

2021 Specialty Crop Block Grant Program H.R. 133 Stimulus Funding

Request for Proposals

CATALOG OF FEDERAL DOMESTIC ASSISTANCE 10.170

Released:

July 13, 2021

Proposals Due:

By 11:59 p.m. PT on August 8, 2021

No late submissions accepted



**California Department of Food and Agriculture
Office of Grants Administration**

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About the Program

Purpose

The California Department of Food and Agriculture's (CDFA) Specialty Crop Block Grant Program (SCBGP) funds projects that enhance the competitiveness of California specialty crops. The SCBGP is designed to support all sectors of California's specialty crop industry and improve the performance of California specialty crops within local, domestic, national, and international markets. In addition to the regular SCBGP funding authorized by the Agriculture Improvement Act of 2018 ("Farm Bill") the United States Congress has awarded additional one-time SCBGP funding to state departments of agriculture due to the COVID-19 impacts on the food system under House Resolution 133 ("H.R. 133 Stimulus Funding").

Specialty crops are fruits, vegetables, tree nuts, dried fruits, and horticulture and nursery crops (including floriculture). Visit USDA's [What is a Specialty Crop website](https://www.ams.usda.gov/services/grants/scbgb/specialty-crop) (<https://www.ams.usda.gov/services/grants/scbgb/specialty-crop>) for a list of eligible and ineligible commodities and a comprehensive definition of specialty crops.

Funding and Duration

CDFA anticipates that up to \$10 million will be awarded to projects enhancing the competitiveness of California specialty crops. Grant amounts range from \$250,000 to \$1,000,000. The maximum grant duration is three (3) years, and grant funds cannot be expended before January 1, 2022, or after December 31, 2024. CDFA reserves the right to offer an award amount different than the amount requested.

Eligibility

Non-profit and for-profit organizations; local, state, and federal government entities, including tribal governments; and public or private colleges and universities are eligible to apply. Individuals are not eligible to apply. **Organizations may submit no more than one application for H.R. 133 Stimulus Funding.**

An organization is defined as an entity with a single Federal Tax Identification Number, Data Universal Numbering System (DUNS) number or Unique Entity Identifier (UEI).

Additional notes to help determine eligibility:

- Grant funds will not be awarded for projects that directly benefit or provide a profit to a single organization, institution, or individual. For example, the program cannot fund a project to start or expand a farm or business venture.

- Recipients cannot use grant funds to compete unfairly with private companies that offer equivalent products or services.
- Projects must enhance the competitiveness of California specialty crops. Projects benefiting non-specialty crops will not be selected for funding.
- Projects must address at least one of the project types identified by CDFA. To view these project types, reference [page 5 of the Request for Proposals \(RFP\)](#).

Other Grant Programs

The H.R. 133 Stimulus Funding is a one-time allocation of funds, with unique program requirements, that is intended to address critical issues in the specialty crop industry. The following is a list of other CDFA and USDA grant programs prospective applicants may also consider.

2022 SCBGP Farm Bill

CDFA anticipates announcing the 2022 SCBGP Farm Bill solicitation in the fall of 2021. The 2022 SCBGP solicitation will include traditional funding areas, funding categories, and program priorities. The available funding, maximum and minimum award amounts are anticipated to be similar to past SCBGP solicitations. It is not anticipated that the 2022 SCBGP Farm Bill solicitation will have any limits on the number of proposals per applicant.

Nutrition Incentive Projects

The California Nutrition Incentive Program encourages the purchase and consumption of fresh California fruits, vegetables, and nuts through the CalFresh program by providing monetary incentives at the point of purchase at selected Certified Farmers Markets, mobile markets, community supported agriculture programs and retailers.

<https://cafarmtofork.cdfa.ca.gov/cnip.html>.

Regional Business Enterprises and Local Food Projects

The Farmers' Market Promotion Program and the Local Food Promotion Program support domestic farmers' markets, roadside stands, community-supported agriculture programs, agritourism activities, other direct producer-to-consumer market opportunities, local and regional food business enterprises that process, distribute, aggregate, or store locally or regionally produced food products. Please be advised that local match is a requirement of the Local Food Promotion Program.

