



California Department of Food and Agriculture
Federal Funds Management Office

2015 Specialty Crop Block Grant Program Grant Proposal Phase





2015 Request for Grant Proposals

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Grant Proposal Timeline

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

Invitation to Submit Grant Proposals

February 20, 2015

Grant Proposals Due

March 22, 2015, 11:59 pm PDT

Grant Proposals to USDA for Approval

July 2015

Award

Announce and Award Funding

October 2015



How to Apply

- 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.
- Applicants will use the same user name and password from the Concept Proposal Phase.



The Grant Proposal Application

- The Concept Proposal Project Description can be changed or refined as needed.
- If the budget has changed in the process of developing a full Budget Narrative, the Project Budget amount in FAAST should also be updated.



The Grant Proposal Application

1. Project Purpose (10 Points):

- State the specific issue, problem, or need.
- State why the project is important to the specialty crop industry and timely.
- State the overall objective(s) of the project.

2. Program Priorities (5 Points):

- Explain how the project addresses at least one of the 2015 SCBGP Program Priorities for the chosen funding category identified in the Concept Proposal Phase.



The Grant Proposal Application

3. Prior Year SCBGP Projects (unscored):

- If the Grant Proposal project will build upon a previous SCBGP funded project, expand on how the project differs from, complements, or builds upon the previous project's efforts, the results of the completed work, and the long-term quantifiable effects of these results.

4. Sustainability (10 Points):

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



Supplemental Guidance: Sustainability

- CDFA is seeking to fund projects with a lasting benefit to California's specialty crop industry.
 - This objective can be obtained by funding projects that will develop to a level that SCBGP funding is no longer required for the project to continue, or;
 - Funding projects that will continue to benefit the specialty crop industry after the project is complete.



The Grant Proposal Application

5. 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.

6. 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, describe how the new project differs from and supplements efforts of the SCBGP and the other federal or state grant program(s) rather than duplicates funding efforts. Identify the federal or state grant program(s), the federal or state agency administering the program(s), and the amount(s) of grant funds requested/awarded.



The Grant Proposal Application

7. Potential Impact (15 Points):

- Describe how the project will impact the California specialty crop industry, the public, and/or multiple states rather than a particular commercial product, single organization, institution, or individual.



Supplemental Guidance: Potential Impact

- All of the following should be addressed in the response to the potential impact question:
 - How will the project benefit California's specialty crop industry?
 - Who will benefit from the project?
 - How many people, producers, farmers, etc. will benefit from the project?
 - What is the economic benefit?
 - Does the project benefit more than one state, or is there a national benefit? If so, describe the benefit.



The Grant Proposal Application

8. Expected Measurable Outcomes (15 Points):

- Describe in detail at least one distinct, quantifiable, and measurable outcome that solely supports enhancing the competitiveness of eligible specialty crops and is of direct importance to the intended specialty crop beneficiaries.
- If the outcome measures are long-term and occur after the project's completion, then identify an intermediate outcome that occurs before the project's completion and that is expected to help lead to the fulfillment of long-term outcomes.



Supplemental Guidance: Expected Measurable Outcomes

- Outcomes are:
 - Changes in behavior or conditions.
 - Specific and measurable.
 - Meaningful.
- Outcomes are not:
 - Activities or process.
 - Immeasurable long-term change.



Supplemental Guidance: Expected Measurable Outcomes

- **Outputs vs. Outcomes:**
 - **Output:** Publishing or disseminating research findings.
 - **Outcome:** Increase in knowledge and change in practices as a result of research findings.
 - **Output:** Developing a nutritional education curriculum centered around eating healthy specialty crops.
 - **Outcome:** Change in behavior/consumption habits resulting from nutritional education.
 - **Output:** Developing a new marketing strategy for an eligible commodity.
 - **Outcome:** Increase awareness and consumption of the eligible commodity.



The Grant Proposal Application

9. Performance Monitoring Plan (10 Points):

- Explain how progress towards achieving each goal set forth in the Expected Measurable Outcomes will be monitored.
- Describe what data sources will be used for monitoring performance. If conducting a survey, provide information on the nature of the questions, the methodology to be used, and population to be surveyed.
- Describe how the data will be collected and the frequency of collection.
- Describe how results of the project will be shared with the specialty crop growers and other interested specialty crop stakeholders.

