GENERAL QUESTIONS

1. Q. Can CDFA provide one-on-one assistance to applicants in developing their grant proposal?
   A. In order to ensure a fair and competitive process, CDFA is unable to assist applicants in developing their grant proposal.

2. Q. How should applicants respond to feedback received from the Technical Review Committee?
   A. The answers to the questions in the grant proposal questionnaire and/or the required attachments should be responsive to feedback received.

3. Q. Does the Technical Review Committee have access to the concept proposal during their review of the grant proposal?
   A. Reviewers have access to the concept proposal to compare against changes made in the grant proposal phase. However, applicants should not rely on answers provided during the concept proposal phase to supplement grant proposal answers or attachments.

4. Q. Where and how should references and/or citations be noted in the grant proposal?
   A. It is at the applicant's discretion to include references/citations, whether in the answers to questions in FAAST or as part of one of the required attachments. Applicants may choose to include citations for clarification purposes, keeping in mind the text box character limits imposed by FAAST. (Note: Proposals that include additional content or documentation to circumvent FAAST character limits will be disqualified.)

5. Q. Can applicants make changes to the cooperating entities listed on the concept proposal application?
   A. Yes, applicants may add, remove, or otherwise change cooperating entities in the grant proposal phase.

6. Q. How many concept proposals were submitted and what percentage of proposals make it through each phase?
   A. A total of 257 concept proposals were submitted. About 50 - 60 percent of concept proposals are invited to submit grant proposals and about 40 - 50

percent of grant proposals are submitted to USDA for consideration. These percentages vary each year and depend on the individual grant requests and CDFA's SCBGP allocation.

7. Q. Can the specialty crop commodity addressed in the concept proposal be changed in the grant proposal?

    A. Applicants may change the specialty crop commodity that will benefit from their project, so long as the new commodity selected is an eligible specialty crop. Please note that CDFA cannot anticipate how changes to the scope of a project will be viewed by the Technical Review Committee. For a list of eligible specialty crops, reference USDA's website: https://www.ams.usda.gov/services/grants/scbgp/specialty-crop.

8. Q. How is a project director defined for the purposes of the FAAST application? Is it necessary for the project director to submit the proposal in FAAST?

    A. Generally, the Project Director is the applicant organization's authorized representative who can execute the grant agreement. The proposal may be submitted in FAAST by any individual authorized by the applicant organization, including a third party that prepares the grant proposal.

9. Q. Is a recording or PowerPoint of the 2019 SCBGP Grant Proposal webinar available?

    A. A recording of the 2019 Grant Proposal webinar and PDF copies of the PowerPoint presentations are available on the CDFA SCBGP website (www.cdfa.ca.gov/grants). In addition, answers to questions received during both webinars will be incorporated into the weekly Q&A posted to CDFA's website.

10. Q. Some questions in the grant proposal appear to duplicate questions in the concept proposal. Is it necessary for applicants to respond to these questions?

    A. All questions in the grant proposal questionnaire must be complete to avoid disqualification. While there may be similarities to some questions in both phases, the grant proposal questions are slightly different and character limits are larger to accommodate additional detail or to provide applicants the opportunity to respond to administrative or technical feedback.

11. Q. How can applicants access the Technical Review Committee and CDFA Administrative Review feedback for their concept proposals in FAAST?

A. To view feedback for a concept proposal, log onto FAAST at https://faast.waterboards.ca.gov/ with the username and password used to submit the concept proposal. Click on Processed Applications, select the project's title and click on the Feedback tab. If the concept proposal feedback is not viewable in FAAST for any reason, please contact CDFA via grants@cdfa.ca.gov for assistance. To maintain the integrity of the competitive process, CDFA is unable to provide applicants with clarification on feedback provided in FAAST.