<https://www.ams.usda.gov/services/grants/fmpp> or

<https://www.ams.usda.gov/services/grants/lfpp>.

Bioenergy Projects

See the U. S. Department of Agriculture energy website for information on how to submit projects supporting biobased products and bioenergy and energy programs, including biofuels and other alternative uses for agricultural and forestry commodities. <https://www.usda.gov/energy/matrix/home>.

Projects That Support Individual Farmers and Ranchers

Healthy Soils Projects

The Healthy Soils Program supports the implementation or implementation and demonstration of agricultural management practices that improve soil organic matter and reduce greenhouse gases on California agricultural operations <https://www.cdfa.ca.gov/oefi/healthysouls/>.

Dairy Digester Projects

The Dairy Digester Research & Development Program supports the installation of dairy digesters in California which result in reduced greenhouse gas emissions <https://www.cdfa.ca.gov/oefi/ddrdp/>.

Alternative Manure Management Projects

The Alternative Manure Management Program supports the implementation of non-digester manure management practices in California which result in reduced greenhouse gas emissions <https://www.cdfa.ca.gov/oefi/AMMP/>.

State Water Efficiency and Enhancement Program

The State Water Efficiency and Enhancement Program provides financial assistance in the form of grants to implement irrigation systems that reduce greenhouse gases and save water on California agricultural operations <http://www.cdfa.ca.gov/oefi/sweep/>.

California Underserved and Small Producers Program

The California Underserved and Small Producers (CUSP) Grant Program is designed to facilitate direct assistance to individual small and mid-scale and socially disadvantaged farmers and ranchers who need support applying for economic relief grant programs and assistance with business planning and marketing strategies <https://www.cdfa.ca.gov/CUSP/>.

Timeline

2021 SCBGP H.R. 133 Stimulus Funding Timeline	
Release Request for Proposals (RFP)	July 13, 2021
Webinars	July 19, 2021 – July 30, 2021
Proposals due	August 8, 2021, 11:59 p.m. PT
Review Period	August – September 2021
Announce Proposal Selection	September 2021
Full Proposal Development	September 2021 – November 2021
Proposals Submitted to USDA	November 2021
Award Funding	January 2022

How to Apply

Applicants are required to complete and submit their grant proposal using the required templates on the CDFA SCBGP website:

http://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/. Grant proposals must be delivered electronically to grants@cdfa.ca.gov by 11:59 p.m. PT on August 8, 2021. Submitted grant proposals will only be considered if the required application templates are complete and attached in one email submission.

Grant Proposal Requirements

Electronic applications must include all of the following templates to be considered complete:

- 2021 SCBGP H.R. 133 Proposal Template
- 2021 SCBGP H.R. 133 Budget Template
- 2021 SCBGP Outcome Measures Template

Project Types

CDFA has developed four project types for SCBGP H.R. 133 grant proposals:

- 1) Projects that Promote Economic Recovery from COVID-19.
- 2) Projects that Assist Specialty Crop Farmers in Adapting to Ongoing Impacts of COVID-19.
- 3) Projects that Address Nutrition and Access Issues in Those Communities Most Impacted by COVID-19.
- 4) Projects that Secure the Long-Term Competitiveness of California Specialty Crops.

Grant proposals should:

- Demonstrate a high likelihood of success.
- Be scalable to the larger community.
- Identify the specific and existing issue, problem, or need the project will address.
- Demonstrate industry need and support.

Grant Proposal Questions

Applicants must respond to the following questions on the 2021 SCBGP H.R. 133 Proposal Template and include the completed template with their email submission.

Applicant Organization:

Enter the legal name of the organization that will serve as lead for the project and will receive grant funds.

Submitting Organization:

Enter the legal name of the organization submitting the proposal on behalf of the applicant.

Organization Type:

Using the drop-down menu, select the organization type that best describes the applicant.

Federal Taxpayer Identification Number:

Enter the applicant organization's federal taxpayer identification number.

Data Universal Numbering System (DUNS) number or Unique Entity Identifier (UEI):

Enter the applicant organization's DUNS or UEI.

Funds Requested:

Enter the total grant funds requested. Must be between \$250,000 and \$1,000,000 and must match the budget template. Do not include any matching funds in the funds requested.