10. Work Plan (15 Points):

- **Activities:** Describe the activities necessary to accomplish project objectives. Include performance monitoring/data collection activities and travel.
- **Performed by:** Identify who will do the work of each activity including project participants, personnel, subrecipients, and/or contractors for which SCBGP funds are requested to determine the requested funding is warranted.
- **Timeline:** Provide timelines (month/year) for accomplishing each activity as well as the beginning and end dates for the project.



The Grant Proposal Application

11. Project Commitment (10 Points):

- Identify specific specialty crop stakeholders, individuals, and organizations outside the applicant organization in support of the project. For each stakeholder, individual, and organization listed, explain how and why they support the project.

12. Budget Narrative (10 Points):

- All budget items and activities should solely support enhancing the competitiveness of specialty crops, correlate to the goal(s) of the project, and demonstrate that they are reasonable and adequate for the proposed work.
- Only activities supported by SCBGP funds should be included in the Budget Narrative.



Supplemental Guidance: Budget Narrative

- There are three sets of rules that should be followed in developing a Budget Narrative:
 - The Federal Cost Principles.
 - The uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards ([2 CFR 200](#)) apply to state, local or Indian tribal governments, non-profit organizations, and colleges and universities.
 - For-profit organizations are subject to [48 CFR Subpart 31.2](#).
 - USDA Program Requirements.
 - CDFA Program Requirements.



Supplemental Guidance: Budget Narrative

- Unallowable costs commonly found in Concept Proposals, or prior year projects:
 - General purpose equipment.
 - Capital expenditures.
 - Advertising costs for the promotion of a organization, brand or logo.
 - Donations.
 - Entertainment.
 - Excessive travel costs.



Supplemental Guidance: Budget Narrative

- Direct vs. Indirect Costs:
 - Applicants should follow their organization's established indirect cost rate when determining whether a cost is direct or indirect.
 - In the absence of an established policy, USDA has developed a [Direct/Indirect Cost Decision Tree](#).
 - A cost should **NEVER** be charged as both direct and indirect.
 - Common indirect costs identified as direct costs:
 - Administrative, IT or clerical services.
 - Rent, utilities telephone and internet.
 - General office supplies.
 - Insurance.



The Grant Proposal Application

13. Matching Funds/In-Kind Contributions (unscored):

- If matching funds and/or in-kind contributions have been secured, describe how matching funds will be used to support the project. If the project has the potential to benefit non-specialty crops, describe what methods or processes will be used to ensure all SCBGP funds will be distinguished from matching funds and/or in-kind contributions.

14. 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

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



Award Requirements

- 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

- 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

- 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

- 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

- Record Retention:
 - Recipients must retain financial records, project records, and supporting documents for a period of three years from the date the Grant Agreement is closed or until final resolution of any litigation related to the grant.



Award Requirements

- 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:
http://www.cdfa.ca.gov/Specialty_Crop_Competitiveness_Grants/pdfs/2014_Grant_Management_Procedure_Manual.pdf



2015 USDA Guidance

- USDA AMS has not yet published its 2015 Request for Applications or guidance document.
- CDFA will notify Grant Proposal applicants by email once these documents are published.
- CDFA and all applicants will be subject to the terms of USDA's Request for Applications and guidance document(s).



Questions and Answers

- Email questions to:
grants@cdfa.ca.gov
- Questions posted to CDFA website:
www.cdfa.ca.gov/grants
- Timeline:

Questions Received by:	Responses Posted by:
March 2, 2015 at 5:00 pm PST	March 5, 2015 at 5:00 pm PST
March 9, 2015 at 5:00 pm PDT	March 12, 2015 at 5:00 pm PDT
March 16, 2015 at 5:00 pm PDT	March 19, 2015 at 5:00 pm PDT



Resources

CDFA, Federal Funds Management Office

Website

www.cdfa.ca.gov/grants

Email

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