

The North Dakota Department of Agriculture is soliciting 2023 Honey Bee Research Grant Program Request for Grant Proposals

Grant Application Guidance

Application Due Date:

November 17, 2023, at 11:59 P.M. CST

No late submissions accepted.



Doug Goehring, Agriculture Commissioner
North Dakota Department of Agriculture

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1. FUNDING OPPORTUNITY DESCRIPTION

a) LEGISLATIVE AUTHORITY

The honey fund is authorized by chapter 4.1-08 of the North Dakota Century Code. The North Dakota Department of Agriculture (NDDA) fund collects a honey assessment of \$0.10 for every honey bee colony registered in the state and deposits it into a fund called the honey fund. Authorized uses of this fund include “research, including efforts that focus on honeybee colony health; education programs; and market development efforts, as well as promotional efforts such as the North Dakota honey queen program.”

The Honey Bee Research Advisory Committee consists of beekeepers and a scientific advisor. The commissioner appoints three members that belong to the North Dakota Beekeepers Association Board of Directors, three additional North Dakota beekeepers and one scientific advisor.

b) PURPOSE

The North Dakota Department of Agriculture (NDDA) is pleased to announce a competitive solicitation process to award grant funds to Honey Bee Research.

Applicants applying should develop projects based on the following areas, in order of priority:

1. Tropilaelaps mites
2. Varroa mites
3. Nutrition
4. Nosema
5. Genetics and Breeding

Valuable proposals that do not fit into the priority areas will still be accepted and reviewed.

2. AWARD INFORMATION

a) AVAILABLE FUNDING

The North Dakota Department of Agriculture (NDDA) has allocated \$230,000 grant funding to be awarded to projects.

b) AWARD AMOUNT

Grant award amounts do not have a floor or a cap. NDDA reserves the right to offer an award amount less than the amount requested. Projects can be a valuable addition to another project or a new research project.

c) GRANT PROJECT DURATION

There is no limit on the duration of the grant however applicants must include an expected project end date.

d) PERIOD OF PERFORMANCE

The Period of Performance begins upon full execution of the Notice of Grant Award (see #5) and ends when a final report has been accepted. Performance can be less than the time allocated but cannot extend past the grant period end date.

3. APPLICATION AND SUBMISSION INFORMATION

a) APPLICATION REQUIREMENTS

Grant applications must be submitted via email to bees@nd.gov by the due date. Request for

Grant Proposals (RFGP) must include the Honey Bee Research Funding Request (SFN 61047) as posted on the NDDA website at www.ndda.nd.gov and additional project explanation, project objectives, detailed budget and qualifications.

All applicants must adhere to the following instructions, in addition to other requirements as stated in this Request for Grant Proposals (RFGP) to be considered eligible for grant funds. Applications missing any of the subsequent information may be deemed ineligible.

- Each RFGP must list the name of the organization or individual submitting the proposal, address, telephone number, email address, and the person(s) who will be responsible for the project.
- RFGP must describe in detail how the grant funds will be used to meet the goals and objectives of the project
- Applicants may include any additional information that they consider pertinent and that will enhance the quality of their proposal.
- RFGP are not limited to a specific minimum or maximum project amount. NDDA reserves the right to offer an award amount less than the amount requested.

Proposals do not need to budget travel to a North Dakota Beekeeper Association meeting. Applicant attendance will be requested after the conclusion of their project to present the research. Travel costs for presenting at that meeting will be reimbursed.

b) APPLICATION REVIEW INFORMATION

NDDA will review grant applications to ensure the RFGP meets the statutory purpose of the program, all application criteria are fulfilled, and that costs are allowable. Once applications are reviewed by NDDA, the Honey Bee Research Advisory committee will complete an evaluation for each project. Below are the evaluation criteria:

<p>1. Relevance- 20 Points MAX</p> <p>Is the project relevant to honey bee health? Does the project address honey bee research needs? Is the research topic one of the priorities listed in the announcement?</p>
<p>2. Industry Support-20 points MAX</p> <p>Are the intended outcomes important to ND beekeepers? Does the research apply to ND Bees?</p>
<p>3. Work Plan-15 points MAX</p> <p>Is the work plan complete? Is the work plan feasible? Is the timeline reasonable? Do the tasks relate to the project objectives and expected outcomes?</p>
<p>4. Potential Impact-20 points MAX</p> <p>How great is the potential impact of the intended outcomes on honey bee health? Can the outcomes be reasonably applied to honey bee management practices?</p>
<p>5. Qualifications and Management-10 points MAX</p> <p>Has the researcher adequately demonstrated their qualifications to successfully complete the project? Is there adequate oversight of the project to ensure proper administration?</p>
<p>6. Budget-15 points MAX</p> <p>Is the amount requested reasonable? Are the line items reasonable and appropriate?</p>

c) REVIEW AND SELECTION PROCESS

All applications will be reviewed by NDDA and the Honey Bee Research Advisory committee after the grant application deadline. Applications are evaluated on the merits of the written proposals based on the scoring criteria listed above. An oral presentation may be requested from each applicant to briefly explain the project with a question/answer period to clarify important elements, and information. The oral presentation may include a visual aid, which must be submitted to NDDA staff prior to the meeting of the review committee.

