.

#### **Restrictions and Limitations of Grant Funds:**

SCBGP-FB funds shall not be used to cover the following expenses:

- Political and lobbying activities;
- Replace State funds, only supplement;
- Capital expenditures for general purpose equipment, buildings, and land unallowable as direct and indirect charges;
- Capital expenditures for special purpose equipment over \$5,000 need prior approval;
- Rental costs of buildings and equipment allowable; and
- Fund any activities prohibited in state procurement code, Hawaii Revised Statutes (HRS) Chapter 103D.

#### **Special Terms and Conditions:**

For FY 2013 awards, a **DUNS number** and the **nine-digit Zip Code** is required for any entity that receives a sub-award and specific reporting requirements on executive compensation are required for each action that obligates \$25,000 or more in Federal funds. A DUNS number is available at [http://www.grants.gov/applicants/orq\\_step1.jsp](http://www.grants.gov/applicants/orq_step1.jsp). When applying for a DUNS number, check that your street address information has been entered into the template. The address is important for reporting subawardee information to the USDA.

#### **Application Guidelines:**

A complete application must show how grant funds will be utilized solely to enhance the competitiveness of specialty crops.

1. Proposals must be typed, single spaced, 12 pitch, black **Calibri** font, and with one inch margins.
2. Each page should be numbered, with applicant's name on the header.
3. The recommended page limit for each project proposal is six pages.
4. An electronic version of the application packet (in **MS Word** Format) must be submitted to the email addresses listed in the contact information below.  
Submit one complete original application packet signed by the person authorized to receive funds and mail to the Hawaii Department of Agriculture (HDOA). Include a compliance document from **Hawaii Compliance Express** showing the offeror is **Compliant** <http://vendors.ehawaii.gov/hce/splash/welcome.html>
  - DUNS number and nine-digit Zip Code of the entity submitting the proposal.  
Check that your address information is part of the DUNS number record.

## **Application Format:**

A complete application must show how grant funds will be utilized solely to enhance the competitiveness of specialty crops. The application shall include the following:

### **1. Contact Information**

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

### **2. Project Title and Abstract**

- Title of project:
- Location:
- Start and complete dates:
- Abstract (200 words or less and suitable for dissemination to the public): This should be a brief overview of exactly what your project will do. A verbal snapshot of your project that includes a statement of objectives and methods to be employed
  1. What is the scope of work you are proposing?
  2. What specifically will you do?
  3. Why is this project important?
  4. What are the expected results/impacts if you conduct this project?
  5. Where will this work take place?
  6. Who will benefit and how?
  7. Who will conduct the scope of work?

### **3. Project Purpose**

- What is the specific issue, problem, or need to be addressed?
- Why is the project important and timely?
- What are the objectives of the project?
- Does the project have the potential to enhance the competitiveness of **non-specialty crops** –for example, chef/recipe events, broad “Buy Local, It Matters” campaign? If YES, describe the methods or processes you will use to ensure all grant funds will solely enhance the competitiveness of eligible specialty crops. (Example: using the registration process for a conference to ensure that only specialty crop farmers attend; match 50 percent of the funds to cover that portion of the project that does not benefit specialty crops)

- If a marketing program, describe how the applicant will ensure that funding is being used solely to enhance the competitiveness of eligible specialty crops.
- If the project builds on a previously approved project, how does it compliment previous work and how does it differ?
- Has the project been submitted to or funded by another Federal or State grant program?
  - If NO, indicate that it has not.
  - If YES, identify which Federal or State grant program and describe how the project differs from and supplements the efforts of the SCBGP and the other Federal or State program rather than duplicates funding efforts.

#### **4. Potential Impact**

- Who are the beneficiaries of the project?
- How will the beneficiaries be impacted by the project?
- What is the potential economic impact of the project if awarded?
- What are the impacts if the project is not awarded?

#### **5. Expected Measurable Outcomes**

- What is at least one distinct, quantifiable, and measurable outcome?
- How does the measurable(s) directly and meaningfully support the project's purpose?
- When possible, each measureable should include:
  - Goal;
  - Performance Measure
  - Benchmark
  - Target
- Developing measurable outcomes:
  - Determine what the project will accomplish;
  - Figure out how to measure the results and select the performance measure;
  - Determine the baseline for each measure and set target goals for future performance;
  - Develop your performance monitoring plan or data collection plan.

#### **6. Work Plan**

- Identify the activities necessary to accomplish project objectives.
- Indicate who will do the work for each activity.
- Include timelines for accomplishing each activity.

#### **7. Budget Narrative**

Provide sufficient information in paragraph format for the project so the USDA-AMS can determine if the costs are reasonable and allowable and the State can determine that grant funds are being expended on eligible grant activities that meet the purpose of the program.

