

**NEW YORK STATE
DEPARTMENT OF AGRICULTURE AND MARKETS**

New York State Grown and Certified

**Implementation of Agricultural Environmental Management (AEM) Plans on Specialty Crop Farms
REQUEST FOR PROPOSALS (RFP)**

RFP0149 – REQUEST FOR PROPOSALS (RFP)

Ecosystem Based Management (EBM) funds to promote the advancement of environmentally and sustainably produced specialty crops on New York Farms

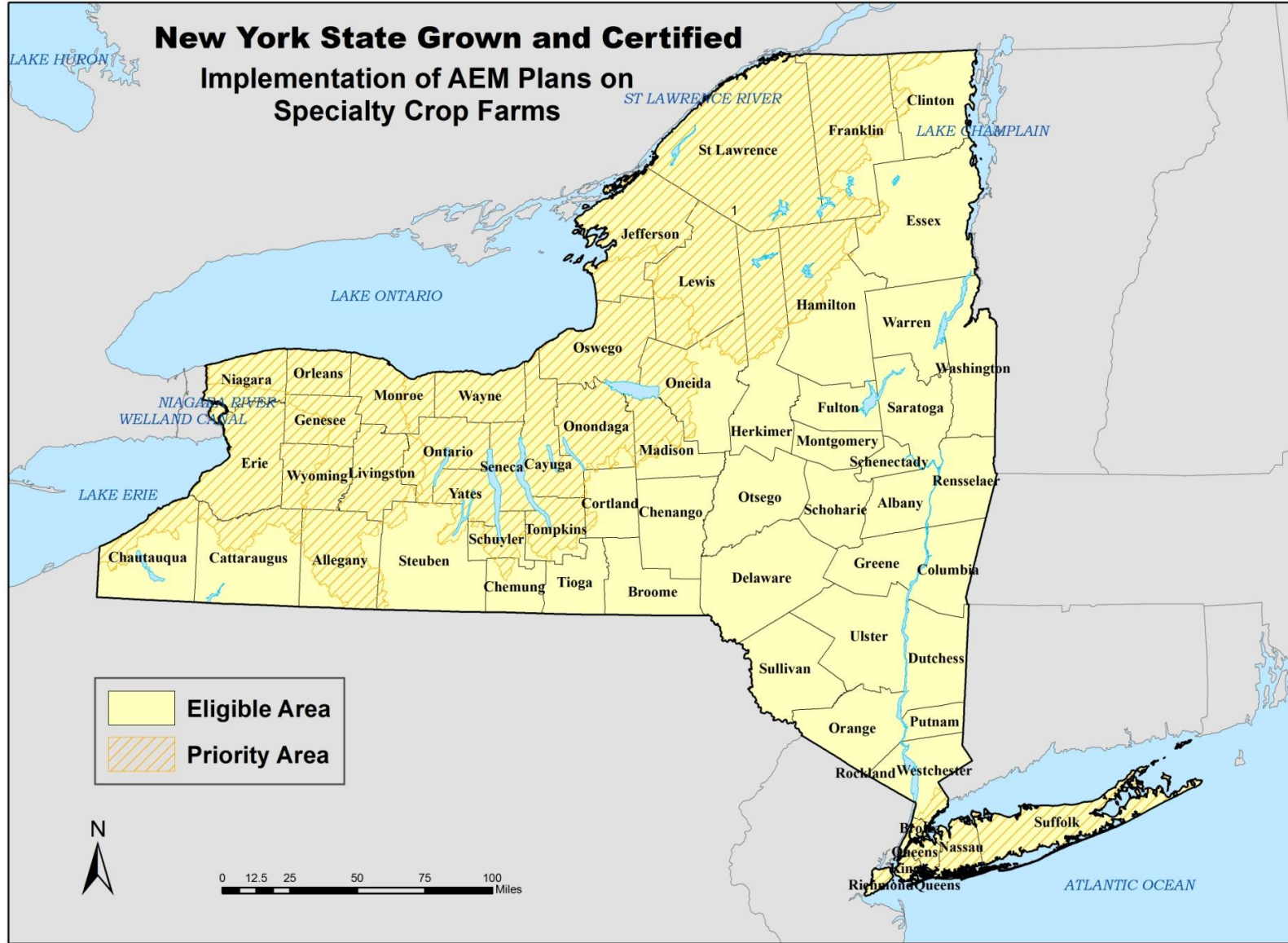
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TIMELINE

