



NY *farm viability*

INSTITUTE

Request for Proposals

2015 Specialty Crop Block Grant Program

New York State

The New York Farm Viability Institute

The New York Farm Viability Institute (NYFVI) is an independent and incorporated nonprofit organization, led by farmers and dedicated to helping farms of all sizes, sectors, production practices and locations in New York State. NYFVI works to foster a vibrant agricultural economy in New York by supporting applied research, outreach education, information transfer, adoption of technology, business planning, market analysis and more. The New York Farm Viability Institute promotes practical solutions to challenges facing New York's farmers.

In addition to NYFVI's core competitive grant program, NYFVI is supporting New York State's Department of Agriculture and Markets (NYSDAM) by managing the competitive grant program portion of New York State's USDA Specialty Crop Block Grant Program.

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2015 New York State Specialty Crop Block Grant Program

General Information

Legislative Authority for USDA Funding

Legislative authority is provided under section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) and amended under section 10010 of the Agricultural Act of 2014, Public Law 113-79 (the Farm Bill). SCBGP is currently implemented under 7 CFR part 1291 (published March 27, 2009; 74 FR 13313).

Purpose

New York's specialty crop agricultural and food systems industry is a valuable component of our State's economy, the environment, residents' health, and quality of life. The purpose of New York's Specialty Crop Block Grant Program is to enhance the competitiveness of New York specialty crops by creating partnerships; fostering innovation; increasing efficiencies and reducing costs; and enhancing the long term viability of New York's specialty crop agricultural businesses and food systems.

Definition of Specialty Crops

For the purpose of this RFP, "specialty crops" means fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture). A detailed list of commonly recognized specialty crops is provided in Appendix A.

Available Funding

It is expected that there will be approximately \$600,000 available through NYFVI for the competitive grant portion of the 2015 Specialty Crop Block Grant Program. Funding is contingent upon award of funds to the NYSDAM by the USDA. Final grant awards will be made upon final approval of the NYSDAM application to the USDA.

Applicant Eligibility

Eligible applicants include:

- Not-for-profit organizations (NFP)
- Not-for-profit educational institutions
- State, local and Indian tribal governments

NOTE: Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution or individual. Single organizations, institutions and individuals are encouraged to participate as project partners.

Projects should have general applicability and statewide significance to the specialty crop industry.

NYFVI strongly encourages collaborative efforts between NFPs, educational institutions, and government applicants and private for profits in order to achieve the goals and objectives of this program. For profits

are not eligible applicants; however, for profits may partner with not-for-profits provided that the NFP is the lead applicant.

Project Eligibility and Priorities

NYFVI is soliciting proposals that *solely enhance the competitiveness of specialty crops* and benefit the greatest number of beneficiaries. The New York Specialty Crop Block Grant Advisory Committee, composed of farmer members of specialty crop organizations and associations, and other industry stakeholders, recommended a focus on specialty crop research and grower education. The following priority areas were identified by the Advisory Committee.

Specialty Crop Research and Grower Education

Examples of research and grower education projects include, but are not limited to:

- research and/or education that address a key conventional or organic production problem or need specific to New York State;
- developing and increasing the utilization of Integrated Pest Management strategies and programs;
- prioritizing and addressing native and exotic pests and disease threats through development of pest risk assessments;
- supporting plant breeding for the development of specialty crops resistant to exotic and native pests;
- applied research and development to extend the growing season of New York specialty crops through new technologies, improved management practices, or other innovative production strategies.
- developing new seed varieties and specialty crops with optimal performance under New York State conditions;

Projects that support the increase of fruits and vegetables in the Supplemental Nutrition Assistance Program (SNAP) by providing incentives at the point of purchase and/or include technologies for benefit redemption systems should consider submitting those projects to the *Food Insecurity Nutrition Incentive Grants Program* at <http://www.nifa.usda.gov/funding/cfp/fini.html>.

Projects that support domestic farmers' markets, roadside stands, community-supported agriculture programs, agritourism activities, other direct producer-to consumer market opportunities, local and regional food business enterprises that process, distribute, aggregate, or store locally or regionally produced food products should consider submitting those projects to the *Farmers' Market Promotion Program* at <http://www.ams.usda.gov/fmpp> and *Local Food Promotion Program* at <http://www.ams.usda.gov/lfpp>.