Applicants will be notified during the review process if monetary adjustments to grant requests, project proposal scope of work and/or project budgets are necessary.

The review committee meeting has not yet been scheduled, all applicants will be notified after the close of the RFP process on the date of the committee meeting.

d) ANTICIPATED AWARD ANNOUNCEMENT

Successful and unsuccessful applicants will be notified in writing regarding the status by December 29, 2023.

4. AWARD ADMINISTRATION INFORMATION

a) AWARD NOTICE

Successful applicants will be sent a Notice of Grant Award (NOGA). Prior to beginning work on the proposed project or receiving funding, successful applicants will be required to sign a NOGA indicating their intention to complete the proposed tasks, report results, and authorizing NDDA to monitor the progress of the proposed project.

NOGA's must be signed and returned to NDDA within 30 days of receipt. Failure to submit an executed copy of the NOGA within 30 days of receipt may result in the loss of awarded grant funds unless the delay was caused by circumstances outside the control of the applicant. Grant funds are not effective, and expenditures related to this grant should not be incurred until fully executed NOGA by both parties.

b) POLICY REQUIREMENTS

General Compliance

All awarded grants must comply with all applicable federal and state laws and regulations and the terms of the grant award as specified in the NOGA Requirements.

Monitoring

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

Ineligible Costs

NDDA will not reimburse for any costs incurred by any applicant for work performed in the preparation and production of this RFGP, nor for any work performed prior to the formal Execution of the NOGA.

Open Records

RFGR submitted for funding, all related grant awards, and reports shall be subject to disclosure under the North Dakota open records law, N.D.C.C. CH. 44-04.

Under the North Dakota public records law and subject to the Confidentiality clause, certain records may be open to the public upon request. Public records may include: (a) records NDDA receives from applicant under the NOGA, (b) records obtained by either party under the NOGA, and (c) records generated by either party under NOGA.

Applicant agrees to contact NDDA immediately upon receiving a request for information under the public records law and to comply with NDDA's Instructions on how to respond to such request.

Other Considerations

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

NDDA also reserves the right to:

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

C) REPORTING

The applicant will be responsible for setting up and maintaining a project file that contains all records of correspondence with NDDA, receipts, invoices and copies of all reports and documents associated with the project. All records, regardless of physical form, and the accounting practices and procedures of applicant relevant to RFGR are subject to examination by the North Dakota State Auditor, the Auditor's designee, or Federal auditors, if required. Applicant shall maintain all of these records for at least three (3) years following completion of NOGA and be able to provide them upon reasonable notice.

NDDA reserves the right to modify reporting requirements during the course of the project. Information submitted in any report to NDDA will be a public record. Annual and final

reports must be submitted using the required format.

Final Reports

A final performance report will be required by the applicant at the end of the performance period. The final report may be posted on the NDDA website and is important for sharing project findings with state agencies and the public. The final report may include the following:

- Program Summary
- Program Approach
- Goals and Outcomes Achieved
- Beneficiaries
- Contact Person
- Additional Information

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

Reporting Compliance

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

D) PAYMENT

Requests for reimbursements will be accepted on a quarterly basis. Each reimbursement request must include an itemized invoice and documentation of the work or expenses for which payment is requested. Itemization shall include the purpose, amount, and date incurred. Applicants must provide assurance that the work has been completed (i.e., include receipts, invoices) and clearly outline expenditures. Applicant agrees to the withholding of the final twenty percent of the total compensation until an acceptable final report, including all financial documentation is received.

E) BUDGET ADJUSTMENTS

Applicants agree that any changes in scope of service or budget during the project period, needs prior written approval to NDDA.

F) CONTACT

For questions or assistance, please contact:
North Dakota Department of Agriculture
Attn: Samantha Brunner
600 E. Boulevard Avenue Dept. 602
Bismarck, ND 58505-0020
Phone: 701. 328.4765
Email: bees@nd.gov