Release RFP	November 14, 2016
Deadline for Questions	January 6, 2017
Final Questions and Answers Posted	January 13, 2017
Deadline for Proposals	January 20, 2017
Announce and Award Grants	March 2017

Boundaries for Eligible Projects and Priority Area



PROPOSAL SUBMISSION REQUIREMENTS

Proposals for New York State Grown and Certified grants for Agricultural Environmental Management (AEM) Plans on Specialty Crop Farms must conform to the format provided through the Grants Gateway. Proposals must be submitted in the Grants Gateway by 4:30 p.m. E.S.T. on January 20, 2017 to be considered for funding. Applicants, and not computers or servers, are responsible for the timely submission of proposals. Proposals received after the scheduled date and time will not be accepted. Faxed, mailed or e-mailed proposals will not be accepted.

QUESTIONS AND ANSWERS

Prospective applicants with questions concerning this RFP should present those questions to:

Lauren Prezorski
New York State Department of Agriculture and Markets
10B Airline Drive
Albany, New York 12235
(518) 457-3738
Lauren.prezorski@agriculture.ny.gov

Applicants should note that all clarifications are to be resolved prior to the submission of a proposal. A list of questions about the RFP and answers to those questions, as well as any addenda to the RFP, will be added to the Frequently Asked Questions document posted on the New York State Department of Agriculture and Markets (Department) website along with the electronic version of this RFP and other program attachments. Questions and responses will be posted starting no later than November 21, 2016 through January 13, 2017. All questions and answers shall be incorporated into the RFP as a formal addendum.

1. GENERAL PROGRAM INFORMATION

1.1 Goal of the Program

The goal of the Implementation of AEM Plans on Specialty Crop Farms for NYS Grown and Certified is to assist fruit, vegetable and other specialty crop growers in producing products in a manner that reduces their current risk to natural resources. Environmental stewardship and safe handling of foods is the goal of the New York State Grown and Certified Program. The implementation of AEM Plans on Specialty Crop Farms is intended to provide financial assistance to farms to implement Conservation Practice Systems that support the New York State Grown and Certified Program

1.2 Information for Applicants

Governor Andrew Cuomo is pleased to announce the availability of funds to support implementation of agricultural Best Management Practices on specialty crop farms a critical component to the NYS Grown and Certified Program. This funding comes from the Environmental Protection Fund (EPF), as part of the Ocean and Great Lakes Initiative. Assisting specialty crop farms to produce foods with the highest environmental standards will protect and improve New York's natural resources, including the water quality of its ocean and Great Lakes.

1.3 Available grant funding

Funding in the amount of \$1,500,000 is available for the Implementation of Agricultural Environmental Management (AEM) Plans on Specialty Crop Farms for NYS Grown and Certified, with a maximum award level of \$50,000 per farm. Districts are not limited to the number of applications that may be submitted, however, only one application per farm is allowed.

2. ELIGIBILITY

2.1 Applicant Eligibility

Eligible applicants are New York County Soil and Water Conservation Districts.

2.2 Project Locations

Eligible projects must be located within the geographic boundaries of New York State. Within the State, priority will be given to farms that are located in a Great Lakes Watershed or farms with direct drainage to the Ocean. All regions of the State are eligible to apply.