Project Title:

Concisely describe the project in 15 words or less.

Project Duration:

Within the text boxes provided, enter a start and end date for the project. Projects cannot start before January 1, 2022 or continue beyond December 31, 2024.

Project Type:

Using the drop-down menu, select the project type that best matches the proposal.

Project Description:

Summarize the need for the project, describe the goals and outcomes, and present a plan for evaluating and measuring the success of the project.

Project Objectives:

Identify at least one objective the project will achieve within the grant duration.

Project Beneficiaries:

All of the following must be addressed within the text boxes provided:

- Estimate the number of project beneficiaries. The number cited should be a reasonable estimate of the number of individuals that could realistically be directly impacted by the results of the project. Applicants must be able to demonstrate that the number of beneficiaries is trackable and reportable.
- Identify and quantify the project beneficiaries and describe how they will benefit from the project objectives (list the specific specialty crops that will be affected, if possible).

Prior Year SCBGP Projects:

Using the drop-down menu, indicate if this project builds upon a prior-year project. If "Yes," all of the following must be addressed within the text boxes provided:

- Provide the specialty crop block grant agreement number(s) (e.g., 17-0275-001-SC or SCB13090).
- Describe how the project differs from and builds upon the previous work.

Support from Other Federal/State Grant Programs:

Using the drop-down menu, indicate if this project has been submitted to, or funded by another state or federal grant program. If "Yes," all of the following must be addressed within the text boxes provided:

- Identify the program name and the agency that administers the program.
- State the amount of grant funds requested or awarded.

Project Oversight:

Identify the key personnel (i.e. Project Director, Project Manager) and provide a summary of their qualifications.

Grant Proposal Budget

Download the required Microsoft Word Document (.doc) Budget template from the [CDFA SCBGP website](https://www.cdfa.ca.gov/CDFA_SCBGP_website) (https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/). Click on the link and select "Save as," save the file where appropriate, open the saved file and enter the proposal budget information, save the completed document and include with your email submission.

For each budget category listed below, enter the amount of SCBGP funds requested (rounded to the nearest whole dollar) and a brief description of the costs or activities covered. A description is required for each budget category in which funds are requested, except for category H. Indirect Costs and category I. Total SCBGP Funds Requested. Failure to submit the required Budget template or submission of an alternate template/file type may result in disqualification. A completed sample budget is available in [Appendix A on page 17](#).

Salary and wages, fringe benefits, travel, scientific research equipment, supplies, other, and indirect costs for individuals not employed by the applicant organization must be listed under category F. Contractual.

A. Salary and Wages

Estimate the total cost of salary and wages for time spent on the project by individuals employed by the applicant organization. In the description column, list the title of each employee and the approximate time spent on the project (number of hours or percent full time equivalent).

B. Fringe Benefits

Estimate the total cost of fringe benefits for time spent on the project by individuals employed by the applicant organization in accordance with the applicant organization's established fringe benefits policy. In the description column, list the approximate fringe benefit rate and types of benefits included in the applicant organization's established fringe benefits policy.

C. Travel

Estimate the total cost of project related travel for all individuals except contractual personnel. In the description column, describe the travel that will be necessary to accomplish the goals and objectives of the project. Use the rates established by the U.S. General Services Administration (GSA) available on the [GSA website](https://www.gsa.gov/travel/plan-book/per-diem-rates) (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) to develop the travel cost

estimate. Reference pages 14-15 of the [Allowable and Unallowable Costs and Activities Table](#)

(https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBG_P_AllowableandUnallowableCostsTable.pdf) for restrictions on travel costs.

D. Scientific Research Equipment

Estimate the total cost to purchase any scientific research equipment necessary to achieve project objectives. Scientific research equipment is nonexpendable, tangible personal property with a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000 to be used only for research, scientific, or other technical activities. In the description column, list the scientific research equipment to be purchased. Reference page 3 of the [Allowable and Unallowable Costs and Activities Table](#)

(https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBG_P_AllowableandUnallowableCostsTable.pdf) for restrictions on scientific research equipment.

