

ARIZONA ICEBERG LETTUCE RESEARCH COUNCIL

1688 West Adams Street
Phoenix, Arizona 85007
(602) 542-3262

NOTICE OF AVAILABILITY OF FUNDS

RESEARCH GRANT PROGRAM APPLICATION AND MANUAL

JUNE 15, 2018

Dear Research Grant Applicant:

The Arizona Iceberg Lettuce Research Council (AILRC) is pleased to present the 2018 Research Grant Application and Manual. Grant monies are expected to be available to successful applicants in September of 2018. This Manual contains general program information, application guidelines, criteria, and application requirements.

Applications **must** be submitted on-line at:

<https://tinyurl.com/AILRC-2018Grant>

Please contact Lisa James if you have any questions.

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INTRODUCTION

AILRC GRANT PROGRAM

The Arizona Iceberg Lettuce Research Council (“AILRC”) has established a Grant program to assist Arizona iceberg lettuce producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona iceberg lettuce producers through the AILRC. The AILRC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(6) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-106 (attached).

FUNDING SOURCE

Funds for the AILRC grants are available primarily from assessments per carton of packed iceberg lettuce or bulk bins assessed according to forty-five pounds of equivalent weight of iceberg lettuce prepared for market or an equivalent basis pursuant to A.R.S. § 3-526.04.

For this grant cycle, approximately \$90,800 is available for the AILRC grants. The AILRC may award grants for multiple year projects. AILRC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AILRC expects to issue Grant awards in August of 2018.

DEADLINES

AILRC must receive completed applications no later than **5:00 p.m. (MST) on Monday, July 30, 2018**. Late applications received by the AILRC shall be returned without review. Applications submitted by the July 30 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on July 31 at 1688 West Adams Street, Phoenix, Arizona.

Applications **must** be submitted on-line at:

<https://tinyurl.com/AILRC-2018Grant>

GENERAL COMPLIANCE

All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

GENERAL INDEMNIFICATION

To the extent permitted by A.R.S. §§ 35-154 & 41-621, awardees shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents and employees, including the AILRC and its members, from all claims, actions, liabilities, damages, losses, or expenses for bodily or personal injury, or loss or

damage to property caused by the awardee as a result of work performed due to the filing of this application or enforcement or monitoring undertaken due to the grant.

RECORDS REQUIREMENT COMPLIANCE

As required by A.R.S. § 35-214, the awardee shall retain all books, accounts, reports, files, and other records relating to the acquisition and performance of the Grant award agreement for a period of five years after the completion of the Grant award agreement. All records shall be subject to inspection and audit by State of Arizona personnel at reasonable times. Upon request, the awardee shall produce a legible copy of any or all such records.

GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS

PROPOSED PROJECTS

A.R.S. § 3-526.02(C)(5) provides the AILRC may make grants to research agencies for financing appropriate studies, or for purchase or acquisition of equipment and facilities consistent with this article.

The AILRC conducted a survey of Arizona iceberg lettuce producers in order to identify research priorities. A copy of the survey results are available at: <https://agriculture.az.gov/grants>. Please review the results and keep the priorities in mind when preparing your research proposals.

The AILRC may schedule time for each applicant to orally present their proposal during its meeting expected to be held on August 14, 2018. Although presentations are voluntary, they are highly encouraged, as the AILRC members may have questions of applicants that could be addressed at that time. Presentations may also be limited to 5 minutes or based on the number of presentations being made. The AILRC Administrator will directly contact applicants with specific date and time information, and an agenda will be published at least 24 hours prior to the meeting.

APPLICATION INSTRUCTIONS

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this Manual as well as A.A.C. R3-9-106 (attached), to be considered eligible for a Grant. **Proposed projects missing any of the subsequent information may be deemed ineligible.**

- **Applications must be submitted on-line at:**

<https://tinyurl.com/AILRC-2018Grant>

- Complete items 1-9 of on-line application. **See page 8.**
- Include a completed and signed Application Cover Sheet.
- Include an itemized proposed project budget with all direct costs of the proposed project. **The budget for the proposed project shall not include indirect/overhead expenses.**

PRIOR TO AWARD

- Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.
- An applicant that is an employer must provide proof that it is registered with and participating in the e-verify program.

CRITERIA

The following criteria shall be used by the AILRC for evaluating grant applications and awarding the AILRC funds.