Projects that support biobased products and bioenergy and energy programs, including biofuels and other alternative uses for agricultural and forestry commodities (development of biobased products) should see the USDA energy website at <http://www.usda.gov/energy/matrix/home> for information on how to submit those projects for consideration to the energy programs supported by USDA.

Project Duration and Costs

Projects must be completed within 2 years from the award date. Funding requests for individual projects must be between \$50,000 and \$125,000.

Eligible costs include: personnel, fringe benefits, travel, special purpose equipment, supplies, and contractual costs and services directly related to an eligible project. Indirect cost are allowed at a rate not to exceed the federal maximum of 8% of the grant amount requested. Indirect costs are any costs incurred for common or joint objectives that therefore, cannot be readily identified with an individual eligible project, program, or activity. Indirect costs generally include facilities operation and maintenance costs, depreciation and general administrative expenses.

Ineligible costs include: political activities, lobbying activities, capital expenditures for general purpose equipment, buildings, and land, and any activities that support non-specialty crops. General purpose equipment means equipment that is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, motor vehicles, etc.

This [USDA document](#) provides more detailed information on eligible and ineligible costs.

NYFVI shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract.

Developing Your Application

Start With the End in Mind

One goal of the Specialty Crop Block Grant Program is to create meaningful impact at the farm level. Think about the change you would like to see on farms as a result of your project. What will be different, improved, better? Now work backward from there. In order to achieve that desired improvement, what will specialty crop farmers need to do differently? What management practices, technologies, or methods will need to be changed or modified on the farm? Make a list of all these things you will need farmers to, change, implement, or do differently. In order to get farmers to make those changes what will you need to do as the project leader? This list of activities will become your work plan.

Answers to these questions will be used to guide the development of the Performance Targets, Milestones, and Activities section of the application. To achieve the desired farm level impacts it is important that applicants devote considerable thought to this aspect of the application, which is discussed in more detail on page 11 of this RFP.

Project Impact Data

NYFVI has created a list of farm and industry-level project impacts that must be recorded when applicable. Recording these data will assist you in documenting the importance of your work to NYFVI, the public, and to potential future funding sources. Be sure to keep these in mind as you develop your proposal, and to include in your proposal information about which of these data you will record, and how.

Impact Data

Producer Involvement

- Number of producers participating
- Number of producers advising

Job Creation and Retention

- New full-time jobs
- New part-time jobs
- New seasonal jobs
- Retained full-time jobs
- Retained part-time jobs
- Research/extension jobs retained

Financial Impact

- Increase in gross revenue
- New gross savings
- New capital investment
- Potential industry impact

Outreach

- Articles and publications
- Presentations (<3 hours)
- In-depth workshops (>3 hours)

Leveraged or matching funds

- Leveraged funds
- Matching funds

Apply Online

To apply for funding, applicants must use the NYFVI online application system at <http://db.nyfvi.org>. Funded project leaders will use the same online system for quarterly reporting and final program reporting.

Please note that, when first using our online application system, you will have to apply for system credentials. Staff will then supply you with a login and password, which can be changed upon first logging in. Keep this in mind when applying, as staff processing of credentials can take several days.

2015 New York State Specialty Crop Block Grant Application Format

Key Dates: Tuesday May 26, 2015 – Applications due by 11:59 p.m.

October 2015 – Anticipated Grant Awards Announcement (projects must not begin prior to award announcement.)

December 31, 2017 – All projects must be completed before this date

Applicants must file all internal paperwork, receive any permission, grant office numbers, or other requirements of your employer, prior to submitting an application; failure to do so may make applications ineligible for funding considerations.

*The online application assumes the person issued credentials is the project leader. The project leader is the person with central administrative and managerial responsibility for the project. This is the individual who is **ultimately responsible** for the project's work. For NYFVI's purposes, there may be only **one** project leader. (There may be multiple co-leaders).*

If you plan on first creating your proposal in a word processing program like MS Word, we request that, prior to copying and pasting into our online application, you first copy and paste into a plain text editor, such as Notepad. This will eliminate a great deal of coding that comes along (invisibly) from Word. This code will make your text harder to edit, and will also add to your word count.