E. Supplies

Estimate the total cost to purchase supplies necessary to achieve project objectives. Supplies are items with an acquisition cost less than \$5,000 per unit that are used exclusively for the objectives of the project. In the description column, list the types of supplies to be purchased. General use office supplies (paper, printer ink, pens, etc.), facilities costs (telephone, internet, etc.), and administrative costs are considered indirect and should not be included under category E. Supplies. Reference [pages 12-13 of the RFP](#) for more information about direct and indirect costs.

F. Contractual

Estimate the total cost of work on the project that will be performed by individuals/organizations other than the applicant (e.g., consultants, contractors, partner organizations, etc.). This amount should include all associated salary and wages, fringe benefits, travel, scientific research equipment, supplies, other, and indirect costs. In the description column, list the services to be provided and the contractors that will work on the project and be paid with grant funds. Reference page 2 of the [Allowable and Unallowable Costs and Activities Table](#) (https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBG_P_AllowableandUnallowableCostsTable.pdf) for restrictions on contractual costs.

G. Other

Estimate the total cost of all other project related expenses. Expenses typically listed under category G. Other include registration fees to attend professional conferences, speaker/trainer fees, stipends, fees to publish in academic journals, fees for data collection and lab analysis, meeting space or equipment rentals, subscriptions, etc. In the description column, list the specific types of expenses necessary to accomplish the goals and objectives of the project.

H. Indirect Costs

Indirect costs are facilities and administrative costs that cannot easily be tied directly to the activities of the grant. Examples of common indirect costs include administrative/clerical services, rent, utilities, internet and telephone service, maintenance, and general office supplies. The maximum amount of indirect costs allowable is 8 percent of total personnel costs (category A. Salary and Wages plus category B. Fringe Benefits). Reference [pages 12-13 of the RFP](#) for more information about indirect costs. *Formula: (A. Salary and Wages + B. Fringe Benefits) x 0.08 = Maximum Indirect Costs*

I. Total SCBGP Funds Requested

To calculate the total SCBGP funds requested, add up the amounts requested for categories A through H. This total must match the amount listed under "Funds Requested" on the Proposal Template and cannot be less than \$250,000 or greater than \$1,000,000.

J. Program Income

Estimate the amount of income (if any) that may be generated by a supported activity or earned as a result of the award. In the description column, explain how the program income will be generated and how it will be used to further support the project objectives. Program income must be spent on activities that support the goals and objectives of the project and must comply with restrictions on allowable and unallowable costs and activities.

Outcome Measures

Download the required [Outcome Measures template](https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBGP_OutcomeMeasuresTemplate.docx) (https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBGP_OutcomeMeasuresTemplate.docx), complete it, and include as an attachment with your email submission. The Outcome Measures template must be submitted as a Microsoft Word Document (do not submit a PDF) and must use the required Microsoft Word Document template (do not alter the template in any way, except to add numbers and a description of data collection methods for the outcomes and indicators selected). For a completed example of the Outcome Measures template, reference [Appendix B on page 18](#).

All of the following must be addressed in the Outcome Measures template:

- **Outcome:** Using the check boxes provided, select at least one of the eight outcome measures.
- **Indicator:** Using the check boxes provided, identify at least one indicator for each selected outcome. Complete the fillable text fields for each indicator selected. If there are multiple sub-indicators under a selected indicator, enter a value for at least one.
- **Description:** Within the description section for each outcome selected, describe the data collection methods for the outcome(s) and indicator(s) selected. The description of data collection methods must apply specifically to the Outcome Measure selected and not to other aspects of the project.

All selected outcome measures and related indicators/sub-indicators must be achievable during the grant duration.

Outcome measures and the associated indicators were developed by USDA and the Office of Management and Budget and cannot be altered or amended in any way.

Reference the [Outcome Measures supplement](#)

(https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBGP_OutcomeMeasuresSupplement.pdf) for additional information on the required outcomes and indicators.

Note: All marketing and promotion projects must identify Outcome 1: Enhance the competitiveness of specialty crops through increased sales.

Requirements and Limitations

Federal Cost Principles

Federal cost principles are regulations based on organization type used to determine allowable costs and ensure consistent treatment of costs. Applicants are responsible for identifying the federal cost principles appropriate to their organization, consistent application of cost principles to the SCBGP grant funds, and ensuring contractors or consultants comply with federal cost principle requirements.

