



California Department of Food and Agriculture  
Office of Grants Administration

# **2017 Specialty Crop Block Grant Program Grant Proposal Phase**





# 2017 Request for Grant Proposals

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# Grant Proposal Timeline

## Phase II: Grant Proposal *(by invitation only)*

Invitation to Submit Grant Proposals

February 6, 2017

Grant Proposals Due

March 6, 2017, 5:00 pm PST

Grant Proposals to USDA for Approval

June 2017

## Award

Announce and Award Funding

Fall 2017



# How to Apply

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- CDFA has continued its partnership with State Water Resources Control Board for the Grant Proposal Phase.
- The FAAST system was updated with the Grant Proposal Questions and Required Attachments on February 6, 2017.
- Applicants will use the same user name and password from the Concept Proposal Phase.
- Applicants should take all of the following steps to ensure their application is submitted successfully:
  - Use a Windows PC with Internet Explorer 6.0 or higher.
  - Disable pop-up blocking software while using FAAST.
  - Save work often – the system will time out after 90 minutes and any unsaved work will be lost.



# Information from the Concept Proposal Phase

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- The following concept proposal content should be reviewed during the grant proposal phase and revised if necessary:
  - Project Description:
    - Suitable for distribution to the public.
    - Describes the project goals and outcomes.
    - Summarizes the general tasks to be undertaken to achieve the stated goals and outcomes.
  - Project Budget:
    - Update funds requested and local cost match if needed to equal the final amounts in the grant proposal.





# The Grant Proposal Application

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## 1. Project Purpose (15 Points):

- State the specific issue, problem, or need.
- State why the project is important to the specialty crop industry and timely.
- Identify at least one program priority for your funding category.

## 2. Project Objectives and Work Plan (20 Points):

- Identify the objectives that the project will seek to achieve and describe the activities that will be undertaken to achieve the objectives.



# The Grant Proposal Application

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## 3. Project Beneficiaries (15 Points) :

- Estimate the number of project beneficiaries.
- Identify the project beneficiaries and describe how they benefit from the project objectives.
- Address how the proposal benefits the specialty crop industry, rather than directly benefiting a single individual or organization, such as the applicant.

## 4. Specialty Crop Enhancement (unscored):

- If the project has the potential to enhance the competitiveness of non-specialty crops, describe in detail what tracking mechanisms and processes are in place or will be implemented to verify all SCBGP funds are expended on activities and costs that solely enhance the competitiveness of eligible California specialty crops.



# The Grant Proposal Application

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## 5. Prior Year SCBGP Projects (unscored):

- Provide the grant agreement number for the previous project(s) and a summary (three to five sentences) of the outcomes of previous efforts.
- Describe how this project will differ from and build upon the previous project(s).
- Provide lessons learned from the previous project, including potential improvements and how they will be incorporated into the project so that it is more effective and successful at meeting goals and outcomes.

## 6. Project Sustainability (10 Points):

- Describe either
  - The likelihood of the project becoming self-sustaining and not indefinitely dependent on grant funds, and/or;
  - The benefit(s) to California's specialty crop industry resulting from the project that will continue beyond the grant duration.







# The Grant Proposal Application

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## 7. Funding Sources (unscored):

- If the proposal has been or will be submitted to or funded by another federal or state grant program other than the SCBGP, all of the following must be addressed:
  - Identify the federal or state grant program and the agency administering the program.
  - State the amount of grant funds requested or awarded by the program.
  - Describe how the proposed SCBGP project supplements rather than duplicates efforts funded by the other federal or state grant program.

## 8. External Project Support (10 Points):

- Proposals must demonstrate that the specialty crop industry approves of/endorse the project objectives. Identify at least one specific specialty crop stakeholder and explain why they believe the project is important and timely.



# The Grant Proposal Application

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## 9. Outcome Measures (15 Points):

- Select at least one of the eight outcome measures and at least one indicator for the selected outcome. Describe the data collection methods and any activities that will be undertaken to monitor and report on the outcome(s) and indicator(s) selected.
- All proposals submitted to the California Grown Promotion funding category must select the outcome measure to increase sales. Proposals in other funding categories that involve marketing or promotion of specialty crops as defined in the Outcome Measures Supplement must also select the outcome to increase sales.