Title, Duration:

Title: Create a title for the project. Keep in mind the title of the project might appear in publication. Generally, a title that is brief but descriptive of the project and its goals, works best.

Duration: Indicate the start and end date for your project. Projects up to eight quarters in duration will be considered. Projects must start after October 1, 2015, and all projects must be completed by December 31, 2017.

Request for Proposal Program/RFP: Indicate the grant program through which you are seeking funds. The Specialty Crop Block Grant program is abbreviated as SCG.

Agricultural Production Sector: Indicate the agricultural sectors represented in the project by participating producers/farmers. Selected sectors **must** be limited to eligible specialty crops.

Emphasis: Please indicate at what level the proposed work will help New York specialty crop farms: Improvement of individual specialty crop operations; Industry-wide innovation; Early development of new ideas and methods; Improved marketing practices and market access; or Development of human capital. More extensive definitions of these emphasis areas can be seen in the online application form or at www.NYFVI.org.

Anticipated Results: Indicate the results or deliverables that the project expects to produce (you will have the opportunity to expand on these later in the application). Indicate all that apply.

Contacts: Contractor

Contractor: Provide the name and contact information of the person responsible for grant contracts within your organization. In most cases this is not the same person as the project leader. This is the person who will sign the contract.

Administrative Point of Contact: Provide the name and contact information for the person who will handle invoicing, record keeping, and related aspects of the project. This is an optional designee, and should be someone familiar with the project leader and proposal who can be consulted when the project leader is unavailable.

Contacts: Specialty Crop Producers: Enter the names and contact information of **farmers** that are providing assistance in the proposed project, including proposal development, project advisory committee, project implementation, outreach and/or evaluation. Check the appropriate box or boxes to indicate how the producer is participating. Applicants will provide more information about Producer Involvement in a later section of the grant application.

The names of farmers who you indicate will be participating through “project implementation” will automatically appear in the quarterly reports of funded projects. Project leaders will track and report on changes at those farms, i.e. provide baseline and project impact data. For more information, see the Quarterly Reports section in this document. Removal of farm names from the quarterly report is permitted if a farmer opts out of the project later on. Likewise, farmer names can be added as the project progresses.

Grant applicants are not required to identify the farms who will be implementing the project during the application phase of the project, in the event that farm engagement will be part of the project’s progress. However, project leaders are required to demonstrate farm-level support for their efforts to be eligible for grant funding, including farmer participation in the project planning process.

Anonymity of farm participants in tracking project progress is permitted. For more information, see the Quarterly Reports section of this document.

Do not include the names of project participants who are not farmers in this section. Do not include more than one name entry per farm.

Co Leaders: Provide the name and contact information for all farmer co-leaders on the project. Co-leaders are not required. NYFVI does not limit the number of co-leaders. In some cases co-leaders receive duplicates of all correspondence to the project leader.

The “Contacts: Producer” section of the application includes a check box area where the applicant certifies that all listed individuals have discussed and agreed to participate in the project. Applicants should **not** include the names of any project participants that have not agreed to participate. NYFVI staff reserve the right to investigate the level of participation and support of any listed contacts.

Contacts: Other Participants & Collaborators: Enter the names and contact information of non-farm participants, agri-business and other collaborators in the proposed project. Check the appropriate box or boxes to indicate in which ways the non-farm collaborator is participating. *Note: Non-farm collaborators are not generally involved in “project implementation” as defined in the application; see “Producer Involvement”.*

Project collaborators are not required, but are strongly encouraged.

Co-leaders: Provide the name and contact information for all project collaborators who are co-leaders on the project. Co-leaders are not required. NYFVI does not limit the number of co-leaders. In some cases co-leaders may receive duplicates of all correspondence to the project leader.

The “Contacts: Other Participants & Collaborators” section of the application includes a check box area where applicants certify that all listed individuals are engaged to participate in the project. Applicants should **not** include names of project participants that have not agreed to participate. NYFVI staff reserve the right to investigate the level of participation/support of any listed contact.