- State, local or Indian tribal governments, non-profit organizations, colleges and universities will be subject to [2 CFR 200](https://www.ecfr.gov/cgi-bin/text-idx?SID=898fdaa0b947dd0bf8c962a137d230dd&node=pt2.1.200&rtn=div5) (https://www.ecfr.gov/cgi-bin/text-idx?SID=898fdaa0b947dd0bf8c962a137d230dd&node=pt2.1.200&rtn=div5).
- For-profit organizations will be subject to [48 CFR Subpart 31.2](https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=9b6facc60293cad8d7dd87f703f5f2fe&rtn=div6&view=text&node=48:1.0.1.5.30.2&idno=48) (https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=9b6facc60293cad8d7dd87f703f5f2fe&rtn=div6&view=text&node=48:1.0.1.5.30.2&idno=48).

Unallowable Costs

CDFA has developed an [Allowable and Unallowable Costs and Activities Table](https://www.cdca.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBGP_AllowableandUnallowableCostsTable.pdf) (https://www.cdca.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBGP_AllowableandUnallowableCostsTable.pdf) to assist applicants in preparing their proposal budget. The table provides overall guidance for the handling of common costs and includes USDA and CDFA requirements specific to this program. Proposals with unallowable costs may be subject to disqualification as described below.

Indirect Costs

The indirect cost rate for the SCBGP is limited by federal statute. The rate published in this solicitation document ensures conformity to the federal statute. Applicants that might ordinarily be eligible to receive a higher indirect rate from other state or federal programs are responsible for ensuring that their organization/institution will allow an exception for this program before submitting an application.

The maximum indirect cost rate is 8 percent of total personnel costs (budget category A. Salary and Wages plus category B. Fringe Benefits).

Applicants are responsible for presenting costs incurred for the same purpose in like circumstances consistently and must not include costs associated with an established indirect cost rate agreement as direct costs. In addition, applicants cannot allocate a cost as a direct cost if it is also incurred as an indirect cost for the same purpose and vice versa.

Direct costs are costs that can be identified specifically with a particular award, project, program, service, or other organizational activity or that can be directly assigned to such an activity relatively easily with a high degree of accuracy. Typically, direct costs include, but are not limited to, compensation of employees who work directly on the award to include salaries and fringe benefits, travel that is necessary for the project, equipment and supplies used for the project to enhance the competitiveness of specialty crops, and the hiring of qualified contractors to achieve project objectives.

Indirect costs (also known as “facilities and administrative costs”) are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Below are typical indirect costs for specific types of organizations. The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate where all of the following conditions are met:

- Administrative or clerical services are integral and directly related to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency; and
- The costs are not also recovered as indirect costs.

The following are considered indirect and should not be included in the Budget template as direct costs:

- Information technology services.
- Rent.
- Utilities and internet service.
- Telephone service (mobile and land-line).
- General office supplies.
- Insurance.
- Maintenance.

Travel

The maximum travel rates allowable are the lesser of the rates in effect at the time of travel as established by the U.S. General Services Administration (GSA) available on the [GSA website](https://www.gsa.gov/travel/plan-book/per-diem-rates) (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), or the Recipient’s established travel policy. Applicants should apply the current government mileage rate for personally owned vehicles used for travel related to the project

available on the [IRS website](https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates) (<https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>).

In accordance with [California Assembly Bill 1887](https://oag.ca.gov/ab1887) (<https://oag.ca.gov/ab1887>), state funded and state sponsored travel to states with discriminatory laws is prohibited. SCBGP funds cannot be used to support costs for travel to states with active discriminatory laws. As of the issuance of this document the following states are subject to California's ban on state funded and state sponsored travel: Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, and West Virginia.

Note: International travel must comply with the [Fly America Act, 49 U.S.C. 40118](https://www.govinfo.gov/content/pkg/USCODE-2011-title49/pdf/USCODE-2011-title49-subtitleVII-partA-subparti-chap401-sec40118.pdf) (<https://www.govinfo.gov/content/pkg/USCODE-2011-title49/pdf/USCODE-2011-title49-subtitleVII-partA-subparti-chap401-sec40118.pdf>) and [Foreign Travel Per Diem allowances](https://aoprals.state.gov/web920/per_diem.asp) (https://aoprals.state.gov/web920/per_diem.asp). Also, consideration should be given to the use of alternative technologies such as teleconferencing or videoconferencing if they are available, appropriate for the project, and less costly.

