



W. EDWIN KEE, JR.  
SECRETARY

STATE OF DELAWARE  
DEPARTMENT OF AGRICULTURE  
2320 SOUTH DUPONT HIGHWAY  
DOVER, DELAWARE 19901

TELEPHONE (302) 698-4500  
DE ONLY (800) 282-8685  
FAX (302) 697-6287

October 10, 2016

Faith Kuehn  
Delaware Department of Agriculture  
2320 South DuPont Highway  
Dover, DE 19901

Dear Faith,

Enclosed is the Cooperative Agreement for your 2016 Specialty Crop Block Grant project, ***"Increasing Specialty Crop Consumption and Awareness among Children with Mental Illness and their Parents"***. Carefully read over the enclosed Cooperative Agreement, which details the terms and conditions of this grant. Make any corrections to the sub-grantee contact information on the first and third page of the agreement. Sign both sets of the Co-Operative Agreement on the second page and send one set of the cooperative agreements back to the Delaware Department of Agriculture.

If your organization has not previously received funds from the State of Delaware, please complete the online W-9 form for your organization allowing us to process payments. Without this form we are unable to reimburse your expenses. This form is available on line at [http://accounting.delaware.gov/w9\\_notice.shtml](http://accounting.delaware.gov/w9_notice.shtml).

Thank you for the time and effort you have invested in the 2016 Specialty Crop Block Grant Program. I look forward to working with you and wish you great success with this project. If you have any questions, feel free contact me at the Delaware Department of Agriculture. I can be reached by phone at 302-698-4592 or by email at [JoAnn.Walston@state.de.us](mailto:JoAnn.Walston@state.de.us).

Best regards,

Jo-Ann Walston  
Marketing Specialist

**Title of Agreement:**

Delaware Department of Agriculture Specialty Crop Block Grant Program – Farm Bill Activities.

**Project Title:**

Increasing Specialty Crop Consumption and Awareness among Children with Mental Illness and their Parents

**Objective:**

To enhance the competitiveness of Delaware specialty crops.

**Statement of Work:**

This agreement shall be carried out by the organizational units or officials of the Federal Agency and the Grantee in the manner and subject to the conditions provided in the Specialty Crop Block Grant Program – Farm Bill Terms and Conditions attached hereto and made a part of this agreement.

**Legal Authority:**

Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) of Public Law 108-465; amended by Section 10109 of the Food, Conservation, and Energy Act of 2008, Public Law 110-246; 7 CFR Part 1291 (published March 27, 2009; 74 FR 13313); and Section 713 of Title VII (General Provisions) of Division A of Public Law 108-7.

**State Agency (Name and Address):**

Delaware Department of Agriculture  
2320 South DuPont Highway  
Dover, DE 19901

**Sub-Grantee:**

Delaware Department of Agriculture

**State Agency Project Manager:**

Jo-Ann Walston – Marketing Specialist II  
Telephone: (302) 698-4592  
Email: joann.walston@state.de.us

**Sub-Grantee Project Coordinator:**

Faith Kuehn

**Period of Performance:**

11/1/2016 – 8/31/2019

**State Agency Funding**

**Amount:**  
\$27,023.00

**Non-State Matching****Amount: N/A**

**The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:**

Exhibit A – Scope of Work

Exhibit B – Budget Detail and Payment Provisions

Exhibit C – General Terms and Conditions

Exhibit D – Special Terms and Conditions

Exhibit E – Additional Provisions

Exhibit F – Federal Special Terms and Conditions

**SUB-GRANTEE**

**Recipient's Name (If other than an individual, state whether a corporation, partnership, etc.):**

**By (Authorized Signature):**

**Date Signed:**

10/7/2016

**Printed Name and Title of Person Signing Agreement:**

**Address:**

**STATE OF DELAWARE**

**Agency Name:**

Delaware Department of Agriculture (DDA)

**By (Authorized Signature):**

**Date Signed:**

10/10/16

**Printed Name and Title of Person Signing Agreement:**

Jo-Ann Walston, Marketing Specialist II

**Address:**

2320 South DuPont Highway  
Dover, DE 19901

**EXHIBIT A**  
**SCOPE OF WORK**

The Delaware Department of Agriculture (DDA) hereby awards a grant to the Recipient for the project described herein:

Increasing Specialty Crop Consumption and Awareness among Children with Mental Illness and their Parents

The grant managers for this Agreement are:

<b>FOR DDA:</b>	<b>FOR RECIPIENT:</b>
Name: Jo-Ann Walston	Name: Faith Kuehn
Section/Unit: Marketing Department	Section/Unit: Delaware Department of Agriculture
Address: 2320 South DuPont Highway	Address: 2320 South DuPont Highway
City/Zip: Dover, DE 19901	City/Zip: Dover, DE 19901
Phone: 302-698-4592	Phone: 302-698-4587
Email Address: JoAnn.Walston@state.de.us	Email Address: Faith.Kuehn@state.de.us

3. Detailed scope of work to be performed by sub-grantee:

See Attachment 1: Scope of Work, for a detailed description of work to be performed.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1 Invoicing and Payment**

- A. For services satisfactorily rendered, and upon receipt and approval of invoices with detailed receipts, the State agrees to compensate the Recipient for actual allowable expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Grant Agreement.
- B. Invoices with detailed receipts shall be submitted not more frequently than monthly, but at least quarterly, in arrears. Invoices with detailed receipts shall be submitted to the DDA within thirty (30) days after the end of the quarter, except for the final quarter of the project period described in Provision 1C below. The first quarter starts November 1, 2016.
- C. A final invoice with detailed receipts shall be submitted for payment no more than sixty (60) days following the expiration date of this Agreement, unless an alternate deadline is agreed to in writing by the DDA. The invoice form, provided to DDA by the Recipient, should be clearly marked "Final Invoice", thus indicating that all payment obligations of the State under this Grant Agreement have ceased and that no further payments are due or outstanding.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the State Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Recipient or to furnish any other considerations under this Grant Agreement and the Recipient shall not be obligated to perform any provisions of this Grant Agreement.
- B. If funding for any fiscal year is reduced or deleted by the State Budget Act for purposes of this program, the State shall have the option to either cancel this Grant Agreement with no liability occurring to the State, or offer to amend the grant agreement to reflect the reduced amount.

**3. Advance Payments**

- A. Upon request, the Recipient may receive an advancement of no greater than twenty-five percent (25%) of the total annual budgeted amount on a quarterly basis starting from November 1, 2016.
- B. The amount of funds advanced will be determined upon the minimum amount needed for current disbursement so as to demonstrate disbursement closely following receipt of the advance payment.
- C. The Recipient is hereby advised that a second or any subsequent advance payment will be denied until DDA receives invoices against all previous advance payments. An advance

payment to cover project costs incurred during the final quarter of the project billing period is not allowed.

D. All funding advances must be spent within 30 days of receipt of advance. If funding advance is not spent within the 30 days, recipients are expected to follow sound financial management practices that minimize the potential for excessive Federal cash on hand and to comply with the cash management requirements of 7 CFR Part 3016.20 and 7 CFR Part 3016.21. State, local, and Indian tribal government recipients may keep interest amounts up to \$100 per year (based on the grantee's fiscal year) for administrative expenses. Colleges, universities, non-profits, and for-profit sub-grantees may keep interest amounts up to \$250 per year (based on the sub-grantee's fiscal year) for administrative expenses. (taken from Section 17: Earned Interest at <http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDC5103128>.)

E. The Recipient will transfer interest earned to DDA on a quarterly basis. Earned interest payments will be made by check payable to the "Delaware Department of Agriculture" and mailed to DDA at the following address:

Marketing Department  
Delaware Department of Agriculture  
2320 South DuPont Highway  
Dover, DE 19901

F. Upon project expiration or termination, the Recipient shall immediately return all advanced un-obligated funds to DDA in a check made to the "Delaware Department of Agriculture" and mailed to DDA at the address provided in Exhibit B, Provision 3D.

G. The Recipient shall submit invoices against advance payments in accordance with the procedures described in Exhibit B, Provision 1B - C.

#### **4. Allowable Line Item Shifts**

A. Upon approval of the DDA, line item shifts of up to twenty percent (20%) of the funds budgeted under a single line item are allowed without changes to Exhibit A, Scope of Work, so long as the annual Grant Agreement total neither increases nor decreases.