Producer Involvement: In this section, applicants describe how specialty crop **producers/farmers** are (or were, or will be) involved in each aspect of the project. Reviewers will look favorably upon proposals in which producer involvement occurs in multiple aspects of the project.

Text entered into the five tab sections, combined, is limited to 1,500 characters total, including punctuation and spaces. The NYFVI Board expects that farmers will be involved in at least two of the five areas.

Proposal Development: Describe how, when, and where specialty crop **farmers** were involved in developing the proposal, including the number of farmers.

Project Advisory Committee: Some project leaders use Advisory Committees in their project. These committees may be informal or formal and may be an existing group or sub-group or a group gathered for the purpose of the project. These committees may be wholly comprised of specialty crop farmers or a mix that includes non-farmers.

If a Project Advisory Committee is used, describe the committee’s makeup, number of participating **farmers**, purpose, meeting schedule and role in the project.

Project Implementation: Specialty crop **farmers** that will implement the project on their farm are those for whom project leaders will track and report on change at those farms, i.e. provide baseline and project impact data in the quarterly reports and final report of funded projects. In this section, provide a brief narrative of how farmers will implement the project and the planned measurement of progress.

The NYFVI Board prefers projects that result in increases in farm profitability, on the premise that long-term sustainability is strongly linked to financial security. Individual projects and outcomes vary. Opportunities to define, track and measure profitability within your project may include increases in profits, decreases in expenses, labor-saving or time-saving techniques, increased (or retained) land in production, increases in yield, increases in soil/plant/animal health and many more.

Project Outreach: Provide a brief description of how specialty crop **farmers** will participate in the outreach efforts of the project. Opportunities include speaking at workshops and trainings, participating in a case study or project profile, working with media to promote the project, hosting a demonstration day on the farm, and many more.

Project Evaluation: Provide a brief description of how specialty crop **farmers** will participate in evaluation of the project. Opportunities include providing farm financial data; feedback through testimonials or surveys; assessment of materials developed through the project, such as fact sheets, how-to guides, etc.; assessment of research data or project results; review by project advisory committee; review by local board of directors; and more.

Target Beneficiaries: Describe the target audience for this project, including, if appropriate, production sectors, enterprises, groups and sub-groups involved, geographical region and reach, farm size, types of production systems, or other aspects that describe the audience.

If any of the project activities or costs has the potential to enhance the competitiveness of non-specialty crops (i.e., farmers' market, general buy local, CSA etc.) describe the methods or processes you will implement to verify all grant funds are expended on activities and costs that only enhance the competitiveness of eligible specialty crops. If you propose a cost-share or match to cover non-specialty crop activities and costs, include the specific costs or contributions proposed to meet the cost-share or match, the source of funding or contributions, and describe how you determined the appropriate amount 15 of cost-share or match.

The Target Beneficiaries text box is limited to 1,500 characters, including punctuation and spaces.

Identification of Barriers: Describe the barriers, challenges or opportunities to farm success and profitability that this project will address. Describe how the barriers, challenges or opportunities were identified and provide evidence that producers participated in the process.

Grant applicants may cite barriers and opportunities identified by NYFVI through its farmer opportunity and barrier-identification programs. Applicants may also cite other sources.

NYFVI's "Agricultural Opportunities and Barrier" reports, by sector, as well as the lists of current NYFVI priorities are available online at www.nyfvi.org- click on "Opportunity and Barrier Identification" in the left menu. (NYFVI has not completed Challenges and Opportunities reports for all areas the organization funds. Time and producer demand dictates completion of reports. New reports will appear on the website over time.)

Other methods of citing specialty crop farmer-identified needs and opportunities for your project include, but are not limited to, a producer group assembled specifically to develop this project, an agricultural organization's strategic planning or needs assessment document, program councils, program work teams, producer program committees, producer focus groups, program advisory committees, published research, etc.

The Contacts section/s of this proposal should contain the names and contact information of producers who participated in developing the ideas for, or activities contained in, this project.

The Identification of Barriers text box is limited to 1,500 characters, including punctuation and spaces.