Review and Notification

Review Criteria

CDFA's intent is to fund projects that can produce the highest degree of measurable benefits to California specialty crop producers in relation to each dollar spent.

Review Process

CDFA will conduct two levels of review during the grant proposal process. The first level is an administrative review to determine whether grant proposal requirements are met and, if applicable, assess an applicant's past CDFA grant performance.

The second level is a technical review to evaluate the merits of the grant proposals. The CDFA SCBGP Technical Review Committee will rank grant proposals according to the following criteria:

- The likelihood of project success.
- The extent to which the project addresses the priorities of the specialty crop industry.
- The reasonableness of the project budget.

The highest ranked proposals will be invited to develop a full proposal for submission to USDA.

Notification and Feedback

All applicants will be notified regarding the status of their grant proposals in fall 2021. Successful applicants will be invited to develop a full proposal that will be submitted to USDA in late fall 2021. Feedback is not available for this solicitation.

To ensure all communications are received, points of contact listed in the application should add grants@cdfa.ca.gov to their email safe senders list, address book, or contact list.

Assistance and Questions

Grant Proposal Webinars

CDFA will conduct webinars on the 2021 SCBGP H.R. 133 Stimulus Funding solicitation process and the grant proposal application July 19, 2021 – July 30, 2021. Please visit the [CDFA SCBGP website](https://www.cdfa.ca.gov/SCBGP)

(https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/) for dates, times, and registration links. All applicants are encouraged to participate in a webinar.

Frequently Asked Questions (FAQ)

The general SCBGP FAQ can be found on the [CDFA SCBGP website](https://www.cdfa.ca.gov/SCBGP) (https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/). A H.R. 133 Stimulus Funding FAQ can be found on [Appendix C on page 19](#).

Questions and Answers (Q&A)

CDFA will conduct one round of Q&A to address general questions about the grant proposal. Email all questions about the solicitation process to: grants@cdfa.ca.gov. July 30, 2021, at 5:00 p.m. PT is the final deadline to submit questions for the grant proposal. Responses to all questions received during the webinars or by email will be posted to the CDFA SCBGP website on August 4, 2021.

To maintain the integrity of the competitive grant process, CDFA is unable to advise and/or provide individuals with any information regarding specific proposals during the solicitation process.

Appendix A: Budget Template Example

Total SCBGP Funds Requested	\$347,033
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For each budget category described in column one below, enter the amount of Specialty Crop Block Grant Program (SCBGP) funds requested (rounded to the nearest whole dollar) in column two and a description of the costs or activities to be covered in column three. A description is required for each budget category in which funds are requested, except for category H. Indirect Costs and category I. Total SCBGP Funds Requested.