12. Q. Are proposals focused on processed and prepackaged specialty crops eligible for SCBGP funding?

A. Proposals focused on processed specialty crop products are eligible for SCBGP funding. However, since the purpose of the program is to solely enhance the competitiveness of specialty crops, the focus of the project must be on the specialty crop in the processed product. Additionally, the specialty crop(s) in the processed product must constitute greater than 50 percent of the product by weight, exclusive of added water.

13. Q. Can promotional or outreach materials include the name or logo of the applicant, another organization, or retailer?

A. Including the name or logo of the applicant or other organizations may be allowable if the purpose of the materials is to promote the eligible specialty crop rather than the organization. Generally, when such content is allowable, the size and placement of the organization's name or logo should be substantially less prominent than content about the specialty crop(s) being promoted.

14. Q. Can SCBGP funds be used to promote participation in other federal or state grant programs?

A. SCBGP funds can complement other federally funded grant awards. However, SCBGP funds cannot be used to duplicate costs or activities funded by another program or promote participation in other federal or state grant programs.

15. Q. **Revised: February 6, 2019:** Can SCBGP funds be used to purchase specialty crops as part of an educational program?

    A. SCBGP funds may be used to purchase specialty crops as part of an educational program. For example, purchasing specialty crops for a cooking demonstration or for samples to accompany an educational curriculum or to design educational materials is allowable. SCBGP funds cannot be used to purchase specialty crops to provide to participants to take home. However, the cost for samples that will be given away may be paid for with cost share or matching funds.

16. Q. Are projects that involve donating produce eligible for SCBGP funding?

    A. Using SCBGP funds to donate specialty crops is unallowable. Both the cost to purchase or grow the produce and the personnel costs associated with facilitating the donation are unallowable costs. Projects that include the donation or distribution of donated food must utilize cost sharing to support these activities.

17. Q. Can the margins or other formatting on the required templates be changed?

    A. The margins on the grant proposal templates match the formatting required by USDA for projects submitted to the SCBGP and for this reason should not be altered.

18. Q   Are there specific requirements or recommendations for project evaluation tools or methodology?

    A. CDFA does not set specific requirements or have preferred methodology for project evaluation. Generally, project evaluation should be reasonable and follow established practices for the project subject matter.

19. Q   What should applicants do if their project has the potential to benefit non-specialty crops?

    A. The SCBGP requires applicants to describe the methods or processes that will be used to ensure that all SCBGP funds will solely enhance the competitiveness of eligible specialty crops. The methods or processes used must allow the applicant to easily and accurately assign costs specifically to activities that solely enhance the competitiveness of specialty crops. In order to maintain the integrity of the competitive process, CDFA is unable to advise as to which method or process is best.

20. Q. Can applicants submit templates from the concept proposal for the grant proposal?
   A. No, applicants should download the required grant proposal templates from FAAST to ensure they are using the correct Microsoft Word template.

ELIGIBILITY

1. Q. Can SCBGP funds be used to promote specialty crops not grown in California?
   A. SCBGP funds should benefit California specialty crops. CDFA cannot anticipate how proposals that will directly benefit other internationally or domestically grown specialty crops will be viewed by the Technical Review Committee. Additionally, proposals that will directly benefit other domestically grown specialty crops may be more appropriate to the Specialty Crop Multi-State Program.

FIXED AMOUNT AWARDS

No questions at this time.

FAAST APPLICATION

1. Q. Can figures, pictures, or tables be included in the proposal?
   A. The FAAST system is text based and not designed to facilitate figures, pictures, or tables. Additionally, projects selected for funding must conform with the application formatting requirements developed by USDA for this program so attachments should not be altered to include figures, pictures, or additional tables.

2. Q. How should attachments be titled?
   A. The Project Objectives and Work Plan, Outcome Measures, Budget Narrative, and Cost Sharing attachments will automatically be titled by FAAST. In the Attachments tab in FAAST, select the attachment category, which will automatically populate the attachment title, before selecting the file that will be uploaded. Applicants should attach letters of support in PDF format using the

following file naming convention: LOS1, LOS2, LOS3, etc. Attach resumes or CVs in PDF format and name each document: R1, R2, R3 or CV1, CV2, CV3, etc.

