

# **The North Dakota Department of Agriculture is soliciting Grape and Wine Research, Promotion and Marketing Grant Request for Proposals**

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## **Application Due Date:**

April 3, 2020 at 5:00 P.M. CDT

No late submissions accepted.



Doug Goehring, Agriculture Commissioner  
North Dakota Department of Agriculture

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## **1) Funding Opportunity Description**

### **a) FUNDING TYPES**

The North Dakota Department of Agriculture (NDDA) is seeking grant proposals to provide support for research that addresses the needs of the industry, as well as promote and market the grape and wine industry in North Dakota.

## **2) Award Information**

### **a) AVAILABLE FUNDING**

The (NDDA) has a total of \$80,000 in grape and wine program grant funding. The committee will entertain proposals no greater than \$70,000 to support grape and wine research projects for the 2019-2021 biennium and no greater than \$40,000 to support grape and wine promotion and marketing projects for the 2019-2021 biennium.

### **b) PERIOD OF PERFORMANCE**

The period of performance begins upon the execution of the NOGA and ends May 15, 2021. Performance can be less than the time allotted but cannot extend past the grant period end date.

## **3) Eligibility Information**

### **a) ELIGIBLE APPLICANTS**

All applicants that are able to provide research in support of the grape and wine industry or promote and market the grape, fruit and wine industry in North Dakota are eligible.

#### 4) Application and Submission Information

##### a) STATE APPLICATION

Each applicant must complete the 2019-2021 Grape and Wine Grant Application Template posted on the NDDA website:

<https://www.nd.gov/ndda/marketing-information-division/business-development/grape-wine-and-fruit-promotion>

##### b) SUBMISSION DATE

NDDA must receive the full application electronically no later than April 3, 2020 at 5:00 P.M. CDT. A complete application will include the completed 2019-2021 Grape and Wine Promotion and Marketing Grant Application Template.

Any applications received after the due date will not be reviewed or considered.

##### c) APPLICATION REVIEW INFORMATION

Applications will be reviewed by the Grape and Wine Advisory Committee. The applicant must present the application in person or by phone in front of the Grape and Wine Advisory Committee and NDDA. The Committee's recommendations and scoring are subject to final review and approval of the agriculture commissioner. Applications will be scored on the following:

<b>A. POTENTIAL IMPACT: (30 points Max)</b> Does the project have a positive impact on the grape, fruit, and wine industry? How effective will the project be at enhancing the competitiveness of the industry?
<b>B. EXPECTED MEASURABLE OUTCOMES: (25 points Max)</b> Does the project include one or two measurable outcomes that directly support the project's purpose? Are they of direct importance to beneficiaries? Does each measurable outcome include a specific goal, benchmarks, and performance measure? How clear, appropriate, and realistic are the goals and objectives?
<b>C. WORK PLAN: (20 points Max)</b> Is the work plan feasible? Is the timeline reasonable? Does the tasks relate to the project objectives and expected measurable outcomes?
<b>D. MATCHING FUNDS &amp; PROJECT COMMITMENT: (10 points Max)</b> Is industry support for the project demonstrated? Do stakeholders have an active role in any activities outlined in the project work plan? Are industry stakeholders providing matching or in-kind contributions?
<b>E. PROJECT OVERSIGHT: (10 points Max)</b> Is the scope of the project meeting the goals for broad geographic consideration and multiple product application?
<b>F. MERIT: (5 points Max)</b> Each Committee member may award a proposal up to five (5) additional points.

d) **ANTICIPATED AWARD ANNOUNCEMENT AND AWARD DATES**

Applicants will be notified in writing as to whether or not they received a grant award. Approved applicants will also be sent a Notice of Grant Award (NOGA) to sign. Grant awards will be made after final review and approval of agriculture commissioner.

## 5) Award Administration Information

### a) AWARD NOTICES

Prior to beginning work on the proposed project or receiving funding, approved applicants will be required to sign a NOGA with the NDDA indicating their intention to complete the proposed tasks, report results, and authorizing NDDA to monitor the progress of the proposed project.