2.3 Proposal Eligibility

Proposed projects must meet the following project eligibility criteria in order to be fully evaluated and scored:

- Proposed projects must be for the implementation of AEM Tier 3 plans. Tier 3 plans must be complete at the time of application.
- Proposals must be for a single farm but may include multiple Best Management Practice (BMP) Systems.
- Only farms that produce specialty crops are eligible and the proposed projects must address acreage used for specialty crop production. The [Agricultural Best Management Practice Systems Catalogue](#) should be used as guidance for BMP system selection. This catalogue is available as a download on the NYSSWCC Sharepoint®. Funds may be requested for preventative or remediation practices, or both.
- All BMPs proposed for implementation must meet the New York State Natural Resources Conservation Service (NRCS) Standards and Specifications; if no NYS NRCS Standards or Specifications exist then the practice must be designed to meet nationally recognized standards. All practices implemented must be approved by an individual with appropriate approval authority.
- BMP Systems with an annual lifespan such as Soil Conservation – Cultural – Cover Crops that have been previously funded under the Agricultural Nonpoint Source Abatement and Control Program or other State funding source are not eligible for consideration under this RFP.

2.4 Project Completion Terms

It is anticipated that the Department of Agriculture and Markets will announce grant awards by March 2017. A proposed project must be capable of completion within two years after signing a contract with the Department.

3. PROJECT COSTS

3.1 Eligible Costs

Eligible expenses include:

- Architectural and/or engineering services
- Consultant and legal services
- Personal services to implement individual farm-level BMP systems
- Other direct expenses related to implementation (e.g. funding for erosion and sediment control plans, cultural resource impact determinations for ground-disturbing BMPs).

State assistance payments may not be used to cover the lease or purchase of equipment not directly related to the function of the BMP. If the equipment is directly related to the function of the BMP state assistance payments can be used. Equipment costs may also be an eligible match contribution. It is advisable for applicants to request clarification on the eligibility of specific equipment during the open questions and answers period and all determinations will be added to the Frequently Asked Questions Document.

Eligible expenses include costs associated with the implementation of conservation practices on specialty crop farms. GAP certification is recommended for farms participating in this program to support the safe handling of food products, however, costs associated with GAP certification, including safe handling/packing practices are not eligible unless they will have a proven benefit to the environment and meet all other project eligibility requirements as noted in Section 2.3 of this RFP.

The landowner and/or operator is solely responsible for the costs associated with the operation and maintenance of BMPs. These costs cannot be reimbursed by the State or used as a match to State funding.

BMPs to be implemented on rented property should not be submitted for funding unless there is a written lease for the use of the property for the life span of the property for the life span of the BMP (see BMP Operation & Maintenance Guidelines, Page 15).

3.2 Ineligible Expenses

Ineligible expenses include costs paid from other State resources and costs incurred prior to contract approval from the Department. These expenses will not be reimbursed by the State.

3.3 Match Requirements

Funding requests for this program do not requirement matching funds, however, they are strongly encouraged and will be used as part of the scoring criteria. Eligible forms of match include other grants from non-state funding sources, SWCD personnel salaries devoted to the project, if not funded with other State grant sources, overhead expenses, consultant services, supplies, materials, farmer time and labor, equipment use, etc. The cash value of services must be reasonable and is subject to adjustment by the Department. The State-funded portion of the project cannot be increased as a result of budget changes or variations.

A written commitment for other required funds or resources must be provided before the funding allocations will be finalized. Sponsor and landowner contributions and expenditures that were made or incurred prior to the contract start date or after contract completion as designated by the Department may not be used as matching funds or reimbursed by the State.