3. Q. Should applicants delete the attachments that were uploaded to FAAST during the concept proposal phase?
   A. Applicants should not alter, amend, or delete the attachments included with the concept proposal application.

4. Q. Who should be listed in the Cooperating Entities section in FAAST?
   A. Cooperating entities are individuals/organizations an applicant will be working with to plan and/or implement the proposed project. Cooperating entities should include any individuals/organizations that will have a direct role in the project and/or will provide cost share. Individuals who are referenced in the External Project Support response should not be involved in project activities and, therefore, should not be listed as cooperating entities.

FUNDING AREA AND FUNDING CATEGORY

1. Q. Within the response to the project purpose question, are applicants required to identify program priorities verbatim?
   A. Applicants should clearly describe at least one of the program priorities for the selected funding category and explain how the project addresses the priority.

2. Q. Can applicants change the funding category for their proposal in the grant proposal phase?
   A. The funding category originally selected cannot be changed from the concept proposal phase to the grant proposal phase.

3. Q. How can applicants respond to technical review feedback that indicates a proposal may be suited to another funding category?
   A. The funding category cannot be changed in the grant proposal phase; however, applicants may develop responses to the grant proposal questions that better demonstrate how their proposal aligns with the program priorities of their chosen funding category.

2019 SPECIALTY CROP BLOCK GRANT PROGRAM
PHASE II, GRANT PROPOSAL
QUESTIONS AND ANSWERS (Q&A) – Round 3
February 6, 2019

PROJECT PURPOSE

1. Q. Within Project Purpose, are applicants required to cite the program priorities verbatim?
    A. While applicants are not required to cite the full program priority verbatim in the grant proposal phase, applicants must make clear the specific priority or priorities their project will address.

PROJECT OBJECTIVES AND WORK PLAN

1. Q. Can activities included in the Work Plan for the concept proposal be removed if they will now be paid by support from other federal or state grant programs?
    A. If other federal state or grant funding has been secured for costs or activities included in the concept proposal, those costs and activities must be removed from the SCBGP grant proposal. In addition, the applicant must identify the other funding source in the Other Support from Federal or State Grant Programs section of the application. The applicant must also describe the methodology used to ensure SCBGP funds will not duplicate costs or activities funded by the other grant program.

2. Q. Should personnel or activities covered by cost sharing be included in the Project Objectives and Work Plan template?
    A. Generally, activities covered by cost sharing should be described in the Cost Sharing template and do not also need to be included in the Project Objectives and Work Plan template.

3. Q. How should projects with multiple Principal Investigators (PIs) list their titles in the Project Objectives and Work Plan?
    A. In the Project Objectives and Work Plan, co-PIs should be identified by title and last name. Any other members of the project team who will do the work for each activity listed should be listed by title.

4. Q. **Revised: February 6, 2019:** Should project collaborators be included in the Work Plan?
    A. Only collaborators who will participate in project activities should be listed on the Project Objectives and Work Plan template.

5. Q. Are substantial changes from the concept proposal Work Plan and Outreach and the grant proposal Project Objectives and Work Plan allowable?
    A. There is no prohibition against making changes to the Project Objectives and Work Plan from the information provided in the concept proposal phase. However, CDFA cannot anticipate how these changes will be viewed by the Technical Review Committee.

6. Q. Should applicants describe the overall goal of their project in Objective 1 of the Project Objectives and Workplan template?
    A. The overall goals and objectives of the project should be described in the project description. The Project Objectives and Workplan template should describe the individual objectives necessary to achieve the overall project goals identified in the project description.

New Questions: February 6, 2019

7. Q. Are the template examples provided in the Grant Proposal Instructions intended to represent the actual level of detail appropriate for the grant proposal?
    A. The examples provided in the Grant Proposal Instructions are intended to show a simplified example of how to complete the required templates. They are not intended to represent the actual level of detail appropriate for a proposal.