Project Justification: Describe why addressing this barrier or opportunity is important to the industry, geographic region, or economy. Also, describe, in general, how this project will address the issue.

Project Justification should include a synopsis of previous research and outreach efforts at the local, state, national or international level. The synopsis should focus on the level of applicability, awareness or

comprehension of earlier work within New York State or its regions. Detail how your proposed project builds on existing knowledge or previous efforts. Reviewers frequently comment “this has already been done” or “there is nothing new here”. This is your opportunity to address those concerns.

Describe the overarching, long-range goals or outcomes of this project and the potential impact on New York specialty crops.

If the project is a continuation of a project that was previously funded by a Specialty Crop Block Grant, describe how the project differs from and builds on the previous project’s efforts. Describe also the likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds. Specifically, provide a summary (3 to 5 sentences per project) of the accomplishments of the previous project that have led you to seek continued funding.

The Project Justification text box is limited to 3,200 characters, including punctuation and spaces.

Performance Targets, Milestones, and Activities: Identify the individual farm-level performance targets expected from this project. What new or different actions will farmers take on their farms after the project is over? What is the anticipated bottom line impact of those changes? Typically, projects will have numerous measurable milestones and activities all to achieve a relatively small number of performance targets.

Performance Targets: The performance target is the primary goal/s of the project, they should be measurable outcomes. How will the farm ‘perform’ differently as a result of the project? What will the project achieve for New York agriculture, as measured on participating specialty crop farms? Priority in funding decisions goes to proposals whose performance targets are measurable within the duration of the grant funds. Proposals with performance targets that occur after the project/grant ends may be less competitive. If goals will be achieved after the contract period ends, then what measurements can be made during the period of the project that shows progress toward achieving the desired goal? Indicate the process to measure these long-term results in the Evaluation Plan section of the application.

Milestones: For each performance target, list the milestones that the project will track and measure. Think of milestones as measurable sub-goals or steps farmer participants will take to achieve the performance targets on their farms. These are the means by which the project will verify progress toward achieving each performance target.

Activities: For each milestone, list the activities you will engage in that will help to achieve the milestone. This is your work plan for achieving the performance target and milestones. **Note:** The date for achieving each milestone must be after the project start date.

After adding each new Performance Target, Milestone, or Activity (and date), you must click the “Add” button just to the left of the statement. Failure to click “Add” will result in lost data.

Outreach Plan: Describe how the information generated, educational products or materials developed, or information learned through this project will be accessible to the broader agricultural producer audience across New York State.

How will specialty crop farmers and agricultural service workers learn about your efforts during the project? How will people learn about project results and access materials generated through the project,

such as facts sheets and how-to guides? How will the project's output materials be accessible after the grant period ends? How will NYFVI be acknowledged as a funding source? (Project leaders are encouraged to work with Institute staff to develop and disseminate outreach materials; contact staff as you develop your proposal and again as the funded project progresses.)

The Outreach Plan text box is limited to 1,500 characters, including punctuation and spaces.

Evaluation Plan: Applicant must develop an evaluation plan based on impact at the farm level, relative to project performance targets. The evaluation plan must focus on how the project measures its own progress toward the achievement of milestones and performance targets.

Describe the information you will collect, how you will collect information/data, and the proposed analysis of the information. Describe how the collected information measures the project's success. Evaluation may include what and why a project, or aspect of the project, worked or failed to work. Think of the evaluation process as an opportunity to provide learning tools to farmers, researchers, educators, and project leaders embarking on their own efforts.

Projects where the major performance targets, impacts or outcomes occur after the grant-funded project period, are usually less competitive. However, such projects may be considered where there is sufficient justification. Explain how progress toward the desired outcomes will tracked during the project period along with how and when in the future the outcomes can be measured.

Funded project leaders will provide an extensive evaluation as part of the Final Report. For more information on final reporting, see the section later in this document.