4. PROPOSAL FORMAT

4.1 Application Form Instructions

Proposals must be submitted through Grants Gateway, which follows the questions on page 11 of this RFP. In addition, proposals must include the following documents in order to be considered complete:

- A completed budget form and budget narrative describing how the requested funding will be used in detail and the source of any matching contributions;
- SWCD Board Resolution authorizing the submittal of the project application to the Implementation of Agriculture Environmental Management (AEM) Plans on Specialty Crop Farms for NYS Grown and Certified;
- High resolution map of the watershed depicting the boundary of the watershed, location of any impacted natural resource, location of the farm participating in the grant and names of townships within the watershed boundary;
- High resolution topographical map of the project site. The map must have the north arrow depicted;
- Farmstead or field map from the AEM Plan that shows the proposed project area and distance to the impacted natural resource area;
- Letters of commitment from all landowners/operators and employers of all partners and entities providing monetary or technical assistance. These letters should be uploaded as a single PDF document in the Grants Gateway.
- Photographs documenting the current need for BMP implementation (optional)

The Gateway application will utilize an open project work plan. Please follow the instructions below when completing the work plan for each application:

Project Description – List farm name followed by a brief description of the overall farm project.

Organizational Capacity – Provide a description of the ability and experience of your District and partners to complete this project.

Objectives – List the BMP Practice System(s). Each BMP Practice System should be listed as a separate objective. You will need to repeat the system name in the description or enter “same”. Each BMP Practice System should be entered as a separate objective.

Tasks – List the BMP Practice to be implemented under Task Name. Enter the NRCS Practice Code under the description. Each BMP practice should be listed as a separate task.

Performance measures – In the field for performance measure name, repeat the NRCS Practice Code from the task. In the performance measure narrative, list the quantity and unit for each BMP Practice to be implemented (e.g. 1000 feet, or 1.5 acres).

NOTE: The project work plan must include all the deliverables of your project. Other sections of the Gateway application are used to describe, support and reinforce the project documented in the work plan.

5. PROJECT EVALUATION AND SCORING

Applications that meet all the eligibility criteria will be further evaluated and scored by a review team of at least three (3) evaluators. Evaluators will record proposal scores based on the criteria in section 5.1 of this RFP. The scores of the evaluators will be aggregated to make up the total score. All proposals will then be ranked by their total score from highest to lowest. Proposals that receive a score of less than 50% of the maximum available aggregate score will not be considered for funding. Proposals will be funded in the order of rank until eligible funding is exhausted or until no eligible applications remain.

5.1 Consideration will be given to the following factors in rating proposals

1. Project reduces the impairments or potential impairments of natural resources associated with the a State approved watershed plan (18 points)
2. Project has an adequate scope of work and time frame (10 points)
3. Project is cost effective (7 points)

In addition, one-time preference points will be awarded to Priority Projects that meet the following criteria:

1. Project helps to implement the goals of the New York State Ocean and Great Lakes Initiative by being within the Great Lakes Basin or direct drainage area of the Atlantic Ocean (2 points)
2. *The New York Grown and Certified Program requires certification of safe food handling. The proposed project meets that requirement by being on a farm that has GAP certification, and equivalent food safety certification, or has made the commitment to become GAP certified by submitting an Agreement for Participation in Audit Verification.* (5 points)
3. Project includes matching funds that demonstrate a solid commitment to project success (up to 5 points)

All proposals must include sufficient information to allow the above factors to be evaluated. The Department reserves the right to conduct site reviews of the proposed project areas as part of the selection process.

5.2 Tie Breaker

If there is a numerical tie after the application has been scored, the application that supports a GAP certified farm will be funded. If all farms involved are GAP certified, the application with the greatest percentage of leveraged overall grant funds will determine placement on the ranking list. For example, if two applications have an aggregate score of 75 points, and one leverages 25%, the other 20%, the one with greater (25%) match contribution will be funded first. In the event that two projects are still equal, the final determination will be made by a coin toss.

6. AWARDS

Sponsors whose proposals are selected for funding will be notified as soon as possible. Selected proposals must comply with all applicable federal, State and local laws and rules and regulations for funding to be awarded. Evidence of such compliance may be required.