8. Q. How much information should be included in the Project Objectives and Work Plan?
    A. Applicants should provide a description of objectives and activities that is sufficient to demonstrate the objective and activity are allowable. The description should also demonstrate that the activities are necessary to the project and appropriate to achieve the stated outcomes. The Project Objectives and Work Plan should also identify the individual(s) who will complete the work and the approximate timeframe in which the work will occur. The Project Objectives and Work Plan must be submitted as a Microsoft Word Document using the attachments tab in FAAST and may not exceed four pages.

PROJECT BENEFICIARIES

1. Q. Can the number of identified project beneficiaries change from the concept proposal to the grant proposal?
    A. The number of project beneficiaries in the grant proposal phase may increase or decrease from the concept proposal phase. However, CDFA cannot anticipate how changes will be viewed by the Technical Review Committee.

2. Q. How many points is the Project Beneficiaries question worth?
    A. The Project Beneficiaries question is worth 10 points.

3. Q. What is meant by "project beneficiaries"? What information should applicants provide to justify the number of beneficiaries?
    A. Project beneficiaries are the specialty crop stakeholders, including individual growers, producers, groups, commodities, etc. that will directly benefit from a project. The number cited in the Project Beneficiaries response should be a reasonable estimate that can be documented and reported upon during the duration of the grant, if selected for funding. For these reasons, stating that a project will benefit the entire specialty crop industry is not an appropriate response for this question.

4. Q. Do proposals need to benefit all California growers of a specific specialty crop?
    A. Proposals must benefit the specialty crop industry; however, it is not necessary, and may not be feasible, for a project to benefit all California growers of a specific specialty crop commodity.

SPECIALTY CROP ENHANCEMENT

No questions at this time.

PRIOR YEAR SCBGP PROJECTS

No questions at this time.

PROJECT SUSTAINABILITY

No questions at this time.

OTHER SUPPORT FROM FEDERAL OR STATE GRANT PROGRAMS

New Questions: February 6, 2019

1. Q. Within Other Support from Federal or State Grant Programs, should applicants identify support from non-governmental programs?
    A. Applicants should only address support if the proposal has been or will be submitted to or funded by another federal or state grant program other than the SCBGP. While it is not necessary to document non-governmental grant funds, SCBGP funds cannot duplicate costs or activities from other sources.

EXTERNAL PROJECT SUPPORT

1. Q. Can an organization or individual listed in the External Project Support response be directly involved in the project?
    A. The response to External Project Support should describe support from a stakeholder not directly involved in the project. Support from the applicant, cooperators, contractors, or any other entity that will participate in project activities or receive project funding are not appropriate.

2. Q. Are applicants required to attach letters of support for their proposals?
    A. Letters of support are not a requirement of the SCBGP and are not a factor in the scoring criteria for proposals. However, letters of support are strongly encouraged to demonstrate industry support for a project. In addition, there is no limit to the number of letters that may be attached to a proposal. If letters of support are attached to a proposal, applicants must still provide a narrative response to the External Project Support question.

3. Q. Are letters of support required to be submitted in English?
    A. There is no specific requirement that letters of support be submitted in English; however, applicants are encouraged to submit letters of support in

English as technical review committee members may not all be multilingual and translation services for letters of support are not available.

4. Q. Can applicants include more than one stakeholder in the External Project Support response?
    A. There is no prohibition against including more than one stakeholder, however, applicants are only required to identify one specific specialty crop stakeholder and explain why they believe the project is important and timely.

5. Q. Are applicants allowed to submit more than one letter of support?
    A. While letters of support are strongly encouraged, they are not mandatory and there is no limit to the number of letters of support for SCBGP proposals.