The Evaluation Plan text box is limited to 1,500 characters, including punctuation and spaces

Producer In Kind Contributions: Itemize the specific contributions specialty crop farmers will make to this project and estimate a reasonable dollar value for each. To help with data standardization please use \$50 per hour as a value for producer time contributed to a project. Contributed items may include, but are not limited to:

- Time committed to various aspects of the project; development, implementation, outreach, evaluation
- Supplies, e.g. seed, fertilizer, chemicals, feed, fuel
- Use of facilities or equipment
- Use of farmland for research plots or trials
- Sacrifice or donation of crops or material they could have otherwise used or sold

Applicants are not required to include Producer In-Kind Contributions. However, reviewers look for it and contributions may be recorded as a demonstration of farmer support for the project.

After adding each new Contribution and dollar value, you must click the "Add" button just to the left of the statement. Failure to click "Add" will result in lost data.

Budget: All costs must be directly associated with project activities that solely enhance the competitiveness of specialty crops. For specific information about eligible and ineligible costs, please review this linked document.

Following are guidelines for completing your budget in the NYFVI online application system. For more detail on eligible and ineligible costs please review this [USDA budget document](#)

Grant applicants will create a budget for each year of the grant-funded project. The online application will automatically divide the total budget by the number of quarters of the project. This function is for cash flow/budgeting purposes at NYFVI and does not limit how much money a project leader may spend per quarter. Applicants are asked to adjust the quarterly projections if you know certain expenses will occur in one quarter and not others.

Within each budget category funded project leaders can spend up to 15% or \$1,000 over, whichever is greater, without exceeding the total grant amount. Expenditure variances beyond 15% or \$1,000, whichever is greater, require formal project budget amendments; contact NYFVI staff to request budget amendments.

Salaries and Wages: The grant program may reimburse expenses for salary, wages and fringe benefits for new or currently employed staff for the portion of staff **time devoted to the SCBGP-funded project**, up to 100% of the employee's time. Employees may not seek reimbursement for the percentage of their time spent working on other projects or paid through other sources.

List the employee, or employee's title/job description, and the percentage of each employee's time devoted to the proposed project in the Budget Justification section of the application.

All persons seeking reimbursement for salary, wage or fringe benefit expenses must maintain records and may be required to present documentation of the amount of the employee's time devoted to various efforts and funding sources.

Fringe Benefits: The project will be reimbursed fringe benefits at a rate consistent with the applicant's place of employment, for that class of employee.

Shipping & Communication: The project may charge expenses for shipping and communication incurred during a project for project specific activities. Rates for expenses should not be excessive.

Travel: The grant program may provide reimbursement for expenses for travel directly related to the project. Reimbursement will be for expenses that are not excessive and similar to "government rates." Out-of-state travel is discouraged but may be allowed and requires detailed explanation in the Budget Justification portion of the application, as well as prior written approval from NYFVI. Be sure to provide specific and detailed accounting for all trips, as this information is required by the USDA.

Fees: The grant program may provide reimbursement for expenses for conference registration fees for individuals involved in the project **to attend and present project results** at specialty crop conferences in New York State. If reimbursement is for conference attendance where no project presentation is given, provide a detailed explanation of the conference and its importance to the project within the Budget Justification section.

Rentals: The grant program may provide reimbursement of expenses for rented equipment that is essential to conducting the project. Reimbursement will be for the percentage of the rental cost of the item used for purposes of the funded project. General purpose and special purpose equipment may be rented. Include a description and justification for each equipment item. Indicate the total funds requested for each item and include a subtotal for all funded equipment costs.

Repairs: The grant program may provide reimbursement of expenses for repair of essential items used in conducting the project. Reimbursement will be for the percentage of the repair cost of the item used for purposes of the funded project.

Services and Lab Analysis: The grant program may provide reimbursement of expenses for service and laboratory fees essential to conducting the project. Reimbursement will be for the percentage of the fees used for purposes of the funded project.

Materials & Supplies: The grant program may reimburse expenses for materials and supplies that directly relate to the project. Rates of expenses should not be excessive. Generally, materials and supplies are items whose per unit purchase price is less than \$5,000. Often these items are expendable or have a useful life of one year or less.

Conferences & Seminars: The grant program may reimburse expenses associated with conducting a conference, workshop or seminar that benefits farmers directly and relates to the project. Costs may include speaker travel, honoraria, meals, site rental, etc. Charging participants for a portion of the conference, seminar or workshop is strongly encouraged.