Proposals selected for funding may be subject to further review by the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) prior to issuing a Letter of Agreement as described in section 13 of this RFP.

7. CONTRACTS

Once an application has been selected for funding, the Department will notify the sponsor of the need to provide information necessary to complete the contract with the Department. Payments cannot be made until the contract is fully executed. A minimum of 10 percent of the State assistance payment will be withheld pending satisfactory completion of the contract.

If the Department is unsuccessful in negotiating a contract which will achieve the deliverables in a manner consistent with the proposal as approved and any applicable laws or regulations, the Department reserves the right to rescind its approval of the proposal for funding and instead award the funding to other eligible unfunded project proposals.

The standard term for all projects will be two full construction years plus two months for project administration and completion of the final report. The project start date will be the date of issue on the contract. Funding of proposals that extend over more than one State fiscal year will be subject to the reappropriation of funds.

8. PAYMENT

Payment for invoices submitted by the SWCD shall be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the Comptroller of the State of New York's procedures to authorize electronic payments. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the Comptroller of the State of New York's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

9. REPORTING REQUIREMENTS

Department staff will monitor the progress of each funded project.

The Department reserves the right to modify the reporting requirements during the course of the project. At a minimum, progress reports will be required two (2) times per year as specified by Department. In addition, an electronic copy of a comprehensive final report will be required within sixty (60) days following completion of the project. For all projects, the final report shall include a final budget report detailing expenditures and expenditure documentation, a detailed description of the work completed, problems encountered, if any, and lessons learned, as well as such other information as the Department may deem necessary. In addition, the Department reserves the right to visit any or all of the projects during or after project completion.

- Final reports for projects shall also include photographs of the work site before and after practice implementation, BMP Procurement Records, and Consultant Engineer's Certification of BMPs (if needed).
- The Department reserves the right to make all final reports available to the NYS Ocean and Great Lakes Ecosystem Conservation Council and the general public.
- The Department reserves the right to conduct a follow-up evaluation of funded projects in order to determine long-term impacts.

- The Department and Comptroller's Office reserves the right to audit the Project Sponsor's books and records relating to the performance of the project during and up to six (6) years after the completion of the project.

10. LIABILITY

The State will not be held liable for any costs incurred by any District for work performed in the preparation of and production of a proposal, or for any work performed prior to the formal execution of an agreement.

11. FREEDOM OF INFORMATION

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

12. OTHER CONSIDERATIONS

The Department 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;
- 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 to all potential applicants;
- select only certain portions of proposals for State funding;
- negotiate the terms of any agreement proposed by the applicant; and
- make all final decisions with respect to the amount of State funding and the timing of payments to be provided to an applicant.

All eligible proposals submitted in response to this RFP will become the property of the New York State Department of Agriculture and Markets.

13. NYS OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION REQUIREMENTS

Projects which include ground-disturbing activities, construction of new buildings, or modification of buildings over 50 years old will be subject to further review by the NYS Office of Parks, Recreation and Historic Preservation (OPRHP). The Department reserves the right to request such additional information as is necessary to allow OPRHP to make a determination regarding the potential impacts of the project on historical sites or artifacts and possible alternatives which avoid or mitigate adverse impacts.

14. NYS ENVIRONMENTAL QUALITY REVIEW ACT REQUIREMENTS

Some projects may be subject to review under the New York State Environmental Quality Review Act (SEQRA). The Department reserves the right to request additional information as needed to comply with SEQRA requirements.

15. DEBRIEFING

Pursuant to section 163(9)(c) of the State Finance Law, an unsuccessful bidder has the right to a debriefing regarding the reasons its application was not selected for award. Upon request, the Department will provide a debriefing to any unsuccessful applicant as to the reasons that the proposal submitted was not selected for an award. To request a review of an unsuccessful application contact Ms. Judy Giovannetti, Division of Fiscal Management, by phone at: (518) 457-6172 or via e-mail at judy.giovannetti@agriculture.ny.gov. A review should be requested by an unsuccessful applicant within thirty (30) days of the date of the notice that its proposal was not selected for an award.