Budget Categories	Amount of Funds Requested (Rounded to nearest whole dollar)	Description of Costs or Activities (Required except for categories H. and I.)
A. Salary and Wages Cost of salary and wages for time spent working on the project by employees of the applicant organization.	\$127,500	Project Manager (PM), Jane Doe: 60% FTE; Education Coordinator (EC), Jane Smith 100% FTE; Student Assistant (SA), John Smith 900 Hours
B. Fringe Benefits Cost of fringe benefits for time spent working on the project in accordance with the applicant organization's established fringe benefits policy.	\$32,370	PM, Jane Doe: 35% fringe; EC, Jane Smith 35% fringe; SA, John Smith 3% fringe. Fringe benefits policy includes health insurance, sick leave, and retirement.
C. Travel¹ Cost of project related travel for all individuals except contractual personnel.	\$7,400	Mileage requested for monthly travel for the PM, EC, and SA from Sacramento to Fresno for outreach activities and project coordination. 30 trips x 2 years; Lodging, vehicle rental, fuel, and per diem requested for the PM and EC to attend the 2023 and 2024 National Specialty Crop Conference in OR to disseminate project findings (\$96 x 2 nights, \$41.25 x 2 Per diem (first/last), \$55 per diem x 1) x 2 ppl, \$56 car rental x 3 days, \$3.40 per gallon x 10 gal fuel.
D. Scientific Research Equipment Cost to purchase scientific research equipment (for items greater than \$5,000 per unit) necessary to achieve project objectives.	\$0	No funds requested.
E. Supplies Cost to purchase supplies (for items less than \$5,000 per unit) necessary to achieve project objectives.	\$5,223	Gardening textbooks (15); Reference books (15); Plant starts (600); Soil; Garden gloves (800); Pruning shears (8); Hand trowels (8); Disposable cups, plates, napkins for sampling (100 participants x 400 lessons x 2 years);
F. Contractual² Cost of work by individuals/organizations other than the applicant (e.g., cooperators, consultants, contractors, partners, etc.).	\$157,000	Marketing firm will develop messaging, course promotion (\$10,000); Web developer to transform educational materials into an interactive online platform (\$110,000); Chef to create recipes to showcase specialty crops and conduct cooking demonstrations corresponding to the educational materials created (\$7,000); Photographer/videographer to create content for the printed education materials to be uploaded onto the new educational platform. Videos will be uploaded to the platform to reach a broader audience (\$25,000). Translation services to translate educational materials (online and printed) into Spanish and Hmong (\$5,000)
G. Other Cost of all other expenses (e.g., conference registration, speaker/trainer fees, stipends, publication fees, data collection, lab analysis, rentals, subscriptions, etc.).	\$4,750	Conference registration fees for PM and SA to attend the National Specialty Crop Conference to present project results (\$100 x 2 x 2 years). Stipends for guest farmers to present at educational seminars (10 speakers x \$250). Printing costs for educational materials \$400). Printing of classroom educational posters (5 x \$50). Open access publication fees (\$1,200)
H. Indirect Costs Facilities and administrative costs.	\$12,790	Must not exceed 8.00% of total personnel costs (A. Salary and Wages + B. Fringe Benefits)
I. Total SCBGP Funds Requested Sum of categories A through H.	\$347,033	Must match "Funds Requested" on the Grant Proposal Template.
J. Program Income Income (if any) that may be generated by a supported activity or earned as a result of the award.	\$2,500	A \$5 registration fee will be charged for the adult educational seminars to ensure class attendance (\$5 x 250 registrants x 2 years). Program income generated will be used to create additional educational content.

Appendix B: Outcome Measures Template Example

Specialty Crop Block Grant Program - Outcome Measures

Form 1.6.1.1. (08.2020)

State of California

California Department of Food and Agriculture

Office of Grants Administration

Proposal Identification Number (PIN)

12345

Select at least one of the eight outcome measures and at least one indicator for each selected outcome. Complete the fillable text fields for the indicator(s) selected. (Note: If there are multiple sub-indicators under the selected indicator, applicants must enter a value for at least one.) Within the Description section, describe the data collection methods for the outcome(s) and indicator(s) selected. Applicants may delete or leave blank any outcomes not applicable to their proposal. Outcome measures and the associated indicators were developed by the U.S. Department of Agriculture and the Office of Management and Budget and cannot be altered or amended in any way. Altering the language of the outcomes or indicators, or providing responses in a format other than that described in the document will result in disqualification of a proposal.

☒ **Outcome 1:** Enhance the competitiveness of specialty crops through increased sales.

☒ **Indicator 1:** Sales increased from \$5 million to \$9.5 million and by 90 percent as a result of marketing and/or promotion activities.

Description of data collection methods:

A sales baseline and value of sales increase will be determined in target markets during registration for the following activities: two virtual trade shows, Fresh Produce outbound trade mission, and two in person trade shows. Specialty crop companies will be surveyed and indicate the dollar value of current sales to the respective country the respective trade activity is focused on. This initial survey information will be compiled to establish an average dollar value baseline. Post-mission/promotion surveys will be conducted immediately following each activity and again at 30, 60, and 90 days to ascertain new direct exports sales and dollar value percentage increase in each market (the \$5 million baseline listed in Indicator 1 above is an estimate taken from prior specialty crop companies, based on size, number, and respective markets). Actual sales dollars will be used to measure progress toward achieving this outcome.

☐ **Outcome 2:** Enhance the competitiveness of specialty crops through increased consumption.