Consulting: The grant program may reimburse consultant fees. Project leaders will document daily or hourly rates. Describe specific roles and expected outcomes for each consultant in the Budget Justification section of the application.

Publications: The grant program may reimburse expenses to produce and distribute teaching materials and informational factsheets, bulletins and publications.

Advertising & Promotions: The grant program may reimburse expenses to produce and distribute brochures, flyers, displays or other items to promote project activities or outcomes; paid advertisements; etc.

Equipment: Equipment refers to items, including machines, tools, electronics, and other items with a per unit acquisition cost of \$5,000 or more and whose useful life is more than one year. "Acquisition cost" means the cost of the asset, whether funded in whole or in part via this grant, including the cost to put it in place. Purchase of general purpose equipment is not allowed. Special purpose equipment may be purchased or rented under the grant and is limited to equipment used for research, medical, scientific, or other technical activities

Project leaders that request equipment reimbursement must provide detailed explanation of why the item is essential to the project, cannot be obtained at lesser cost through rental, lease, borrowing, etc., who will use the item, what percent of the item will be used in service of this project, and how the item will be disposed of or used after the grant project ends.

Indicate the total funds requested for each item and include a subtotal for all funded equipment costs.

Subcontracts: The grant program may reimburse for subcontracted portions of the project completed by persons and organizations other than the contracted organization. Describe specific roles and expected outcomes for each subcontractor in the Budget Justification section of the application; itemize the total cost of each subcontract. Submission of subcontracts will be required if the project is approved.

Budget Justification: Project leaders must provide a detailed description for each requested budget category, including major expenses. Provide explanations of how the items will advance the proposed project.

Leveraged Funding: Describe all sources of current and/or potential funding for this project proposal. Indicate which sources are current, and which are potential. Note the funding source (ex. USDA, SARE, NYFVI, Check-off Funds, etc.) and the total grant amount. Describe how the additional funds from the SCBGP will expand the scope and/or impact of this project.

Abstract: Provide a brief and comprehensive synopsis of the proposed project, including a description of the need for the work, farmer participation, expected outcomes and goals, as well as how the project will progress or met goals. Major project partners and outreach work may also be part of the abstract. Uses for the abstract include describing the project in print and online publications.

Project Selection

Proposals submitted to the Specialty Crop Block Grant Program will first undergo review by New York Farm Viability Institute staff to check for completeness. Incomplete or inaccurate applications may be ineligible for grant funds and eliminated from consideration.

Proposals will be reviewed and scored by a select group of Specialty Crop farmers. The New York Farm Viability Institute board of directors will review and discuss all proposals and make the final funding decisions.

In addition to the program priorities, reviewers and the board will judge and score proposals in the areas of producer involvement, relevance to New York agriculture, farm-level impact and evaluation, outreach plan and budget. Additional information about the proposal evaluation can be found [here](#) on the NYFVI website.

Institute staff and board members reserve the right to request information or seek information or review of proposals or sections of proposals from person/s participating in the project or from those experienced or knowledgeable about aspects relevant to the proposal.

Institute staff and board members also reserve the right to request additional information from project leaders.

Reporting Requirements

Funded projects will be required to report quarterly in the online reporting system at db.nyfvi.org. These reports will provide brief updates on participating producers, project activities and achievements, success stories, and project changes, among other items. These reports provide the justification for reimbursement of expenses and may be denied if insufficient.

Additionally, a final report will be required at project completion, due no later than 2 months after the project end date. The New York Farm Viability Institute will withhold ten percent (10%) of the total grant

award until approval of the final report. The Final Report includes sections to describe changes in baseline farm data, improvements to farm profitability, outreach efforts, industry changes, farm success stories, photos, presentations, publications, and more.

NYFVI reserves the right to conduct site visits as well as follow-up surveys of funded projects in order to determine long-term impacts.