OUTCOME MEASURES

1. Q. Can the grant proposal identify different outcome measures and indicators than those listed in the concept proposal? Can the values for previously selected indicators and sub-indicators be changed?
    A. With the exception of marketing and promotional proposals, applicants may select outcome measures and indicators that are different than or in addition to those specified in the concept proposal. Applicants may also change the values associated with them. Marketing and promotional proposals must include Outcome Measure 1, even if other outcomes and indicators are added, removed, or amended. Note that the outcome measures, indicators, and sub-indicators are defined by USDA and the Office of Management and Budget and cannot be altered, amended, or replaced. In addition, CDFA cannot anticipate how changes will be viewed by the Technical Review Committee.

2. Q. Which projects are required to select Outcome Measure 1, enhance the competitiveness of specialty crops through increased sales?
    A. Any proposals that include the marketing and promotion of specialty crops, including all proposals submitted to the California Grown Promotion funding category must include Outcome Measure 1. For examples of project activities that meet the definition of marketing and promotion refer to the Outcome Measures supplement.

3. Q. What is the difference between data collection methods and activities to monitor and report on outcomes?
    A. Data collection methods should describe the actual process that will be used in gathering information to validate progress toward achieving the selected indicator(s) and sub-indicator(s). Activities to monitor and report on outcomes should describe the project work to observe, record, and or disseminate outcomes.

4. Q. Are informal surveys adequate to measure changes in behavior?
    A. Depending on the subject area of a proposal and the outcome measure(s) selected, informal surveys may not be adequate for the purpose of data collection for reporting on outcome measures. For example, informal consumer surveys are inadequate to demonstrate an increase in sales for Outcome Measure 1. Additionally, informal surveys should not be used for reporting outcomes for the SCBGP if such methodology would otherwise be inadequate given the nature of the project.

5. Q. For Outcome Measure 1, what is an appropriate way to achieve an increase in sales?
    A. There may be multiple methods by which this outcome can be achieved such as an increase in price per unit of a commodity or an increase in the volume of a commodity sold. Regardless of the method, the net result must be based on actual sales data and result in a total increase in sales over the established baseline.

BUDGET NARRATIVE

1. Q. Are participant support costs allowable for activities such as surveys and focus groups?
    A. Participant support costs defined as costs for items such as stipends, subsistence allowances, travel allowances, or registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, and focus groups, are allowable. Historically, SCBGP funds have not been used to incentivize participation in surveys. However, costs for participation in surveys may be allowable so long as the costs meet the standards of reasonableness and are necessary to implement the activities of the project.

2. Q. Within the Budget Narrative, who should be listed under Salary and Wages and who should be listed under Contractual?
   A. Only persons employed by the applicant organization should be listed in category A Salary and Wages. Any Project Directors, Project Managers, Principal Investigators, collaborators, and/or contractors outside of the applicant organization that will receive a portion of grant funds should be listed under section E Contractual.

3. Q. When is it necessary to provide a justification for a contractor? Should the justification be included as an attachment?
   A. A justification must be provided, and prior approval must be obtained, when a contractor will be selected by noncompetitive proposal, contractual salaries and wages or fees for professional services exceed the General Schedule Grade 15 Step 10 (GS 15 Step 10) for the locality in which work will occur, or the contractor will utilize a flat rate. Reference the Procuring Goods and Services Using Federal Funds supplement for additional information and requirements. The justification should be included in the "Contractual Justification" section of the Budget Narrative template, rather than as a separate attachment.

4. Q. Are costs for information technology systems, such as a server necessary for research, allowable?
   A. Information technology systems with a useful life of more than one year and an acquisition cost of $5,000 or more, including computing devices or ancillary equipment such as a server, are unallowable and cannot be purchased using SCBGP funds. Reference page 3 (Equipment) and page 5 (Information Technology Systems) of the 2019 SCBGP Allowable and Unallowable Costs Table for additional information.

5. Q. How should costs for project partners or co-applicants be reported in the Budget Narrative? Are project partners or co-applicants exempt from the procurement requirements for federal funds?
   A. Proposals to the SCBGP are limited to one applicant organization per proposal. Co-applicants or project partners are considered contractors and subject to the same requirements as all other services procured using federal funds.