1. The applicant's successful completion of prior research projects,
2. The extent to which the proposed project identifies solutions to current issues facing the iceberg lettuce industry,
3. The extent to which the proposed project addresses future issues facing the iceberg lettuce industry,
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year,
5. The appropriateness of the budget request in achieving the project objectives,
6. The appropriateness of the proposal time-frame to the stated project objectives, and
7. Relevant experience and qualifications of the applicant.

DISAGREEMENT PROCESS

The AILRC reserves the right to reject any application for failure to comply with the requirements in this Grant Application and Manual.

An applicant may request the AILRC to reconsider the application. In the request for reconsideration, the applicant shall provide specific reasons for the reconsideration. The AILRC may grant a reconsideration of the applicant's application. The AILRC shall not grant reconsideration based on dissatisfaction with the amount of a grant award.

PROTESTS

Protests shall be filed with the AILRC in writing. A protest of the grant manual shall be filed before the due date and time for grant applications. A protest of a proposed award or of an award shall be filed within 10 days after the grant applications are open for public inspection. A protest shall include the following information:

1. The name, address and telephone number of the protesting party;
2. The signature of the protesting party or its representative;
3. The name and year of the grant program;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

REPORTING & ACCOUNTING

All research findings, abstracts and reports resulting from funds awarded in this grant process shall be made available to Arizona iceberg lettuce producers through the AILRC.

The final report must be submitted within 90 days of the project duration end date or the final payment may be forfeited.¹ A no-cost extension may be requested by notifying the AILRC administrator. The request must be submitted, in writing, prior to the project duration end date.

¹ Governmental units may be exempt from this provision. A.A.C. R3-9-106 (G)(2).

**APPLICATION COVER SHEET
AILRC Grant Program**

INFORMATION SHOULD BE TYPED OR CLEARLY PRINTED
(This form is available as a fillable PDF at: <https://agriculture.az.gov/grants>)

Company/Organization Name: _____

Contact Name/Title: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (_____) _____ **Cell:** (_____) _____

Email Address: _____

Project Title: _____

Funding Amount Requested: _____

I hereby certify that the information in this application is true and correct to the best of my knowledge.

**Authorized
Signature:** _____

Title: _____

Print Name: _____

Date: _____

REQUIRED APPLICATION INFORMATION (SEE INSTRUCTIONS FOR ON-LINE APPLICATIONS)

- 1. Application/Project Title**
- 2. Program/Project Congressional District**
- 3. Program/Project Legislative District**
- 4. Scope of Work**

In detail, please explain the rationale behind the proposed project. Explain the significance, need, benefit to the industry and long range objectives for the project. Please be sure that the project addresses one or more of the issues listed on Page 4 of the Grant Manual.

- 5. Project Timeline**

Please explain and include a timeline for the expected work product, with a brief synopsis of any and all work and procedures planned during the grant period. Also, please provide a timeline for reporting on the project, including at least one progress report during the grant period.

- 6. Collaborative Elements and Partners**

In detail, please identify the proposed project's personnel. This should include: the principal investigator(s), cooperating investigators, and the expected location(s) where the project will be undertaken.

- 7. Sustainability Plan**

If you are requesting additional funding for a project funded by the AILRC in a previous year(s), please provide a summary of the work done on the project to date. Please explain how the additional work and funding will enhance and support the previous work on the project.

- 8. Evaluation Plan**

How will you measure the progress and performance of the proposed project?

- 9. Project Goals and Objectives**

What are the immediate goals and objectives during the grant period?

BUDGET

Please include an itemized budget (in whole dollars only) of how grant funds will be spent.

Provide a justification narrative for each applicable category.

Enter zero for unused budget categories.

The budget for the proposed project shall not include indirect/overhead expenses.

DEFINITIONS AND ABBREVIATIONS

“AILRC” means the Arizona Iceberg Lettuce Research Council.

“Authorized signature” means the signature of an individual authorized to receive funds on behalf of an applicant and responsible for the execution of the applicant’s project.

“Awardee” means an applicant to whom the AILRC awards grant funds for a proposed project.

“Grant” means an award of financial support to an applicant according to A.R.S. § 3-526.02(C)(5).

“Grant award agreement” means a document advising an applicant of the amount of money awarded following receipt by the AILRC of the applicant’s signed acceptance of the award.

