

Fixed Amount Awards

The guidance presented below in a question and answer format was developed by CDFA to assist applicants submitting proposals for fixed amount awards to assist California's specialty crop growers, farmers, producers, and manufacturers in adopting the requirements of and meeting the standards for the U.S. Food and Drug Administration's Food Safety Modernization Act.

Q. Do fixed amount award applicants complete the same questionnaire in FFAST as other applicants to the program?

A. Yes. A complete application is necessary for CDFA to conduct an administrative review of the proposal and for the technical review committee to complete a merit based review.

Q. Is it necessary for fixed amount award applicants to complete the grant proposal budget template?

A. Yes. Fixed amount awards are based on outcomes achieved rather than actual costs incurred; however, costs associated with these awards must comply with the federal cost principles, USDA program requirements, and CDFA program requirements. A complete budget template is necessary to determine the allowability and reasonableness of costs the project will incur to complete the project objectives.

Q. If a grant is awarded to a fixed amount award proposal, how will the recipient receive funds for work completed?

A. The budget template includes a section for fixed amount award applicants to describe the outcomes of their proposal, and set a payment schedule based on expected costs to achieve these outcomes. The proposed payment schedule should align with the objectives described in the response to question two of the grant proposal application "Project Objectives" and include a deliverable that will evidence completion of each objective.

As part of its agreement with SCBGP recipients, CDFA withholds 10 percent of funds until the final invoice and final performance report are received and/or any performance issues or audit findings are resolved. When developing the payment schedule, applicants should ensure that the final payment equals at least 10 percent of the total funds requested to ensure compliance with the Withhold Pending Closeout provision.

Q. What is the benefit to applicants of applying for a fixed amount award?

A. The application requirements are the same for fixed amount awards and conventional grant proposals.

However, if awarded funds, fixed amount award recipients have reduced administrative requirements and greater flexibility to achieve project outcomes. For example, fixed amount awards require less frequent reporting and invoicing. Also fixed amount awards generally do not require prior approval for changes to the project or budget narrative, except when project deliverables will change.