6. Q. When are meal costs for meetings allowable?
    A. Meal costs for meetings are allowable if costs are reasonable and a justification is provided that such activity is necessary, maintains the continuity of the meeting, and to do otherwise will impose arduous conditions on the meeting participants. When requesting meal costs, applicants should include a justification in the budget narrative that describes why the meal is necessary. Please note that simply stating a meal is necessary to maintain the continuity of a meeting is not, by itself, an adequate justification.

7. Q. For contractual fee structures, what is the difference between a salary and wages and fee for professional services?
    A. Salaries and wages refers to compensation based on the actual salary or hourly wage for the persons performing work under the contract. In addition to actual salaries, contracts may include charges for fringe benefits, supplies, travel, other costs, and indirect costs. Fees for Professional Services is an hourly rate paid for services provided and does not necessarily reflect the actual salary of the person performing the contracted work. It is typically inclusive of salary, fringe benefits, and overhead costs associated with the service provided. Note that a fee for professional services structure cannot be used to support unallowable costs, such as excessive indirect.

8. Q. Where should travel by people who are neither employees of the applicant nor contractors be listed?
    A. Travel for people who are neither employees of the applicant nor contractors, such as consultants, should be listed under section C Travel in the Budget Narrative.

9. Q. Are personnel or contractual grant administration costs allowable?
    A. Typically, costs to administer a grant are considered indirect costs. Grant administration costs can only be charged directly if such costs are consistent with the applicant's established indirect policy, the justification demonstrates that the activities are necessary to the success of the project, and the costs are not also recovered as indirect costs.

10. Q. Are applicants required to provide a detailed breakdown of contractual costs, or is a total cost in the contractual table sufficient?
    A. Except in the case of a flat rate contractor, applicants are required to provide a full breakdown of estimated contractual costs for each contractor within the

Budget Narrative. This should include fee structure, personnel, hourly rate, hours worked, fringe benefits, supplies, etc. Reference the <u>Procuring Goods and Services Using Federal Funds supplement</u> for additional information on fee structures and when flat rate fee structures are allowable.

11. Q. For travel involving multiple parties, can daily travel costs be combined to upgrade accommodations or a rental vehicle?

    A. While travel needs may vary based on the size of the group traveling, costs should always be reasonable, appropriate, and necessary for the success of the project. A large group traveling together by automobile may require a larger vehicle than an individual or smaller group; however, travel by a luxury vehicle such as a limousine is never appropriate using federal funds. Additionally, room rates for multiple travelers cannot be combined to upgrade hotel accommodations (e.g., renting a suite for multiple travelers rather than an individual single room for each traveler). Finally, if selected for funding, travel reimbursement will be limited to actual travel costs, not to exceed allowable rates at the time of travel.

12. Q. If a proposal includes subgrants or microgrants, how should those costs be listed in the Budget Narrative?

    A. Costs associated with a subgrant would typically be considered Contractual or Other costs, depending on the organization's established policies and nature of the work conducted in the subgrant. Please note that costs determined to be miscategorized will not result in disqualification of a proposal and ordinary contractual costs cannot be categorized as a subgrant for the purpose of circumventing requirements for procuring goods or services using federal funds.

13. Q. What is program income?

    A. Program income is income directly generated by a supported project activity or earned as a result of the award. If a project will generate program income, the applicant must describe how the income will be used to support project activities and further enhance the competitiveness of specialty crops. Program income generated during the grant award may not be kept as income or profit for the applicant organization/project participants or used toward unallowable costs or activities.

14. Q. Can SCBGP funds be used to purchase software?
    A. Purchasing software using SCBGP funds may be allowable if the software is necessary to the success of the project and has a per unit cost of less than $5,000.