CHECKLIST

- Application submitted on-line at: <https://tinyurl.com/AILRC-2018Grant>**
- Complete items 1-9 of on-line application.**
- Signed Application Cover Sheet uploaded in on-line application.**
- Detailed project budget proposal of on-line application.**

ARIZONA ICEBERG LETTUCE RESEARCH COUNCIL

R3-9-106. Grants

A. Grant application process.

1. The AILRC shall award grants according to the competitive grant solicitation requirements of this Article.
2. The AILRC shall post the grant application and manual on the AILRC's web site at least four weeks before the due date of a grant application.
3. The AILRC shall ensure that the grant application manual contains the following items:
 - a. Grant topics related to AILRC programs specified by A.R.S. § 3-526.02(B) and (C)(5);
 - b. A statement that the information contained in an application is not confidential;
 - c. A statement that the AILRC funding source is primarily from per carton assessments on iceberg lettuce grown in Arizona;
 - d. An application form including sections about the description of the grant project, scope of work to be performed, an authorized signature line, and a sample budget form;
 - e. A statement that the applicant shall not include overhead expenses in the budget for the proposed project;
 - f. The criteria that the AILRC shall use to evaluate an application;
 - g. The date and time by which the applicant shall submit an application;
 - h. The anticipated date of the AILRC award;
 - i. A copy of the AILRC grant solicitation rules; and
 - j. Any other information necessary for the grant application.
4. The AILRC shall not consider an application received by the AILRC after the due date and time.

B. Criteria. The AILRC shall consider the following when reviewing a grant application and deciding whether to award AILRC funds:

1. The applicant's successful completion of prior research projects,
2. The extent to which the proposed project identifies solutions to current issues facing the iceberg lettuce industry,
3. The extent to which the proposed project addresses future issues facing the iceberg lettuce industry,
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year,
5. The appropriateness of the budget request in achieving the project objectives,
6. The appropriateness of the proposal time-frame to the stated project objectives, and
7. Relevant experience and qualifications of the applicant.

C. Public participation.

1. The AILRC shall make all applications available for public inspection by the business day following the application due date.
2. Before awarding a grant, the AILRC shall discuss and evaluate grant applications and proposed projects at a meeting conducted under A.R.S. § 38-431 et seq.

D. Evaluation of grant applications.

1. The AILRC may allow applicants to make oral or written presentations at the public meeting if time, applicant availability, and meeting space permit.

2. The AILRC may modify an applicant's proposed project in awarding funding.
3. The AILRC shall notify an applicant in writing of the
4. AILRC's decision to fund, modify, or deny funding for a proposed project within 10 business days of the AILRC decision. The AILRC shall notify applicants by the U.S. Postal Service, commercial delivery, electronic mail, or facsimile.

E. Awards and project monitoring.

1. Before releasing grant funds, the AILRC shall execute a grant award agreement with the awardee. The awardee shall agree to accept the grant's legal requirements and conditions and authorize the AILRC to monitor the progress of the project by signing a grant award agreement.
2. The AILRC shall pay no more than 50% of the grant in the initial payment to the awardee.
3. During the term of the project, the awardee shall inform the AILRC of changes to the awardee's address, telephone number, or other contact information.
4. The AILRC may require an interim written report or oral presentation from the awardee during the pendency of the project.
5. The AILRC shall not award grant funds remaining after the initial payment until the awardee submits to the AILRC:
 - a. A final research report, and
 - b. An invoice for actual final project expenses not exceeding the remaining portion of the award.
6. The AILRC shall make research findings and reports resulting from any grant awarded by the AILRC available to Arizona iceberg lettuce producers.

F. Repayment. If the awardee does not complete the project as specified in the grant award agreement, the awardee shall return all unexpended grant funds within 30 days after receipt of a written request by the AILRC.

G. Governmental units.

1. The AILRC may request one or more governmental units to submit grant applications as prescribed in subsection (G)(3), without regard to subsections (A), (E)(2), and (E)(5).
2. The AILRC may issue grants to governmental units without regard to subsections (A), (E)(2), and (E)(5).
3. A governmental unit may apply to the AILRC for a grant when there is no pending request for grant applications under subsection (A) under the following conditions:
 - a. The application shall include a description of the project, the scope of work to be performed, a budget that does not include overhead expenses, and an authorized signature.
 - b. The application shall be available for public inspection upon receipt by the AILRC.

Historical Note

New Section made by final rulemaking at 12 A.A.R. 208, effective March 11, 2006 (Supp. 06-1).
Amended by final rulemaking at 14 A.A.R. 3658, effective November 8, 2008 (Supp. 08-3).