16. WORKERS' COMPENSATION AND DISABILITY INSURANCE REQUIREMENTS

New York State Workers' Compensation Law sections 57 and 220 require that the Department not enter into a contract unless proof of Workers' Compensation and Disability Insurance in a form satisfactory to the New York State Workers' Compensation Board has been secured.

Recipients of grants under this RFP will be required to produce proof of Workers' Compensation and Disability Insurance in a form satisfactory to the New York State Workers' Compensation Board prior to the execution of the contract.

Please refer to the Workers' Compensation and Disability Insurance Requirements posted on the Department's website, www.agriculture.ny.gov, under the heading of this RFP or visit the New York State Workers' Compensation Board website, www.wcb.ny.gov, for more information. You may contact the Workers' Compensation Board's Bureau of Compliance with any questions related to workers' compensation or disability insurance at (866) 298-7830.

**Grant Application Form
New York State Grown and Certified
Implementation of Agricultural Environmental Management (AEM) Plans on Specialty Crop Farms**

Please Answer ALL Questions

Part 1: Applicant Information

1. Applicant Soil and Water Conservation District: [Click here to enter text.](#)
2. Federal ID#: [Click here to enter text.](#)
3. Contract Person: [Click here to enter text.](#)
4. Mailing Address: [Click here to enter text.](#)
5. Phone: [Click here to enter text.](#)
6. Email: [Click here to enter text.](#)

Part 2: General Project Information

1. Project Name: [Click here to enter text.](#)
2. Farm Name: [Click here to enter text.](#)
3. Project Address: [Click here to enter text.](#)
4. AEM ID Number: [Click here to enter text.](#)
5. Project GPS Coordinates:
 Easting: [Click here to enter text.](#)
6. Project GPS Coordinates:
 Northing: [Click here to enter text.](#)
7. Specialty Crop Type: [Click here to enter text.](#)
8. Acres Operated: [Click here to enter text.](#)
9. Acres of Specialty Crop Production: [Click here to enter text.](#)
10. Is the farm GAP certified?
 Yes No
11. If the farm is not yet GAP certified, has the farm submitted an Agreement for Participation in Audit Verification (FV651)?
 Yes No
12. If the farm is not GAP certified, does the farm have an equivalent food safety certification?
 Yes No
13. If yes to 12, please describe the equivalent certification: [Click here to enter text.](#)

Part 3: Project Description

1. Project Summary (up to 1000 characters):
2. Project Description, including: what will be done, how it will be accomplished and the farm need. The description should include how the proposed project fits into the farms business goals and the NY Grown and Certified Program:
3. Please complete the table indicating BMP system(s) and practices to be implemented. In Gateway, this table will be found in the uploads section:

BMP System	Practice to be Implemented	NRCS Practice Code	Units

4. Describe the natural resource benefits, including: waterbodies impacted, current conditions, and how this project will address the environmental concerns of its 12-digit Hydrologic Unit Code (HUC12) watershed (does it address goals outlined in a written watershed plan?): [Click here to enter text.](#)
5. Describe who will do the project, their affiliation, role and qualifications: [Click here to enter text.](#)

Part 4: Project Timing and Costs:

1. Provide a timeline description for how the project will be completed in three years or less. This should include design, implementation and certification of implemented practices (tables and charts may be used): [Click here to enter text.](#)
2. Project Costs:
 - a. State Requested Funding: \$ _____
 - b. Sponsor Match*: \$ _____
 - c. Landowner Match*: \$ _____
 - d. Total Project Costs: \$ _____

Part 5: Specific Project Information:

1. Has the farm been inventoried and assessed using the AEM Tier I and II process?
 Yes No (If no, the farm is not eligible to participate in this program)
2. Has the farm completed at a minimum a Tier 3A plan the addresses the resource concern identified for implementation?
 Yes, please list date the plan was complete: _____
 No (If no, the farm is not eligible to participate in this program)
3. Does this project address a goal(s) of a State approved Watershed Plan?
 Yes No
- 3a. If yes: Watershed Plan addressed: [Click here to enter text.](#)
 Goal(s) being addressed: [Click here to enter text.](#)
4. Please provide the HUC12 number of the watershed for which the project is located: [Click here to enter text.](#)
5. Has the farm received funding in the past for any BMP systems with an annual lifespan such as Soil Conservation – Cultural – Cover Crops that have been previously funded?
 Yes (if yes, the practice is not eligible) No
6. Are any of the proposed practice systems necessary to address a GAP plan?
 Yes No
7. Are any of the proposed practice systems intended to prevent pollution from a farm expansion related project?
 Yes No

Part 6: Budget

Please complete the project budget and narrative in Grants Gateway that follows the form provided (Appendix A). Matching funds from sponsor and landowner are not required, but must be documented if they are to be considered as part of the application. In addition to completing the budget in Gateway, complete and attached Appendix A, which can be found in the Uploads section of Gateway.

Part 7: SWCD Resolution Certification

Please attach a signed copy of this certification that a resolution exists authoring the submission of this proposal.

A resolution authorizing the project proposal identified below has been approved and is on record with the County Soil and Water Conservation District.

Project Proposal Name: [Click here to enter text.](#)

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

(Title) _____ of (entity)

(date) _____ (signature) _____ (print name)

NOTE: If the project application may include participating landowner(s) that are either SWCD Board Members or Employees, please attach a copy of the official Board Meeting minutes that reflect the process for the selection of the farm(s), disclosure of interests, and necessary recusals from the authorizing resolution.

Part 8: Maps

Please attach required maps as outlined in Section 4.1 of this RFP.

Part 9: Letters of Commitment

Please attach letters of commitment from landowners/operators and employers of all partners and entities providing monetary or technical assistance.

Part 10: Photographs (optional)

Please attach photographs documenting the project need.

BMP Operation and Maintenance Guidelines

A BMP that is funded by this Implementation of Agriculture Environmental Management (AEM) Plans on Specialty Crop Farms opportunity must be maintained and properly operated for the conservation purposes for which the practice was approved. The project sponsor must ensure that active BMPs, at a minimum, be operated and maintained by the Landowner and/or Operator for the lifespan period. For information on BMPs including life spans please refer to the Draft Agricultural Management Practices Catalog.

Available Funding

The Department of Agriculture and Markets has made available approximately \$1,500,000 for Implementation of Agriculture Environmental Management (AEM) Plans on Specialty Crop Farms for New York State Grown and Certified competitive projects through NYS Oceans and Great Lakes Initiative funding.

New York State Grown and Certified Implementation of Agricultural Environmental Management (AEM) Plans on Specialty Crop Farms

Grant Hourly Rate Recommendation

The following rates were acquired from SWCDs as a result of our inquiry as part of the 2015 annual reports submitted.

The hourly rates which can be used by SWCDs, in lieu of providing justification for calculating their actual salary, benefit and overhead, to calculate total personnel services costs are as follows:

	Hourly Rate	Overhead	Total
Managerial	\$ 52.00	\$ 5.00	\$ 57.00
Technical	\$ 35.00	\$ 5.00	\$ 40.00
Senior Tech	\$ 42.00	\$ 5.00	\$ 47.00
Secretarial	\$ 37.00	\$ 5.00	\$ 42.00

Districts may use their actual salary, benefit and overhead figures in lieu of the above set rates. In those cases, full documentation must be provided to obtain payment. In cases where interns, seasonal or part-time employees are used, actual hourly rates will have to be used and justified.