NOGA's must be signed and returned to NDDA within 30 days of receipt. Failure to submit an executed copy of the NOGA within 30 days of receipt may result in the loss of awarded grant funds, unless the delay was caused by circumstances outside the control of the grantee. Once the NOGA has been fully executed, projects are able to work and expend money on their project. **No work or expenditures are allowed before this date.**

### b) POLICY REQUIREMENTS

#### General Compliance

All awarded grant projects must comply with all state laws and regulations and the terms of the grant award as indicated in the Notice of Grant Award Requirements.

#### Monitoring

NDDA reserves the right to perform site monitoring visits to any and all grantees to ensure work is progressing within the required timeframe and fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information, as well as site visits.

### **Ineligible Costs**

NDDA will not reimburse for any costs incurred by any grantee for work performed in the preparation and production of this grant proposal, nor for any work performed prior to the formal execution of the grant award.

### **Open Records**

Proposals submitted for funding and all related grant awards and reports shall be subject to disclosure under the North Dakota open records law §44-04-17.1.

### **Other Considerations**

All proposals submitted in response to this RFP become the property of NDDA. NDDA reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use materials produced under this grant agreement.

### **NDDA also reserves the right to:**

- Post funded proposals or final reports to the NDDA website
- Reject any or all proposals received
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant
- Use any or all ideas submitted unless those ideas are covered by legal patent or proprietary rights
- Clarify the scope of this program, within the RFP requirement and with appropriate notice to potential applicants, to best serve the interests of the State of North Dakota
- Amend program specifications after their release, with appropriate written notice to potential applicants
- Require a good faith effort on part of the project sponsor to work with NDDA subsequent to project completion to develop or implement project results
- Withhold any payments when grant award conditions are not met

**c) REPORTING**

**Biannual Reporting**

A biannual presentation of activities during the time period must be made to the Grape and Wine Advisory Committee and must include:

- Activities Performed
- Problems and Delays
- Future Project Plans
- Funding Expended to Date

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with NDDA, receipts, invoices and copies of all reports and documents associated with the project. The grantee shall retain all data and other records relating to the acquisition and performance of the Grant Award Agreement for a period of three years after the completion of the agreement. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records on a timely basis.

NDDA reserves the right to modify reporting requirements during the course of the project. Information submitted in any report to NDDA will be a public record. All reports must be submitted using the required format.

**Final Reports**

A final report presentation to the Grape and Wine Advisory Committee will be required after the last day of the grant agreement. The final report may be posted on the NDDA website and is important for sharing project findings with State agencies and the public. The final report will include the following:

- Project Summary
- Project Approach
- Goals and Outcomes Achieved

- Lessons Learned
- Beneficiaries
- Contact Person
- Additional Information

In addition to the final report, NDDA reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impacts of the project.

### Reporting Compliance

Applicants who do not submit the final report or who submit unacceptable presentations may be required to return previously distributed funds to NDDA.

#### d) PAYMENT

Grant payments will be issued in two installments. The first half upon execution of the award and the final half is reimbursed upon approval and acceptance of the final report by NDDA; provided all documentation found within the reporting requirements has been received. Each reimbursement request must include an itemized invoice and documentation of the work or expenses. Itemization shall include the purpose, amount and date incurred. Grantees must provide assurance that the work has been completed (i.e. include receipts, invoices) and clearly outline expenditures.

Below are the tentative reporting periods and due dates for the presentation and financial reports:

Report	Reporting/Reimbursement Period	Presentation/Financial Reporting Due
Biannual	May 1, 2020 – October 31, 2020	TBD November 2020
Final	November 1, 2020 – April 30, 2021	TBD May 2021

### Budget Adjustments

If a change in the budget is needed during the project period, the change must be approved by NDDA.

### **Work Plan Adjustments**

If a change in the work plan is needed during the project period, the change must be approved by NDDA.

#### **e) CONTACT**

For questions or assistance, please contact:

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