15. Q. Can the amount of SCBGP funding requested change from the concept proposal phase to the grant proposal phase?
    A. The amount of SCBGP funding requested in the grant proposal phase may increase or decrease from the concept proposal phase so long as the revised amount requested is not less than the minimum award amount or more than the maximum award amount. Changes from one budget line item to another are also permissible. Any changes requested should be documented on the Budget Narrative template. Applicants should not change the budget template submitted in the concept proposal phase.

16. Q. How many points is the Budget Narrative worth?
    A. The Budget Narrative is worth 20 points.

17. Q. Are applicants required to conduct a competitive bid for contractors which have been used in the past?
    A. A competitive process conforming to the applicant organization's established policies and the federal administrative requirements and cost principles is always required when procuring a contractor using federal funds. Having previously selected a contractor for other work does not negate this requirement.

18. Q. Should services that would ordinarily be contractual but fall within the micro-purchase rate be listed under Contractual or elsewhere in the Budget Narrative?
    A. Micro-purchase refers to the procurement of goods or services below $10,000 which can be done without soliciting competitive bids as long as the costs are reasonable. The nature of the service procured, not the dollar amount, determines if the associated costs should be documented as Contractual costs or Other. Expenses listed under category F Contractual typically include public relations, marketing, graphic design services, etc. Expenses listed under category G Other typically include speaker/trainer fees, fees for data collection and lab analysis, meeting space or equipment rentals, subscriptions, etc.

19. Q. Are applicants required to conduct a competitive bid for contractors before the grant period begins?
    A. No, applicants do not have to complete the bidding process prior to the start of the grant. However, prior approval is required by CDFA for contractors selected after funds are awarded.

20. Q. If project personnel, including contractors, have not yet been identified, how should applicants reference these individuals in the Budget Narrative?
    A. Any project personnel that have not yet been identified (e.g., contractors that will be hired if the grant is awarded) should be referred to by the title of the position to be filled.

21. Q. Are costs associated with capital expenditures allowable under the SCBGP?
    A. Capital expenditures are costs to acquire capital assets (e.g., buildings or land) or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. Costs associated with capital expenditures including purchasing, improving land, or site grading are unallowable. Reference 2 CFR 200, Appendix E. 439, and page 2 of the 2019 Allowable/Unallowable Costs and Activities Table.

22. Q. Are applicants allowed to install temporary structures, such as a hoop house or trellis support system, for the purpose of growing specialty crops?
    A. Installing a temporary structure, such as a hoop house or trellis support system, may be allowable if it is necessary to the project, enhances the competitiveness of specialty crops, and the total material and installation costs for each are under $5,000.

23. Q. Are applicants allowed to purchase specialty crop seeds and other related supplies?
    A. SCBGP funds may be used to purchase specialty crop seeds and related supplies. However, the applicant must demonstrate that the supplies are necessary to complete the project's goals and objectives and explain how they enhance the competitiveness of California's specialty crops.

24. Q. Where should costs for survey or data collection be listed in the Budget Narrative?
     A. Typically, survey and data collection services are listed under category G Other.

25. Q. Will a proposal be disqualified if costs are miscategorized?
     A. Proposals with miscategorized costs will not be disqualified. If included in CDFA's State Plan, proposals with miscategorized costs will have those costs reallocated to the correct budget categories and additional justification may be required.

New Questions: February 6, 2019

26. Q. How can applicants determine the fee structure of a contractor?
     A. Generally, the contractor should explain their fee structure as part of the procurement process. If a contractor has not yet been selected, the applicant should provide their best estimate of the anticipated contractual fee structure. Reference the Procuring Goods and Services Using Federal Funds supplement for additional information and requirements.

27. Q. If a contractor is charging a flat-rate, do all sections of the contractual budget narrative need to be completed?
     A. If the contractor is charging a flat rate, list that amount in category F Contractual of the Budget Narrative. The applicant must provide a justification for the flat-rate fee and demonstrate the rate is reasonable and consistent with fees in the marketplace for similar services. No additional information is required in sections A-H for Contractual because all associated costs (e.g., supplies, travel, etc.) should be included in the flat rate.

