



INSTRUCTIONS FOR DEVELOPING A  
SPECIALTY CROP MULTISTATE PROGRAM APPLICATION

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The California Department of Food and Agriculture has developed this document and the templates linked below to assist applicants, or “multi-state partners”, to meet the requirements of the Specialty Crop Multi-State Program (SCMP) Request for Applications (RFA). While it is not mandatory that multi-state partners utilize the templates below, their use will minimize the risk of a proposal being disqualified during administrative review. All templates referenced below are available on the [CDFA SCMP website](#). Instructions for each component of the application are as follows:

1. [Cover Page](#): The cover page must be the first page of the application, and include the proposal title, name and contact information of the applicant, name and contact information of the project leader and principal partners.
2. [Table of Contents](#): The Table of Contents must indicate the page number for all required sections of the application as well as any attachments.
3. [Abstract](#): The abstract is a concise, stand-alone description and justification for the project. The abstract should be appropriate for distribution to the public and cannot exceed 250 words.
4. [Narrative](#): The project narrative must respond to each section described in the [SCMP RFA](#) and cannot exceed 15 pages.
  - a. **Expected Measurable Outcomes**: The project narrative includes mandatory outcome measures developed by USDA and the Office of Management and Budget for the SCMP program. Multi-State Partners may also develop new outcome measures, contingent upon approval from USDA. Applicants are encouraged to utilize the [Outcome Measure Template](#) to develop project outcomes and copy the final content to the appropriate section of the Narrative Template.
5. **References**: If applicable, literature cited in the text of sections 3 or 4 above should be detailed in a separate document titled “References.” Do not use footnotes. References do not count toward the 15-page narrative maximum.
6. [Budget Spreadsheet](#) and [Budget Narrative](#): The Budget Spreadsheet must show the relevant expenditure categories and the dollar amount requested for each category. Multi-State Partners are asked to provide separate Year 1, Year 2, Year 3, and cumulative budgets. The Budget Narrative must explain how the funds requested in the Budget Spreadsheet were derived and a description of what the funds will cover.
7. **Personnel Qualifications**: Provide a resume or curriculum vitae (CV) for the principal investigator(s) and for each of the major project participants. Documents provided in this



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section should identify the entities that will receive federal funds.

8. Letters of Commitment: Each Multi-State Partner must provide a letter of commitment that will outline their role in the project and include the name and title of the letter writer, organization name, address, telephone number, and email address. Include a description of the personnel who will work on the project and what they will be responsible for. Letters of commitment should be addressed to the California Department of Food and Agriculture, Office of Grants Administration. Do not send letters of commitment separately, rather, include them with the SCMP project application.
9. Letters of Support: Provide three signed letter of support from specialty crop stakeholders that demonstrate an interest in the proposed project's purpose, goals, and outcomes (required). The letters should describe why the stakeholders or beneficiaries endorse the project. Letters of support cannot be completed by Multi-State Partners. Congressional letters of support do not meet this requirement. Form letters are discouraged.
10. Provide a list of the states, counties, regions or other relevant areas affected by the project. If appropriate, also include a map showing the areas affected.

All sections of the application should be combined into a single PDF document and submitted via email to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov) by 1:59 PM PDT on September 25, 2017. Late submissions will not be accepted. Please note, CDFA's email system has a file size limitation and can only accept a single PDF file up to 10 MB. The United States Department of Agriculture has requested that Multi-State Partners retain an excel version of the budget spreadsheet separate of the complete PDF application. A copy of the Excel spreadsheet may be requested during administrative review of proposals.