B. The Recipient shall follow the procedures described in Exhibit E, Provision 6 when a line item shift over twenty percent (20%) of the funds budgeted under a single line item is requested.

C. The Recipient shall submit requests for line item shifts on the form provided by DDA entitled "Line Item Shift Request."

#### **5. Allowable Expenses / Fiscal Documentation**

A. The Recipient shall comply with all applicable State and Federal regulations including, but not limited to, the Code of Federal Regulations (7 CFR 3015, 3016 and 3019) and allowable cost principles found in 2 CFR 220, 225 and 230 or Federal Acquisition Regulation 48 CFR 31.2.

- B. The Recipient shall maintain adequate documentation for expenditures subject to this Grant Agreement to permit the determination of the allowability of expenditures reimbursed by the State under this Grant Agreement. If DDA cannot determine expenditures are allowable under the terms of this Grant Agreement because records are nonexistent or inadequate according to generally accepted accounting principles, the DDA may disallow the expenditure.
- C. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. Any reimbursement for necessary travel and per diem shall be at the Recipients usual rate.
- D. If international travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. Any reimbursement for necessary travel and per diem shall be at Recipient's usual rates. All international travel must comply with the "Fly America Act" U.S.C. Title 49 § 40118. Government-financed air transportation.
- E. The Recipient shall maintain and have available, upon request by DDA, all financial records and documentation pertaining to this Grant Agreement. These records and documentation shall be kept for three (3) years after completion of the grant period or until final resolution of any performance/compliance review concerns or litigation claims related to the federal Specialty Crop Block Grant Program.

## **6. Capital Equipment Costs**

Reference: 7 CFR Part 3015 Subpart R - Property and 7 CFR 3016.32

The State Agency will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than 1 year and an acquisition cost which equals or exceeds \$5,000.

Recipients shall:

- A. Maintain property records that include a description of the equipment, a serial number or other identification number, identification of the grant under which the recipient acquired the equipment, the acquisition date and unit acquisition cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property;
- B. Physically inventory the property and reconcile the results with the property records at least once every 2 years;
- C. Develop a control system to ensure adequate safeguards for loss, damage, or theft; and
- D. Develop adequate maintenance procedures to keep property in good condition.

When the equipment is no longer needed by the recipient and the per unit fair market value is less than \$5,000, the recipient may retain, sell, or dispose of the equipment with no further obligation to AMS. If, on the other hand, the per unit fair market value is \$5,000 or more, then the State must request disposition instructions from AMS.

**EXHIBIT C  
GENERAL TERMS AND CONDITIONS**

**1. Approval**

This Agreement is of no force or effect until signed by both parties. The Recipient may not commence performance until such approval has been obtained.

**2. Assignment**

This Agreement is not assignable by the Recipient, either in whole or in part, without the consent of the DDA in the form of a formal written amendment.

**3. Indemnification**

The Recipient and the State (DDA) are separate and independent entities, and neither is the agent of the other. The Recipient and the State (DDA) hereby each agree to indemnify and hold the other party and their personnel free and harmless from any and all loss, cost, damage, claim, action, or liability on account of the death of or injury to any person or persons or damage to or destruction of any property resulting from or growing out of any alleged negligence on the part of the indemnifying party or their personnel in the implementation of this Agreement.

**4. Disputes**

Recipient shall continue with the responsibilities under this Agreement during any dispute.

**5. Termination for Cause**

The State may terminate this Agreement should the Recipient fail to perform the requirements of this Agreement at the time and in the manner herein provided. However the recipients will have fifteen (15) days after receipt of the termination notice to cure the breach. If the breach is not cured within fifteen (15) days of receipt of notice, the State shall reimburse Recipient for all costs incurred up to the date of termination, including all non-cancellable obligations.

**6. Independent Recipient/Contractor**

Recipient, and the agents and employees of Recipient, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the DDA.

**7. Non-Discrimination Clause**

During the performance of this Agreement, Recipient and its contractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital

status, and denial of family care leave. Recipients and contractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

Recipient shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

#### **8. Compensation**

The consideration to be paid Recipient, as provided herein, shall be in compensation for all of Recipient's expenses incurred in the performance hereof, including travel, per-diem, and taxes, unless otherwise expressly so provided.

