

Ohio Farmers' Market Access Project Electronic Benefit Transfer Infrastructure Grants

2010 Request for Proposals

Proposal Application Deadline:
4:00, August 31, 2010

*Ohio Department of Agriculture
Cher Bland
Bromfield Administration Building, Room 323
8995 East Main Street
Reynoldsburg, Ohio 43068
1-614-466-6198*

Introduction

In an effort to increase access to fresh, healthy specialty crop produce to all Ohioans the Ohio Department of Agriculture has established the Farmers Market Access project to fund new infrastructure and outreach enabling these markets to accept Electronic Benefit Transfer (EBT). EBT refers to the electronic processing of food assistance through the Ohio Department of Job & Family Services. ODA intends that all funding will be used to promote Ohio agriculture and to advance the long-term economic viability and sustainability of Ohio's specialty crop industry while promoting food security for nutrition assistance recipients at Ohio farmers' markets

Funding Source

Funds for the grant program have been made available by congressional appropriation and will be disbursed as a one-time grant to *approved* Supplemental Nutrition Assistance locations. \$26,000 is available for the Grant Program during 2010. ODA will award grants from these funds to approved markets on a first come first served basis and subject to available funding. The minimum grant award to be considered will be \$500 and the maximum will be \$1,000.

Participant Eligibility

The Ohio Department of Agriculture will only accept proposals from Ohio non-profit organizations, cooperatives, associations or governmental entities managing an Ohio farmers' market.

Farmers' markets applying for these funds must have an approved application to accept Supplemental Nutrition Assistance from the USDA Food & Nutrition Services *prior to the award of funding*. For more information contact Robin Masters at 317-510-7226. To apply, visit www.fns.usda.gov/snap/ebt/fm.htm or call 1-877-823-4369.

Employees of the Ohio Department of Agriculture, members of his or her immediate family, or business partners of the aforementioned are not eligible to receive a grant and will be immediately rejected by the department.

Proposal and Performance Specifications

The goal of this project is to develop infrastructure and outreach to allow Supplemental Nutrition Assistance program recipients increased access to specialty crop produce.

- A. Proposals shall be designed to address obstacles facing farmers' markets that choose to accept Electronic Benefit Transfer (hereafter referred to as EBT) from participants in food assistance programs.
- B. Proposals will be required to detail the cost of infrastructure needed to accept EBT administration and outreach. Funding may include the costs of running an electric or phone line, development of tokens or scrip to be used at the market, third party processing equipment and/or outreach materials to notify the public that the market is now accepting EBT.

- C. Proposals will be evaluated based upon the following criteria:
- a. History and success of the farmers' market
 - b. Outreach plan
 - c. Ability to implement the proposal
 - d. Approval to accept EBT by the Ohio Department of Job & Family Services

Proposals must be received at the ODA office on or before 4:00 pm. August 31, 2010.

Application Instructions and Proposal Format

Proposals must be typed. The minimum font size is 12 point, double-spaced. Please include page numbers and the project title as it appears on the cover sheet in the footer at the bottom of each page. Proposals must include the following elements, each limited to a maximum length as of three pages not including cover sheet.

1. Application Cover Sheet

- A. Name of applicant and primary contact for all correspondence, including address, phone number, fax, e-mail, congressional district and county. The primary contact should also sign the grant agreement and will be responsible for tracking and accounting of project funds, and ensuring completion of the project and reporting requirements.
- B. Federal Tax ID number for the official entity submitting the proposal. If more than one entity is acting as joint recipient, tax ID information is required for all participants.
- C. Listing of all other individuals, entities, organizations, businesses, and/or subcontractors involved with the project.
- D. Total project cost, amount of grant funds requested and matching and/or in-kind contributions.
- E. Signature of person responsible for overall project completion.

2. Background and Justification

This section should clearly identify the opportunity or problem to be addressed and explain how the project will impact this issue and meet the purpose of this grant program.

3. Plan of Work

The plan of work must provide a detailed description of how the proposed project is to be carried out. It should describe the tasks or objectives to be performed, provide a timetable illustrating projected task completion dates, a list of project participants or subcontractors responsible for tasks and location of activities.

4. Project Budget

Include a detailed budget illustrating the exact usage of grant funds.

Project Revisions

After a proposal is accepted and a grant agreement is entered into between the Ohio Department of Agriculture and the grantee, no modifications or changes can be made to substantially change the project scope, objectives or budget, extend the project period, change key persons associated with the grant, or increase the budget amount without prior agreement by the parties in writing.

General Compliance

Grantee agrees to comply with all applicable federal, state, and local laws in the conduct of the work under the grant agreement.

Furthermore, the Grantee acknowledges the application and documents submitted to the Ohio Department of Agriculture are considered public records pursuant to R.C. 149.43(A)(1) unless the records are not releasable due to an exemption or are protected under another state or federal law. Specifically, the Grantee may claim that some of the documentation submitted is considered a trade secret, and must establish that the record qualifies as a trade secret by following the requirements set forth in 1333.61(D) of the Ohio Revised Code, including, but not limited to, indicating which documents are considered by the applicant as trade secrets, submitting a statement describing the measures the applicant has taken to safeguard the confidentiality of the information, and what value or injury would result in the release of the information. The applicant is responsible for taking the necessary steps to establish that a document is a trade secret under R.C. 1333.61 (D).

Submittal Process and Deadlines

One (1) original and two (2) copies of completed proposals must be received by the Ohio Department of Agriculture, Cher Bland on *or before 4:00 p.m. Tuesday, August 31, 2010. This is not a postmark deadline; proposals must be received by Cher Bland by this deadline.* E-mailed or faxed proposals will **not** be accepted. Grant proposals will be opened and stamped received on this date.

Proposals may be mailed or hand-delivered to:

Ohio Department of Agriculture
Cher Bland
8995 East Main Street
Reynoldsburg, Ohio 43068
Attention: Amalie Lipstreu

Any entity that qualifies under the participant eligibility statement may submit more than one proposal, but only if they are for completely different projects.

All eligible applications will be reviewed and successful proposals will be chosen on the merits of the project as put forth in the official proposal and as they relate to the published criteria. **All applicants will be notified in writing of the decision to fund, modify or reject the proposal.**

Prior to beginning work on the projects or receiving funding, successful applicants will be required to sign a contract with the Ohio Department of Agriculture indicating their intentions to complete the proposed tasks and authorizing the Department to view and certify the project as complete. Disbursement of grant funds will be in accordance with the payment provisions as indicated in the grant agreement.

The Ohio Department of Agriculture reserves the right to reject any or all proposals, or to recommend modifications to any project proposal.

For more information contact Amalie Lipstreu at (614) 466.6198 or alipstreu@agri.ohio.gov.