These rates, including overhead expenses, can also be used for local agency personnel (NRCS, CCE) as well as private sector consultants. These individuals will also have the option to use and fully justify their own actual rates. Overhead expenses cannot be used for actual rates.

Appendix A: Project Budget and Budget Narrative Form

Implementation of Agriculture Environmental Management (AEM) Plans on Specialty Crop Farms For New York State Grown and Certified

EXPENDITURE	STATE REQUEST	SPONSORS CONTRIBUTION*	LANDOWNER CONTRIBUTION*	TOTAL PROJECT COSTS	NARRATIVE (Include Source, and detailed description of expense)
PERSONAL SERVICES				0	
CONTRACTUAL SERVICES				0	
ENGINEERING SERVICES				0	
LEGAL SERVICES				0	
SUPPLIES				0	
OTHER DIRECT EXPENSES RELATED TO PROJECT CONSTRUCTION/PROJECT DELIVERABLES				0	
OVERHEAD EXPENSES (Derived From Using the Recommended Rates)				0	
OVERHEAD EXPENSES (When Using the Actual Rates)				0	
BMPs				0	
TOTALS	0	0	0	0	
Cost Share Percentages (% of Total Project Cost)	0.00%	0.00%	0.00%	0.00%	

Appendix B: Proposal Evaluation Score Sheet

**New York State Grown and Certified Program
Implementation of Agriculture Environmental Management (AEM) Plans on Specialty Crop Farms
EVALUATION SCORE SHEET**

*Instructions: Evaluate each component of the proposal, per criteria described in the left hand column. Numbers in **BOLD** are the maximum score for the category. Numbers that are not bold reflect how points are apportioned within each category.*

Priority Project Criteria	Points	Score
<i>Project is located within the Great Lakes Basin or direct drainage area of the Atlantic Ocean</i>	2	
<i>Project supports the implementation of the New York Grown and Certified Program:</i> <ul style="list-style-type: none"> • Project is on a GAP (or equivalent) certified farm or has documented its intent to become GAP certified by submitting an Agreement for Participation in Audit Verification? 	5	
<i>Matching funds demonstrate a solid commitment to project success:</i> Sponsor and landowner match are: <ul style="list-style-type: none"> • Greater than 50% of the total project cost • Between 35% - 49% of the total project cost • Between 25% - 34% of the total project cost • Between 10% - 24% of the total project cost • Between 1% - 9% of the total project cost • No matching funds are involved 	5 5 4 3 2 1 0	

Review Criteria	Max Points	Score
<i>Project reduces the impairments or potential impairments of natural resources associated with a State approved watershed plan. -- How well does the applicant address the following:</i> <ul style="list-style-type: none"> • The project clearly addresses an identified goal of a State approved watershed plan. • The proximity to the natural resource being addressed suggests a close relationship between the farm resource concern and the potential pollutant source to the environment. • The BMP selection is appropriate for the concern and is based on a recommendation from a conservation plan. 	18 6 6 6	
<i>Adequate Scope of work and Time Frame -- How well does the applicant address the following:</i> <ul style="list-style-type: none"> • Project deliverables are clearly defined and consistent with RFP objectives. Proposal clearly defines what is to be done, how it will be done, who will do it and when it will be done. 	10 5	

<ul style="list-style-type: none"> • There is demonstrated experience and ability of the sponsor and project staff to undertake the proposed activity. • Project is well planned and clearly outlines a path to completion within 2 years. 	2	
<p><i>Project is cost effective -- How well does the applicant address the following:</i></p> <ul style="list-style-type: none"> • BMP(s) be implemented are cost effective relative to the natural resource benefits. • Estimated time to complete and hourly rates being charged for technical/engineering services and administration are reasonable. (e.g. reflect average costs documented in the NRCS Field Office Technical Guide; administrative, technical, and engineering services reflect an appropriate percentage of the total project cost) 	7	
TOTAL Points	35	

Reviewer's Comments:

Name: _____

Signature: _____

Date: _____