#### **9. Governing Law**

This contract is governed by and shall be interpreted in accordance with the laws of the State of Delaware.

#### **10. Unenforceable Provision**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**EXHIBIT D  
SPECIAL TERMS AND CONDITIONS**

**1. Settlement of Disputes**

In the event of a dispute, the Recipient shall file a "Notice of Dispute" with the DDA within ten (10) days of discovery of the problem. The Notice of Dispute shall contain the Agreement number. Within ten (10) days of receipt of the Notice of Dispute, the DDA Secretary, or Designee, shall meet with the Recipient for the purpose of resolving the dispute. The decision of the DDA Secretary or Designee shall be final. In the event of a dispute, the language contained within this Grant Agreement shall prevail.

**2. Potential Sub-Contractors**

If the Recipient sub-contracts for a portion of the work required by this Grant Agreement, nothing contained in this Grant Agreement, shall create any contractual relation between the DDA and any sub-contractors, and no sub-contract shall relieve the Recipient of their responsibilities and obligations hereunder. The Recipient agrees to be as fully responsible to the DDA for the acts and omissions of its sub-contractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Recipient. The Recipient's obligation to pay its contractors is an obligation independent from the DDA's obligation to make payments to the Recipient. As a result, the DDA shall have no obligation to pay or to enforce the payment of any moneys to any sub-contractor.

**3. Right to Terminate without Cause**

DDA reserves the right to terminate this Grant Agreement subject to thirty (30) days written notice to the Recipient. The recipient may submit a written request to terminate this agreement only if DDA substantially fails to perform its responsibilities as provided herein. However, the agreement can be immediately terminated for cause.

**EXHIBIT E**  
**ADDITIONAL PROVISIONS**

**1. Reporting Requirements**

- A. The recipient shall submit Annual project progress reports. Project progress reports shall be submitted to the DDA no later than 60 days after the end of the one (1) year, except for the final progress report of the project period described in Provision 1B below. Biannual project progress reports shall be submitted on the progress report format provided by DDA to the Recipient.
- B. A final written performance report and/or demonstration of project results shall be submitted or held no more than sixty (60) days following the expiration date of this agreement, unless an alternate deadline is agreed to in writing by the DDA. The final written performance report and/or demonstration documents that all project outcomes are accounted for and finalized. The final written performance report shall be submitted on the performance report format provided by DDA to the Recipient.

**2. Performance/Compliance Reviews**

- A. The Recipient agrees to allow a review of their records and documentation pertaining to the performance/compliance of this Grant Agreement.
- B. The Recipient agrees to allow the reviewer access to records during normal business hours and to allow interviews of any employees who may reasonably have information related to the records.
- C. The Recipient agrees to prepare a corrective action plan in response to performance/compliance concerns submitted in writing to the Recipient.

**3. Copyrights, Trademarks and Project Results**

- A. The Recipient agrees that DDA and the U.S. Department of Agriculture (USDA) shall have the right to use any copyrighted material or trademarks developed under this Grant Agreement without royalty and may do so in cooperation with other public agencies.
- B. The Recipient agrees that the results of this project may be published by USDA, DDA or by appropriate contractors or cooperators as mutually agreed.

**4. Publicity and Acknowledgement**

The Recipient agrees that it will acknowledge DDA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, or other type of promotional material.

**5. News Releases/Public Conferences**

The Recipient agrees to notify the DDA in writing or via email at least two working days before any news releases or public conferences initiated by the Recipient or its contractors in regards to the project described in Exhibit A, Scope of Work and any project results

**6. Scope of Work Changes**

**Should either party, during the period of this Grant Agreement, desire a change to Exhibit A, Scope of Work, the changes shall be proposed in writing to the other party via letter, fax or email. The other party will respond in writing via letter, fax or email as to whether the proposed changes are accepted. At its discretion, the USDA may also choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Grant Agreement.**

**EXHIBIT F**  
**FEDERAL SPECIAL TERMS AND CONDITIONS**

**1. Davis-Bacon Act**

The Recipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.