OTHER CONSIDERATIONS

NYFVI reserves the right to:

- reject any or all proposals received with respect to this RFP;
- waive or modify minor irregularities in proposals received after prior notification and concurrence of the applicant;
- utilize any or all ideas submitted in the proposals received unless those ideas are covered by legal patent or proprietary rights;
- request from an applicant additional information as deemed necessary to more fully evaluate its proposal;
- amend the program's specifications after their release, with appropriate written notice posted on the Department's website;
- select only certain portions of proposals for funding;
- make all final decisions with respect to the amount of funding and the timing of payments to be provided to an applicant; and
- negotiate the terms of the scope of work and budget.

FREEDOM OF INFORMATION

All proposals submitted and all related contracts and reports may be subject to disclosure under the Freedom of Information Law.

FEDERAL CONDITIONS

Funds for this program will be provided to NYFVI through the NYS Department of Agriculture and Markets, pursuant to an agreement with the United States Department of Agriculture, Agricultural Marketing Service. Successful applicants will be required to comply with all applicable Federal statutes, regulations and policy requirements. A list of applicable statutes, regulations and policy requirements as well as a summary of the potential impact of certain National Policy Requirements on certain grants can be found at <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5086615>.

NYFVI Contact Information

Prospective applicants are encouraged to contact the NYFVI Grant Manager or Executive Director with any questions. All questions, and their answers will be posted on the website. All applicants will be notified if a new question and answer has been posted.

NYFVI
159 Dwight Park
Circle #104
Syracuse, NY 13209

(315) 453-3823
www.NYFVI.org

Staff:

Executive Director:

David Grusenmeyer
DGrusenmeyer@NYFVI.org

Grant Manager:

Kevin Jablonski
KJablonski@NYFVI.org

Financial Manager:

Eileen Maher
EMaher@NYFVI.org

Outreach and Profit Team Coordinator:

Aileen Randolph
ARandolph@NYFVI.org

Appendix A: Eligible Specialty Crops

Fruits and Tree Nuts

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

Vegetables

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

Culinary Herbs and Spices

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

Medicinal Herbs

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

Nursery, Floriculture, and Horticulture Crops

Horticulture

Honey	Tea Leaves
Turfgrass	Maple Syrup
Hops	

Annual Bedding Plants

Begonia	Coleus
Dahlia	Geranium
Impatiens	Marigold
Pansy	Petunia
Snapdragon	Vegetable Transplants

Potted Flowering Plants

African Violet	Lily
Azalea	Orchid
Florist Chrysanthemum	Poinsettia
Flowering Bulbs	Rose
Hydrangea	

Potted Herbaceous Perennials

Astilbe	Hosta
Columbine	Ivy
Coreopsis	Ornamental Grasses
Daylily	Peony
Delphinium	Phlox
Dianthus	Rudbeckia
Garden Chrysanthemum	Salvia
Heuchera	Vinca

Cut Flowers

Carnation	Chrysanthemum
Delphinium	Gladiolus
Iris	Lily
Orchid	Snapdragon
Tulip	Rose

Cut Cultivated Greens

Asparagus Fern	Holly
Coniferous Evergreens	Leatherleaf Fern
Eucalyptus	Pittosporum

Foliage Plants

Anthurium	Bromeliad
Cacti	Dieffenbachia
Dracaena	Fern
Ficus	Ivy
Palm	Philodendron
Spathiphyllum	

Christmas Trees

Balsam Fir	Living Christmas Tree
Blue Spruce	Noble Fir
Douglas Fir	Scots Pine
Fraser Fir	White Pine

Deciduous Flowering Trees

Crabapple	Dogwood
Crepe Myrtle	Flowering Pear
Flowering Cherry	Flowering Plum
Hawthorn	Magnolia
Redbud	Service Berry

Broadleaf Evergreens

Azalea	Boxwood
Cotoneaster	Euonymus
Holly	Pieris
Rhododendron	Viburnum

Deciduous Shade Trees

Ash	Elm
Honey Locust	Linden
Maple	Oak
Poplar	Sweetgum
Sycamore	

Landscape Conifers

Aborvitae	Juniper
Chamaecyparis	Pine
Fir	Spruce
Hemlock	Yew

Deciduous Shrubs

Barberry	Bubbleia
Hibiscus	Hydrangea
Rose	Spirea
Viburnum	Weigela

List of Ineligible Commodities

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



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