## 10. Budget Narrative (15 Points):

- All items in the budget should be allowable, necessary to the project and solely support enhancing the competitiveness of specialty crops.





# The Grant Proposal Application

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## 11. Cost Sharing (unscored):

- The cost sharing template is required for projects that have matching funds and/or in-kind contributions.
- You do not need to include letters of commitment in addition to the cost sharing template.

## 12. Project Oversight (unscored):

- Attach either a current resume or curriculum vitae for the Project Director(s), Project Manager(s), Principal Investigator(s), and any collaborators who will receive a portion of the project funds.



# The Review Process

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- Projects undergo administrative and technical review before submission to USDA.
- Projects may be subject to additional questions from CDFA and/or USDA during this process.
- USDA makes the final determination on projects awarded funding.



# Grounds for Disqualification

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- Incomplete proposals: proposals with one or more unanswered questions necessary to administrative or technical review.
- Incomplete proposals: proposals with missing, blank, unreadable, corrupt, or otherwise unusable attachments.
- Proposals that include activities outside the grant duration.
- Proposals for less than the minimum award amount or more than the maximum award amount.
- Proposals with unallowable costs or activities necessary to complete the project objective(s), including indirect costs that exceed the limit set forth in this document.
- Proposals that fail to disclose other support from federal or state grant programs.





# Award Requirements

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- Applicants must obtain a Dun and Bradstreet (D&B) Data Universal Number System (DUNS) Number before SCBGP funds can be awarded.
- Grant Funds will not be awarded to any organization with an active exclusion or delinquent federal debt according to the federal System for Award Management (SAM).
- All recipients enter into a Grant Agreement with CDFA in order to receive funding.



# Award Requirements

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- Invoices:
  - Invoices are reimbursement of actual expenditures.
  - Invoices must be submitted at least quarterly, but no more frequently than monthly.
  - Invoices are required regardless of whether or not project costs are incurred during the invoice period.



# Award Requirements

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- Reporting Requirements:
  - Progress reports are required on a biannual basis.
  - Final Performance Reports are due no later than 30 calendar days following the expiration date of the Grant Agreement or after the project is complete, whichever comes first.



# Award Requirements

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- All Grant Agreements are subject to a minimum of one performance site visit, as well as a financial compliance audit and/or desk review.
- CDFA may initiate special conditions for noncompliance of federal and state laws and regulations and the Grant Agreement terms and conditions.



# Award Requirements

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- Record Retention:
  - Recipients must retain financial records, project records, and supporting documents for a period of three years from the end of the federal grant duration or until any litigation related to the grant is resolved.





# Award Requirements

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- A Grant Management Procedures Manual with a comprehensive explanation of the grant terms and conditions is prepared each year.
- The most recent manual is available here:  
[https://www.cdfa.ca.gov/Specialty\\_Crop\\_Competitiveness\\_Grants/pdfs/2016\\_Grant\\_Management\\_Procedure\\_Manual.pdf](https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/pdfs/2016_Grant_Management_Procedure_Manual.pdf)



# 2017 USDA Guidance

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- USDA AMS has not yet published its 2017 Request for Applications.
- CDFA and all applicants will be subject to the terms of USDA's Request for Applications and guidance document(s).



# Questions and Answers

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- Email questions to:  
[grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov)
- Questions posted to CDFA website:  
[www.cdfa.ca.gov/grants](http://www.cdfa.ca.gov/grants)
- Timeline:

Questions Received by:	Responses Posted by:
February 13, 2017at 8:00 am PST	February 16, 2017at 5:00 pm PST
February 21, 2017 at 8:00 am PST	February 23, 2017 at 5:00 pm PST
February 27, 2017 at 8:00 am PDT	March 1, 2017 at 5:00 pm PDT



# Resources

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## CDFA, Office of Grants Administration

Website

[www.cdfa.ca.gov/grants](http://www.cdfa.ca.gov/grants)

Email

[grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov)

## State Water Resources Control Board

Website

<https://faast.waterboards.ca.gov/>

Help Desk

(866) 434-1083

Email

[FAAST\\_ADMIN@waterboards.ca.gov](mailto:FAAST_ADMIN@waterboards.ca.gov)