**2. National Environmental Policy Act of 1969**

The Recipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

**3. Single Audit Act Amendments of 1996**

The Recipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

**4. Drug-Free Environment**

The Recipient will make a good-faith effort to provide and maintain a drug-free environment by prohibiting illicit drugs in the workplace, providing employees with drug-free policy statements (including penalties for noncompliance), and establishing necessary awareness programs to keep employees informed about the availability of counseling, rehabilitation, and related services (§5151-5610 of the Drug-Free Workplace Act of 1988, as implemented by 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose).

**5. Use of Federal Funds for Lobbying**

The Recipient has not used and will not use Federal funds, other than profits from a Federal contract, for lobbying Congress or any Federal agency in connection with the award or modification of any contract, grant, cooperative agreement, or loan; will disclose the name, address, payment details, and purpose of any agreements with lobbyists for whom it or its contractors or grantees have paid or will pay with profits or *non-appropriated* funds on or after December 23, 1989, for any award action in excess of \$100,000 (or \$150,000 for loans); will file quarterly updates about the use of lobbyists if material changes occur; and will

require its nonexempt contractors or grantees to certify and disclose accordingly [§319, Pub. L. No. 101-121 (31 U.S.C. 1352), as implemented by 7 CFR Part 3018].

**6. Debarment, Suspension, Criminal or Civil Convictions**

The Recipient and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; have not been convicted or indicted under criminal or civil statutes or had one or more public transactions terminated for cause or default within the past three years; will provide immediate written notice to the CDFA Grant Specialist if at any time it learns that this certification was erroneous when made or has become erroneous by reason of changed circumstances; and will require recipients of lower-tier covered transactions under this grant award to similarly certify (Executive Order 12549, as implemented by 7 CFR Part 3017, Section 3017.510, Participants' responsibilities).

**7. All Other Federal Laws**

The Recipient will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program, including 7 CFR Part 1291.

**Attachment A  
Contact Information/Cover Sheet**

Project Title: Increasing Specialty Crop Consumption and Awareness among Children with Mental Illness and their Parents.	
Project Coordinator: Faith B. Kuehn	
Organization: Delaware Department of Agriculture, Plant Industries	
Street Address: 2320 S. Dupont Highway	
City, State, Zip: Dover, DE 19901	
Fed 	
Phone: 302-698-4587	Fax: 302-697-6287
Email: Faith.Kuehn@state.de.us	
Best Way to Contact You:      Phone <input checked="" type="radio"/> Email      (please circle)	
Amount of Funding Requested: \$25,310	
Project Duration (please circle)    1 year    2 year <input checked="" type="radio"/> 3 year	
Signature of Person Responsible for the Grant:	

**Each application submitted must include the following sections:**

- Contact Information/Cover Sheet – Attachment A
- Project Title
- Duration of Project
- Project Partner and Summary
- Project Purpose
- Project Beneficiaries
- Statement of Solely Enhancing Specialty Crops
- Other Support From Federal or State Grant Funds
- External Project Support
- Expected Measurable Outcomes
- Work Plan
- Budget – Attachment B
- Budget Narrative

**Objective 1:** Increase participants' knowledge regarding nutrition, food safety and preparation of specialty crops.

**Objective 2:** Increase participants' knowledge of where to purchase specialty crops.

The programs will be conducted by a University of Delaware Nutrition Assistant, under the supervision of Dr. Maria Pippidis, New Castle County Director and Extension Educator, Family and Consumer Sciences. Nutrition Assistants have been trained in nutrition, food safety, healthy food preparation and adult and youth education strategies. In addition, for some of the programs, Master Food Educator volunteers and/or community nutrition students from the University of Delaware will support the activities of the Nutrition Assistant.

**Project Beneficiaries:**

Terry Center Children and parents, Terry Center Staff, Delaware specialty crops growers

- Estimate the number of project beneficiaries: at least 270
- Does this project directly benefit socially disadvantaged farmers? (Socially Disadvantaged Farmer is a farmer who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.  
Yes \_\_\_\_\_ No X \_\_\_\_\_
- Does this project benefit beginning farmers? (Beginning Farmer is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation)  
Yes X \_\_\_\_\_ No \_\_\_\_\_
- Who are the specialty crop beneficiaries of the project? At least one Delaware grower of specialty crops, directly, with Farm to School sales.
- How will the project benefit the specialty crop beneficiaries? At least one grower will benefit directly from Farm to School sales, others by increasing the awareness of and intention to buy specialty crops.
- What is the potential economic impact of the project if it can be estimated? N.a.