- Clearly show the federal funds that support the project.
- If matching funds are included in the State Plan, show these funds separately.
- Personnel
  - Title, percent of full time equivalent (FTE), corresponding salary for FTE, total.

- Fringe Benefits
  - Unless wholly attributed and specific to the project, will not be considered.
- Travel
  - Destination, purpose of trip, # of people traveling, # of days traveling, estimated airfare costs, estimated ground transportation costs, estimated lodging and meal costs, estimated mileage costs, total.
- Equipment – one year useful life and cost of \$5,000 or more
  - Provide an itemized list of rentals or purchases;
  - Provide a brief narrative on the intended use;
  - Provide the cost;
  - Total.
- Supplies – cost under \$5,000
  - Provide an itemized list;
  - Estimate the \$ amount for each item;
  - Total.
- Contractual
  - Provide a short description of the services each contract covers;
  - When possible, break out the specific costs associated with the contract;
  - Include the flat rate fee or the total hourly rate fee for each contract;
  - Contractor/Consultant rates may not exceed \$500 per 8-hour day, excluding travel and subsistence costs.
- Other – provide description and costs
  - Conferences/Meetings – include a justification for meal costs;
  - Communications;
  - Speaker/Trainer Fees;
  - Publication costs;
  - Data collection;
  - Total.
- Program Income
  - Indicate the nature or source of program income, the estimated amount, and how the income will be used to further enhance the competitiveness of specialty crops.
- Indirect costs
  - Not allowable under Hawaii’s USDA AMS grant program..
- Total

**Budget Sheet**

<b>Item/Activity Object Class Categories</b>	<b>SCBGP-FB, FY 2013 Funds</b>	<b>Applicant Resources (Matching)</b>	<b>Comments</b>
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
<b>TOTAL</b>			
Program Income			

**8. Project Oversight**

- Who will oversee the project activities?
- How will oversight be performed? Include timelines.

**9. Project Commitment**

- Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project.
- Identify who supports this project.

**10. References**

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

**11. Endorsement Statement**

- Include endorsement language in application and sign off.

**Evaluation Review Process:**

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

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

Proposals will be evaluated by members of the evaluation committee. A numerical score sheet shall be used for all proposals by each member of the evaluation committee. **(Appendix 1)** For each proposal, panel members will assign a point value and after all reviewers have evaluated and scored each of the proposals, the scores for the entire committee will be averaged to determine a proposal's final score.

After the final score assignment, proposals will be listed in initial rank order and presented, along with funding level recommendations to the Chairperson, Board of Agriculture, who will make the final determination. Proposals will then be funded in final rank order until all available funds have been expended. Offerors must score 50% or more after the committee's first evaluation review to be considered for funding. Unused funds remaining after the first evaluation review, if any, may be allocated to a second evaluation review by the committee of those proposals that remain unfunded, if any. Unless the offerors withdraw their grant proposals, qualified but unfunded proposals from the committee's first evaluation review will be considered in the second evaluation review, with or without a call for Best and Final Offer (BAFO).

**Contractual Terms and Conditions:**

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

**Contract Reports:**

Successful offerors under the SCBGP-FB 2013 will be required to credit the **USDA SCBGP-FB, FY 2013** and the **HDOA** in any presentation, materials covered or property rights issues under this funding. Additionally, successful offerors must submit progress and financial reports periodically upon request and submit a final project and a financial report not later than 45 days upon completion of the project. The HDOA will withhold 20% of the awarded funds until a final report is submitted, reviewed and approved.

**Contract Extensions:**

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

**Pre-Proposal Conferences:**

No pre-proposal conferences are scheduled for this RFP.



**Priority-listed Offerors:**

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

**Acknowledgement of Proposals:**

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

**Confidentiality:**

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

**Right to a Debriefing:**

Pursuant to HAR §3-122-60, a debriefing is provided to any non-selected offerors to inform them of the basis for the source selection decision and contract award.

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

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

**Protest:**

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

The notice of award letter(s), if any, resulting from this solicitation shall be posted on the Procurement Reporting System, which is available on the SPO website:

<http://www.hawaii.gov/spo2/source/>

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

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

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

**Endorsement Statement:**

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

*I certify that the information provided is true and correct to the best of my knowledge. If approved for the SCBGP-FB 2013, I agree the organization will assume sole responsibility of any and all debts or liabilities that may be incurred from this project; and will provide the required documentation to HDOA upon request. I understand that if this proposal is funded, I will be required to sign a grant agreement and other necessary documentation containing terms and conditions upon which funds will be released.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

**CONTACT AND TITLE PAGE  
SCBGP-FB, FY 2013**

Title of Project:

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

**Applicant and Alternate 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** \_\_\_\_\_

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

**DUNS No.** \_\_\_\_\_

Project Partners (Name and Title):