☐ **Indicator 1:** Of the Enter number children and youth reached,
a. Enter number gained knowledge about eating more specialty crops.
b. Enter number reported an intention to eat more specialty crops.
c. Enter number reported eating more specialty crops.

☐ **Indicator 2:** Of the Enter number adults reached,
a. Enter number gained knowledge about eating more specialty crops.
b. Enter number reported an intention to eat more specialty crops.
c. Enter number reported eating more specialty crops.

☐ **Indicator 3:** Enter number new and improved technologies and processes to enhance the nutritional value and consumer acceptance of specialty crops (excluding patents).

☐ **Indicator 4:** Enter number new specialty crops and/or specialty crop products introduced to consumers.

Description of data collection methods: Enter a description of the data collection methods that will be used to demonstrate progress toward achieving the selected Indicator(s) and Subindicator(s).

Appendix C: Frequently Asked Questions

GENERAL QUESTIONS

1. **Q. Can organizations apply for H.R. 133 Stimulus Funding if they were notified that their 2021 SCBGP proposal was included in CDFA's state plan application to USDA?**
 - A. Organizations with proposals included in the 2021 SCBGP state plan, can also apply for H.R. 133 Stimulus Funding. However, the H.R. 133 Stimulus Funding proposal must be for a unique project.

2. **Q. Can applicants submit more than one proposal?**
 - A. Unlike traditional farm bill funding, H.R. 133 Stimulus Funding is limited to no more than one proposal per organization. If more than one application is submitted by a single organization, the last application received will be considered for funding.

3. **Q. How does this solicitation affect the 2022 SCBGP?**
 - A. This solicitation will not affect the 2022 SCBGP. CDFA will still conduct a traditional proposal solicitation for 2022 SCBGP beginning in the fall of 2021. CDFA anticipates that proposals that have been selected for submission to USDA will be determined before the 2022 SCBGP solicitation begins.

4. **Q. CDFA was awarded approximately \$31.5 million in H.R. 133 Stimulus Funding, why is only \$10 million available now?**
 - A. CDFA has applied for the full amount of funding available from USDA for H.R. 133 Stimulus Funding and per USDA's requirements, all funds must be allocated by September 2022. CDFA's 2021 Request for Concept Proposals included program priorities intended to address COVID-19. Multiple proposals, totaling approximately \$3.08 million, submitted through the conventional process that addressed these priorities have been submitted to USDA using H.R. 133 Stimulus Funding. Approximately \$8.72 million in H.R. 133 Stimulus Funding has been set aside to support high priority projects not selected through a competitive process. CDFA costs to administer the program are projected at approximately 8 percent of the total award. Remaining funds will be allocated through additional competitive or non-competitive processes.

5. **Q. Do proposals need to directly address issues related COVID-19?**
- A. While there is no specific requirement that proposals directly address COVID-19, USDA has encouraged state departments of agriculture to prioritize subawards from the H.R. 133 Stimulus Funding to respond to priority needs relating to COVID-19 impacts. For this reason, the project types on page 5 of this RFP primarily address COVID-19 needs of the specialty crop industry.
6. **Q. Can applicants withdraw their 2021 SCBGP proposal and reapply at the higher funding level available with this solicitation?**
- A. There is no prohibition against withdrawing a proposal and reapplying at a higher dollar amount; however, this action is strongly discouraged and would be taken at the risk that neither proposal will be funded. Alternatively, applicants may apply for additional funding to expand upon a 2021 SCBGP proposal. In this case, applicants must demonstrate that the H.R. 133 Stimulus Funding proposal will not duplicate conventional Farm Bill funding and must have an adequate system to track costs and activities for each source independently.
7. **Q. Have the allowable and unallowable costs changed for H.R. 133 Stimulus Funding? Are costs associated with food donations allowable?**
- A. H.R. 133 Stimulus Funding available through this solicitation has no exemptions to the allowable and unallowable costs and activities as described on the [Allowable and Unallowable Costs and Activities Table](https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBGP_AllowableandUnallowableCostsTable.pdf) (https://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/docs/2021SCBGP_AllowableandUnallowableCostsTable.pdf). Costs for food donations, including time and effort of personnel and transportation, are unallowable.