**Statement of Solely Enhancing Specialty Crops:** By checking the box below, I confirm that this project **solely** enhances the competitiveness of specialty crops in accordance with and defined by 7 U.S.C. 1621. Further information regarding the definition of a specialty crop can be found at [www.ams.usda.gov/services/grants/scbgp](http://www.ams.usda.gov/services/grants/scbgp).

**Describe The Likelihood Of The Project Becoming Self-Sustaining And Not Indefinitely Dependent On Grant Funds:** Established in 2010, Planting Hope Urban Farm (PHUF) is a collaborative project between the Delaware Departments of Agriculture and Health and Social Services. The departments provide staff to maintain the farm, and proceeds from the sales of produce and honey help to defray the cost of seeds and supplies. Grant funds have been used to build the infrastructure of Planting Hope Urban Farm and develop programming. Construction of the lima bean production area will complete the majority of development on this Urban Farm.

**External Project Support: Project Commitment:** In addition to the Delaware Department of Agriculture, three other stakeholders will support this project. The Delaware Department of Health and Social Services supports this project because PHUF promotes eating more fruits and vegetables and outdoor activity, two components of good health. Farm to School program is interested in the opportunity to expand their program in the Colonial School District, where the Terry Children's Center is located. University of Delaware Cooperative Extension, along with the Departments of Agriculture and Health and Social Services are committed to bringing affordable and healthy fruit and vegetable food options to underserved populations in the state.

**Other Support From Federal Or State Grant Programs:** The SCBGP will not fund duplicative projects. Did you submit this project to a Federal or State grant program other than the SCBGP for funding and/or is a Federal or State grant program other than the SCBGP funding the project currently? NO  YES

**Expected Measurable Outcomes:**

Outcome 2, Indicator 1.a. Of the 90 total number of children and youth reached, 60 will gain knowledge about eating more specialty crops.

Outcome 2, Indicator 2.a-c. Of the total approx. 175 adults reached, at least 45 will report one of the following: gained knowledge about eating more specialty crops, intention to eat more specialty crops or eating more specialty crops

Outcome 2, Indicator 4. One new specialty crop (lima beans) introduced to kids and adults

## **Work Plan**

In partnership with the Terry Campus staff and the Planting Hope Urban Farm Manager, University of Delaware Cooperative Extension will schedule a series of educational programs that will engage youth and parents/guardians both together and separately. Each year of the three years in this project, in late fall, a kick-off event will be held. Terry Center staff, kids and families will be introduced to the project, and provided a food demonstration, taste testing and activities that engage them in learning about healthy eating. Attendees will learn about the Expanded Food and Nutrition Education Program series and they will be introduced to the series the kids will be participating in over the winter/spring.

Parents/guardians and staff will be invited to participate in the Expanded Foods and Nutrition Education Program (EFNEP), which provides 8-10 hours of training in nutrition, food safety, food preparation and financial resource management education. This series will be scheduled on location at the Terry campus, in the late fall of each year. Individuals who complete 80% of the program will receive a fresh produce share bag from Planting Hope Urban Farm, with recipes and food preparation and storage tips.

EFNEP uses a pre and post program evaluation that includes a 24 hour dietary recall, and includes an inventory of fruit and vegetable consumption. The evaluations should allow assessment of changes in consumption over the time the program is being presented. It also accesses increases in knowledge and skills around food selection, preparation and food safety. Data is entered into Extension's national WebNEERS system, which analyzes the information to determine changes in food intake and each of the items on the behavior checklist.

