

2019 Specialty Crop Multi-State Program – Application Checklist

CFDA# 10.170

State of California

Department of Food and Agriculture

The application checklist below provides the required and conditionally required documents for an application package. Please read the entire [Request for Applications \(RFA\)](#) prior to submitting application to ensure that program requirements are met.

The following required application components completed by Multi-State Partners must be combined into one PDF in the order listed below.

- ☐ Project Narrative
 - Must be typed, single-spaced, in an 11-point font, not to exceed fifteen (15) 8.5 x 11 pages.
- ☐ Budget Spreadsheet
 - Must include the following relevant cost categories: personnel, fringe benefits, travel, special purpose equipment, supplies, contracts/consultants, indirect costs, program income, and other.
 - Provide separate Year 1, Year 2, Year 3, and cumulative budgets.
- ☐ Budget Narrative
 - Explanation how the dollar amounts for each category shown on the Budget Spreadsheet were derived and what they cover.
- ☐ A Letter of Commitment from Each Partner or Collaborator
 - Submitted on letterheads and addressed to the applicant, clearly indicate at the top they are letters of commitment, must accompany the proposal at the time of application, unsigned letters and emails will not be accepted.
- ☐ Personnel Qualifications
 - One- to two-page resume or summary of relevant experience and/or qualifications of the principal investigator(s) and for each of the other major project participants.
- ☐ Negotiated Indirect Cost Rate Agreement (NICRA)
 - Indirect costs are limited to eight (8) percent of the total Federal funds provided under an award.

Application packages that include a corporate multi-state partner are required to include the following additional documents:

- ☐ [AD-3030](#) – Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants.
- ☐ [AD-3031](#) – Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants.

The California Department of Food and Agriculture has established templates available upon request at grants@cdfa.ca.gov. The templates were developed to assist multi-state partners, to meet the requirements of the Specialty Crop Multi-State Program Request for Applications. While it is not mandatory that multi-state partners utilize the templates, their use will minimize the risk of a proposal being disqualified during administrative review.