

2019 Specialty Crop Multi-State Program – Application Instructions

CFDA# 10.170

State of California

Department of Food and Agriculture

The California Department of Food and Agriculture has developed this document to assist applicants, or “multi-state partners”, to meet the requirements of the Specialty Crop Multi-State Program (SCMP) Request for Applications (RFA). Instructions for each component of the application are as follows:

1. **Narrative:** The project narrative must respond to each section described in the [SCMP RFA](#) and cannot exceed fifteen pages, 11-point font, and must be typed.
 - a. Executive Summary
 - i. The summary should include a concise outline of the project outcome(s) and a description of general tasks to be completed in 250 words or less. The summary should be suitable for dissemination to the public and avoid acronyms, technical terms, etc.
 - b. Project Type: List of objectives and description of the benefits
 - i. Project Types: Multi-state partners must develop projects that bring together teams for solutions to practical problems that cross State boundaries and address the needs of specialty crop growers in the areas of food safety, plant pests and disease, research, crop-specific projects addressing common issues, and marketing and promotion.
 - ii. The objectives must be related to addressing the issue(s), problem(s), or need(s) as described in the project types section of the RFA.
 - iii. Provide a description of the benefits the proposal intends to achieve, including the number of affected producers or processors.
 - c. Work Plan
 - i. Describes the activities and timeline associated with each project objective, including the following:
 - A timeline for each activity
 - The anticipated date of completion
 - How and where the activities will take place
 - Required resources
 - Milestone(s) for assessing progress and success;
 - the person(s) responsible for completing the activity, collaborative arrangements or subcontractors;
 - If conducting training and technical assistance, how participants will be recruited; and how you will help guide program development and delivery.
 - ii. If the proposed project has been or will be submitted to another federal program for funding, provide the grant program name.
 - iii. If the proposed project builds on work previously funded by a federal program provide the year and grant program name and describe how the proposed project, if funded, would not duplicate work previously funded by the federal government.

2019 Specialty Crop Multi-State Program – Application Instructions

CFDA# 10.170

State of California

Department of Food and Agriculture

- d. Expected Measurable Outcomes and Indicators:
 - i. You can find a complete list of Measure Outcomes in the Request for Applications (RFP) under [SCBGP Evaluation Plan](#). Or upon request at grants@cdfa.ca.gov.
 - ii. For each completed outcome indicator, describe how you derived the numbers, how you intend to measure and achieve each relevant outcome and indicator, and any potential challenges to achieving the estimated targets and action steps for addressing them.
 - iii. Describe how you will disseminate the project results (positive and negative) to similar organizations, stakeholders, and others that may be interested in the project results or implementing a similar project.
- e. Project Team and Project Sustainability
 - i. List key staff, including personnel and external project partners and collaborators that comprise the Project Team, their roles, and their relevant experience and past successes in developing and operating projects similar to this project.
 - ii. Applicants must provide letters of commitment (in MS Word or PDF) from all project partners and collaborators, each letter must state the partner or collaborator agrees to the project management plan presented in the Project Narrative. *Emails will not be accepted.*
 - iii. Describe the management plan for coordinating, communicating, and sharing data and reports among members of the Project Team and stakeholder groups, both internally to personnel and externally to partners and collaborators.
 - iv. Describe how the project, and its partnerships and collaborations, will be sustained beyond the project's period of performance (without grant funds).
2. Fiscal Plan and Resources
 - a. Budget Spreadsheet and Budget Narrative:
 - i. The Budget Spreadsheet must show the relevant expenditure categories and the dollar amount requested for each category. Relevant cost categories include:
 - Personnel
 - Fringe Benefits
 - Travel
 - Special Purpose Equipment
 - Supplies
 - Contracts/Consultants
 - Indirect Costs (not to exceed 8%)
 - Program Income
 - Other

2019 Specialty Crop Multi-State Program – Application Instructions

CFDA# 10.170

State of California

Department of Food and Agriculture

- ii. Multi-State Partners are asked to provide separate Year 1, Year 2, Year 3, and cumulative budgets.
- iii. The Budget Narrative must explain how the funds requested in the Budget Spreadsheet were derived and a description of what the funds will cover.
- iv. Templates for both the Budget Narrative and Budget Spreadsheet are available upon request at grants@cdfa.ca.gov.

3. Personnel Qualifications

- a. Provide a 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. *Longer resumes will be disregarded.*

4. Letters of Commitment: Applicants must provide letters of commitment (in MS Word or PDF) from all project partners and collaborators. The letter must state the partner or collaborator agrees to the project management plan presented in the Project Narrative. *Emails will not be accepted.*

- a. Commitment letters must include the following:
 - Project applicant
 - Project title
 - A short introduction describing the partnering organization's mission and its interest in SCMP development
 - What the organization commits to participating in and supporting
 - The time period of the partnership
 - Roles of the participating individuals, as applicable, and any individual time commitment
 - A statement that these individuals and the organization agree to abide by the management plan contained in the application
- b. Submit Letters of Commitment on letterhead and address them to the applicant (i.e., Project Director). Clearly indicate at the top of the documents that they are LETTERS OF COMMITMENT. Letters must accompany the proposal at the time of application. Unsigned letters will not be accepted.

All sections of the application should be combined into a single PDF document and submitted via email to grants@cdfa.ca.gov by 1:59 PM PDT on September 1, 2019. Late submissions will not be accepted. Multi-State partners are encouraged to submit applications well in advance of the application deadline to ensure all certifications and registrations are met. 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 and word version of the budget narrative separate of the complete PDF application. A copy of the Excel spreadsheet and word document may be requested during administrative review of proposals.