Terry Center kids will participate in programming in the classroom and at Planting Hope Urban Farm. Classroom programming will be presented by University of Delaware Nutrition Assistants and Planting Hope's Urban Farm Manager, Gail Hermenau. Classroom programming will consist of 8 hours of education program entitled "Enjoying our Healthy Harvest", a curriculum created by Oregon State University Extension. The purpose is to expose kids to at least 5 different seasonal fresh produce items. Each session focuses on one item and kids learn nutritional, safe food handling and food preparation knowledge and skills relevant to the product. They will get a chance to help prepare a recipe and will be able to taste test their accomplishment. Additional activities will round out the session, reinforcing concepts regarding nutritional benefits of consuming fruits and vegetables. These sessions will be held on the Terry campus starting in November and will continue one time per month through March.

The classroom programming session will use the "Enjoying our Healthy Harvest" evaluation tool, but will work with Teachers and aides to tailor it for the Terry Center kids. Activities at Planting Hope Urban Farm include work towards goals in the kid's individual treatment plans.

At the end of the youth education series in April, a culminating family event will highlight what kids have learned through the year, provide another opportunity for a seasonal food recipe

demonstration and taste testing and provide additional resources to families as the Farmer's Market season launches.

During the growing season, Terry Center kids will visit Planting Hope Urban Farm once a month, to plant vegetables, learn about sustainable gardening practices, observe plants growing, and learn about harvesting vegetables for the Campus Market and the incentive packages. In addition to the variety of vegetables grown for the Campus Market, we intend to install a lima bean trellis, and use this as a focus crop to teach the kids about lima bean production in Delaware and its importance to the state's agricultural economy.

To reinforce what kids are learning and promote the consumption of Delaware specialty crops, this project also proposes to incorporate the "Farm to School" program into the Terry Center Food Service. Currently, food is provided to the Terry Center by the kitchen at the Delaware Psychiatric Center, located on the Herman Holloway Campus, which is next door. Paula Angelucci, the Capitol School District Child Nutrition Supervisor will work with the Project Coordinator, Planting Hope Urban Farm Manager, and Delaware Psychiatric Center Nutrition Director to discuss how to source at least one specialty crop from a Delaware producer into the Terry Center food service.

Activity	Person(s) Responsible	Timing
<b>Kickoff Event, Year 1</b>	Maria Pippidis, Gail Hermenau, UD Nutrition Assistant, Master Food Eds.	Late November 2016
<b>EFNEP Program</b>	UD Nutrition Assistant	November 2016-January 2017 Pre-evaluation will be held on the first day of class, Post-evaluation on the last day
<b>Enjoying Healthy Harvest</b>	Gail Hermenau, UD Nutrition Assistant	November 2016-March 2017 Kids' evaluations
<b>Family Event</b>	Maria Pippidis, Gail Hermenau, UD Nutrition Assistant, Master Food Eds.	April 2017
<b>Lima Bean production demonstration installation</b>	Gail Hermenau, DDA Plant Industries staff	April 2017
<b>Planting Hope programming</b>	Gail Hermenau, Terry Center Teachers	June-September 2017 Kids' evaluations
<b>Planting Hope production</b>	Gail Hermenau, Summer Assistant	May – September 2017
<b>Produce share incentive distribution</b>	Gail Hermenau	July-August 2017
<b>Farm to School discussions</b>	Faith Kuehn, Gail Hermenau, Paula Angelucci	Starting February 2017

<b>Kickoff Event, Year 2</b>	Maria Pippidis, Gail Hermenau, UD Nutrition Assistant, Master Food Eds.	Late October 2017
<b>EFNEP Program</b>	UD Nutrition Assistant	November 2017-January 2018 Pre-evaluation will be held on the first day of class, Post-evaluation on the last day
<b>Enjoying Healthy Harvest</b>	Gail Hermenau, UD Nutrition Assistant	November 2017-March 2018
<b>Family Event</b>	Maria Pippidis, Gail Hermenau, UD Nutrition Assistant, Master Food Eds.	April 2018
<b>Planting Hope programming</b>	Gail Hermenau, Terry Center Teachers	April-September 2018 Kids' evaluations
<b>Planting Hope production</b>	Gail Hermenau, Summer C/S Assistant	May-September 2018 Kids' evaluations
<b>Produce share incentive distribution</b>	Gail Hermenau	July-August 2018
<b>Kickoff Event, Year 3</b>	Maria Pippidis, Gail Hermenau, UD Nutrition Assistant, Master Food Eds.	Late October 2018
<b>EFNEP Program</b>	UD Nutrition Assistant	November 2018-January 2019 Pre-evaluation will be held on the first day of class, Post-evaluation on the last day
<b>Enjoying Healthy Harvest</b>	Gail Hermenau, UD Nutrition Assistant	November 2018-March 2019
<b>Family Event</b>	Maria Pippidis, Gail Hermenau, UD Nutrition Assistant, Master Food Eds.	April 2019
<b>Planting Hope programming</b>	Gail Hermenau, Terry Center Teachers	April-September 2019 Kids' evaluations
<b>Planting Hope production</b>	Gail Hermenau, Summer C/S Assistant	May-September 2019 Kids' evaluations
<b>Produce share incentive distribution</b>	Gail Hermenau	July-August 2019
<b>Project concludes</b>		August 31, 2019