28. Q. If program income is generated by activities during the grant period, does it have to be used before the end of the grant?
     A. It is expected that Program Income generated during the grant period will be expended before the end of the grant. Any program income generated during the grant period must be used to further the objectives of the grant project in accordance with restrictions on the Allowable and Unallowable Costs and Activities Table.

29. Q. Should project collaborators who will not receive grant funds be included in the Budget Narrative?
    A. Only individuals or organizations that will receive grant funds (i.e., salary, benefits, and/or travel, etc.) should be included in the Budget Narrative. Individuals who will participate in the project but not request grant funds may document their time as an in-kind contribution on the Cost Sharing template. All individuals who will participate in project activities should be listed on the Project Objectives and Work Plan template.

30. Q. Are costs for software subscriptions allowable under the SCBGP?
    A. Software subscriptions using SCBGP funds may be allowable if the subscription is only for the grant duration, the cost is reasonable, and the software is necessary for the completion of the project's objectives and outcomes. If the software will not be used solely for the proposed project, only the proportion allocated for the project may be reimbursed by the SCBGP.

COST SHARING

1. Q. Is cost sharing a factor in the scoring of proposals?
   A. Cost sharing is not a requirement for the SCBGP and is not a factor in the scoring of proposals. However, the Technical Review Committee may view it as an indicator of industry support.

2. Q. If a proposal will not include cost sharing is it necessary to include the Cost Sharing template?
   A. Only projects that will include cost sharing are required to complete and upload the Cost Sharing template. If cost sharing has not been secured, indicate "This project will not utilize cost sharing" within the text box provided for the Cost Sharing question in the FAAST application.

3. Q. Can applicants with an established indirect cost rate greater than the 8 percent of total personnel costs treat unrecovered indirect costs as cost sharing?
   A. Indirect costs for the SCBGP are limited by federal statute. Organizations with an established indirect cost rate greater than that amount may treat unrecovered indirect as cost sharing.

4. Q. If selected for funding, will applicants be required to report on cost sharing secured for the proposal?
    A. Cost sharing is reported on invoices, progress reports, and final reports. Reporting on progress and final reports includes the type of cost sharing and the amount.

5. Q. Can funds from other federal or state grant programs be used as cost sharing for SCBGP proposals?
    A. Funds from other federal grant programs cannot be used as matching funds or cost sharing. Reference 2 CFR Part 200.306 (b)(5). This includes federal or state grant funds awarded to project partners, cooperators, or contractors.

6. Q. Should income generated from project activities be included in cost share?
    A. Income generated directly from project activities is considered program income, rather than cost share, and should be included in the Program Income section of the Budget Narrative. If program income will be earned as a result of the project, the applicant must describe how the income will be used to further enhance the competitiveness of specialty crops. Program income may not be used for infrastructure, capital improvements, or any other unallowable costs or activities.

7. Q. Who should be included on the Cost Sharing template?
    A. Organizations and/or individuals who will participate in the project but not request grant funds should document their time as in-kind contribution on the Cost Sharing template.

PROJECT OVERSIGHT

1. Q. Who should provide resumes or Curriculum Vitae (CV)s?
    A. Curriculum vitae or resumes (whichever is most applicable) should be provided for the Project Directors, Project Managers, Principal Investigators, contractors, or any other collaborators who will receive a portion of the grant funds. The preferred format for resumes or CVs is PDF. There is no required template and there are no page length restrictions.

REVIEW PROCESS

No questions at this time.

GRANT MANAGEMENT

1. Q. When will 2019 SCBGP awards be announced?
   A. CDFA anticipates that USDA will announce 2019 SCBGP awards in Fall 2019 to coincide with the new Federal Fiscal Year; however, the timing of the federal announcement has varied significantly from year to year.