## SPECIALTY CROP BLOCK GRANT PROGRAM (SCBGP)
## FREQUENTLY ASKED QUESTIONS (FAQ)
## ROUND II

➢ Can applicants who applied for Round I, apply for Round II funding?
Yes, we encourage applicants to apply for both funding opportunities. However if applicants received funding in Round I, it does not guarantee funding in Round II.

➢ How to apply for Round II Specialty Crop Block grant Funds?

1. **If submitting electronically:** Submit a Concept Paper according to the Notice of Funding Availability (NOFA #10.169) to: grants@cdfa.ca.gov in PDF format. The project name and identification as "Round II" must be clearly labeled in the subject line of the email.

2. **If submitting by U.S. Mail**: One original hard copy of the Concept Paper with CD-ROM must be received by the due date and following location:

   California Department of Food and Agriculture (CDFA)
   Federal Funds Management Office
   1220 N Street
   Sacramento, CA 95814

➢ If submitted electronically, will applicants be notified their Concept Paper was received?
Yes, electronic submissions will receive an email acknowledgement within 48 hours.

➢ What is the deadline to submit Concept Papers for Round II funding?
Tuesday, October 14, 2008 @ 4:30 p.m. PDT

➢ How many Concept Papers can one organization submit?
There is no limit on the number of applications one organization can submit. However, each project requires a separate "Concept Paper."

➢ How much funding is available for ROUND II?
$1.2 million. Minimum award per project is $50,000 and maximum award per project is $125,000.

➢ What is the maximum amount an organization is allowed for administrative expenses? Does this amount include administrative expenses charged by subcontractors?
The total administrative expense is a maximum of five percent (5%) of total grant award amount. Yes, the 5% includes any administrative expenses charged by subcontractors.

For example, if the total grant amount is $100,000, administrative expenses cannot exceed $5,000. If the organization hires a subcontractor/consultant who charges $1,000 in administrative expenses, the amount the organization may charge for administrative expenses is $4,000.

➢ Is there a match requirement?
There is no match requirement.

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➢ Is a California Business License required?
Yes, applicants designated as "for profit" will be required to provide a copy of their California Business License.

➢ Are applicants required to provide proof of their organization status?
Yes, applicants invited to submit grant proposals will be required to provide proof of their organization status.

➢ Are private colleges eligible to apply?
Yes.

➢ Can grant funds be used for projects that benefit a single company, individual or commercial entity?
No. SCBGP funds can only be used for projects that enhance the competitiveness of specialty crops that benefit the specialty crop industry as a whole. Grant funds will not be awarded for projects that directly benefit a particular commercial product or provide a profit to a single organization, institution, or individual because these projects do not enhance specialty crop industry competitiveness.

➢ Will CDFA assist with writing Concept Papers?
No. CDFA staff cannot provide assistance with writing concept papers.

➢ What is CDFA's review process?
Two levels of review will be conducted during the Concept Paper Review process.

The first level of review is an Administrative Review to determine whether NOFA requirements were met and if applicable, assess the applicants past grant performance with CDFA. The second level is a Technical Review to evaluate the merits of the project. CDFA will select an internal review team to assist with the Technical Review of each project.

➢ What is the criteria/point system for reviewing the Concept Papers?
See Review Scoring Criteria Form on CDFA's website (www.cdfa.ca.gov/grants)

➢ Will applicants be notified whether or not they were successful?
Yes, all applicants will be sent either a "regret letter" or an "invitation to submit a Grant Proposal Package." All notices will be sent to the e-mail address and identified contact person who submitted the Concept Paper.

➢ Will CDFA provide feedback on declined Concept Papers?
No.

➢ Is there are list of projects approved in the past?
   1. Yes, projects from 2007 can be found on CDFA's website:
   http://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/ffy2007.html

   2. Round I projects have not been approved for funding at this time.

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*FAQ#2: Additional questions added (as of September 17, 2008)*

➢ Can I get a list of the people selected for the review teams?
No. CDFA will not provide a list of those selected to assist with the review process.

➢ When will applicants be notified whether or not their Concepts were successful?
All applicants will be notified on or before October 28, 2008 whether they were successful or not.

*FAQ#3: Additional questions added (as of September 24, 2008)*

➢ Is there some place I can find out more about the five areas of focus?
Please refer to the USDA, AMS website at: www.ams.usda.gov under eligibility. You will find that CDFA's five priority areas of focus are included in the list of examples USDA uses to define the purpose of the funds, which is "enhancing the competitiveness" of specialty crops.

➢ What other resources are available to us on Specialty Crop Block Grant Program?
USDA, AMS website at: www.ams.usda.gov. Click on "AMS Grant Programs" then click "find more information on specialty crop block program."

➢ Where can I find a list of commodities classified as eligible specialty crops and ineligible specialty crops?
CDFA uses USDA list, since they are the awarding agency. USDA provides a list of eligible and ineligible commodities on their website (www.ams.usda.gov) under eligibility.