**Attachment B  
Proposed Budget**

Use this sheet to show all project funds, all grant funds, and all matching funds, as well as all sources of these funds.

**Project Title:** Increasing Specialty Crop Consumption and Awareness among Children with Mental Illness and their Parents.

Estimated Expenses	SCBGP-FB Funds Requested	Gov't	Business & Industry		Total
A. Personnel (Salaries & Wages)	\$15,437				
B. Fringe Benefits	\$1982				
C. Travel	\$1523				
D. Equipment					
E. Supplies	\$5201				
F. Contractual	\$2880				
G. Other					
H. Program Income					
<b>TOTAL Project Cost</b>	<b>\$27,023</b>				

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**Personnel Justification**

Personnel cost is for 1% effort from Maria Pippidis, Extension Agent III, University of Delaware. Maria will be the Principal Investigator for the EFNEP and "Enjoying our Healthy Harvest" portions of the proposed project.

**Summer Casual/Seasonal**

Summer Planting Hope Urban Farm employee will assist the Urban Farm Manager is planning, planting, care, and maintenance of specialty crops. Also, they will assist with harvest, recording, weighing and packing of crops for distribution. Other duties may include monitoring for pests and diseases, and weeding.

Casual/Seasonal employee will work 29 HR/week, from late May through late August (approx. 14 weeks), at the rate of \$11.00/HR. A Casual/Seasonal employee will be needed for each of the 3 years of this grant.

**Fringe Benefits**

Provide the fringe benefit rates for each of the project's salaried employees described in the Personnel section that will be paid with SCBGP funds.

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**Travel Justification**

Travel will cover the mileage to and from the University of Delaware Cooperative Extension Office to the Terry Center Campus for educational program delivery and planning meetings. It will include mileage for the Nutrition assistant as well as the UD Project Coordinator. It also includes mileage for grocery shopping.

Funds are also requested for a yet-to-be determined meeting on urban agriculture, to be attended by the Planting Hope Urban Farm Manager.

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**Supplies**

For Kickoff and Wrap up events and programming include recipe ingredients, serving utensils/plates, duplication costs for educational resources for kids program and food demonstrations and educational materials. Additional supplies for kids' lessons include plastic cutting boards, bowls, missing spoons, etc. for food preparation and kids' skill building. EFNEP

participant supplies include, but not limited to, measuring spoons and cups, recipe booklets, meat thermometers, shopping list pads. Assuming 10 participants/session offered.

**Lima Bean Production Supply List**

4- 4x4 post #2 grade \$7.87 each, 4- 6 count 24" stakes \$4.98 each, 4- 50 lb. bag of Quickset cement \$3.96 each, staples, 1 ¼ inch, 5 lb. box, 2- 1 ¼ inch 1 lb. box \$3.46, 1-Roll Wire 4x50 ft. vinyl coated welded wire fencing \$39.96, 1-Wire 5x50 ft. galvanized welded wire \$49.96, 2- 3x25 ft. galvanized netting \$19.97, 1- Wire cutters \$39.99, 1- Twine sisal 500 ft. \$4.98

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**Contractual Justification**

Gail Hermenau, Planting Hope Urban Farm Manager, has been hosting the Terry Center kids and teachers at the Farm for 3 years, and has established a working relationship. This project would be new, and beyond the scope of duties for which she is paid (as a contractor) by the Department of Health and Social Services.