

# **Arizona Department of Agriculture**

## **Agricultural Consultation and Training**



### **SPECIALTY CROP BLOCK GRANT PROGRAM – FARM BILL (SCBGP-FB)**

### **PRE-AWARD WORKSHOP**

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# Today's topics



- SCBGP-FB Overview
- Eligible Applicants
- Eligible Projects
- Application Packet
- Application Checklist
- Application Deadline(s)
- Evaluation Process

# SCBGP-FB Overview



**PROGRAM AUTHORITY**

**DEFINITION**

**PURPOSE**

**PREVIOUS FUNDING CYCLES**

**CURRENT FUNDING CYCLE**

# Program Authority



- Specialty Crops Competitiveness Act of 2004 (7.U.S.C. 1621 note)
- Amended under Sec. 10109 of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill) Mandatory outlays in FY09 - \$49M; FY10 – FY12 each \$55M
- Extended by the American Taxpayer Relief Act of 2012 (H.R. 8), section 701 for FY13.
- **Agricultural Act of 2014 (Farm Bill) provides \$72.5M in FY14-FY17 and \$85M in FY18.**
- Under the Act, the Secretary of Agriculture is directed to make grants to state departments of agriculture to be used to enhance the competitiveness of specialty crops. USDA – Agricultural Marketing Services (AMS) is the administrator.
- **Arizona's allocation is unknown due to a new allocation formula to calculate grant amounts based on the average of specialty crop cash receipts and specialty crop acreage in each state.**

# Definition



**Specialty Crops** are defined as fruits and vegetables, tree nuts, dried fruits and nursery crops (including floriculture).

Also includes:

- Christmas Trees
- Cut Flowers
- Maple Syrup
- Honey
- Hops
- Tea Leaves

More at: <http://www.ams.usda.gov/AMS>

# Purpose



- **Solely enhance the competitiveness** of U.S. or U.S. territory grown specialty crops
- Benefit more than one commercial product, organization or individual

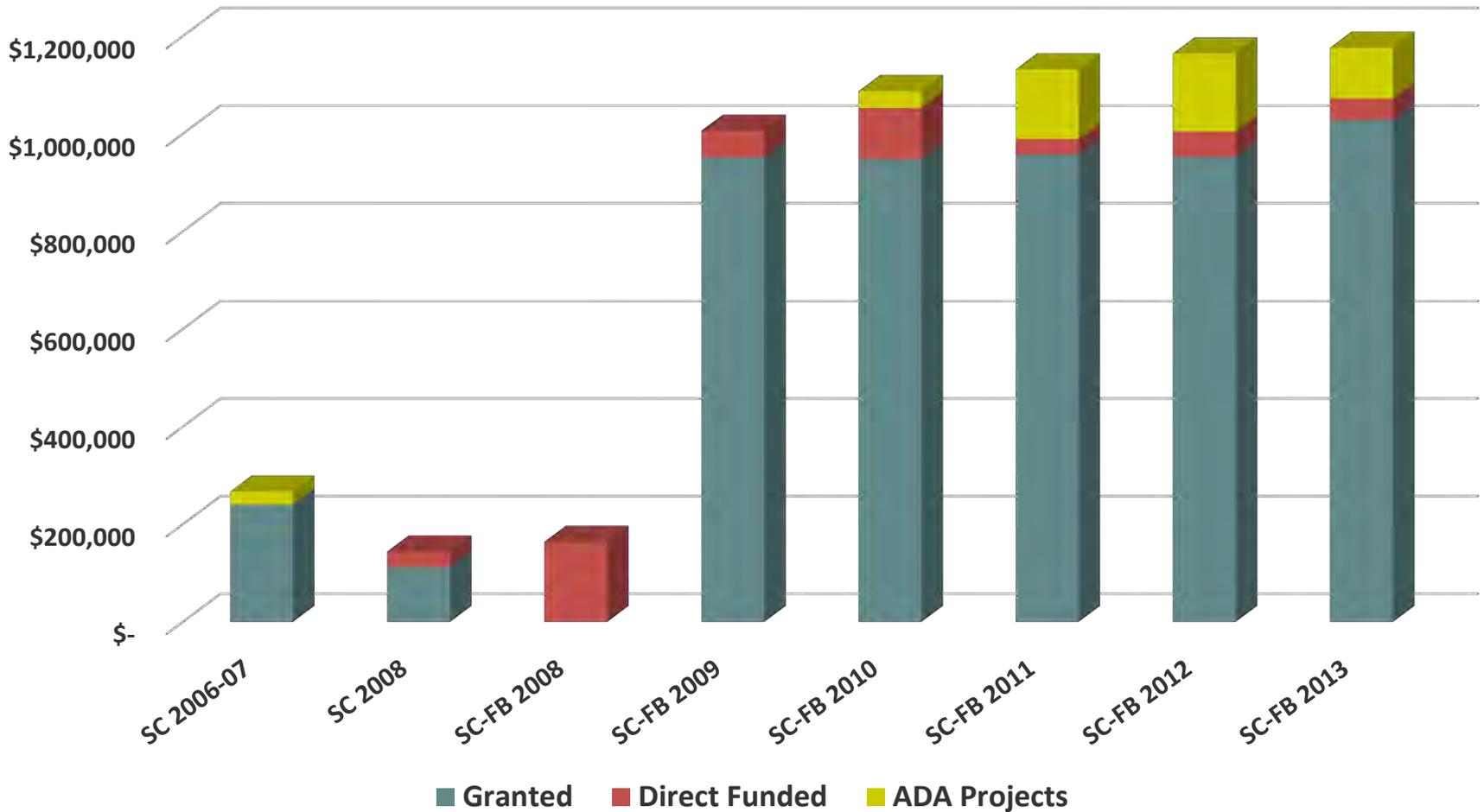
# Previous Funding Cycles



| CYCLE        | GRANT AWARD TO ADA    | EXPIRATION DATE |
|--------------|-----------------------|-----------------|
| SCBGP07      | \$ 266,580.88         | 9/30/2010       |
| SCBGP08      | \$ 159,294.43         | 3/29/2012       |
| SCBGP-FB08*  | \$ 182,056.00         | 12/31/2010      |
| SCBGP-FB09   | \$1,113,922.37        | 9/30/2012       |
| SCBGP-FB10   | \$1,175,326.21        | 9/30/2013       |
| SCBGP-FB11   | \$1,172,102.32        | 9/29/2014       |
| SCBGP-FB12   | \$1,265,138.45        | 9/29/2015       |
| SCBGP-FB13   | \$1,318,053.18        | 9/29/2016       |
| <b>Total</b> | <b>\$6,652,473.84</b> |                 |

\*No competitive process for sub-grantees due to time constraints

# Previous Funding Cycles

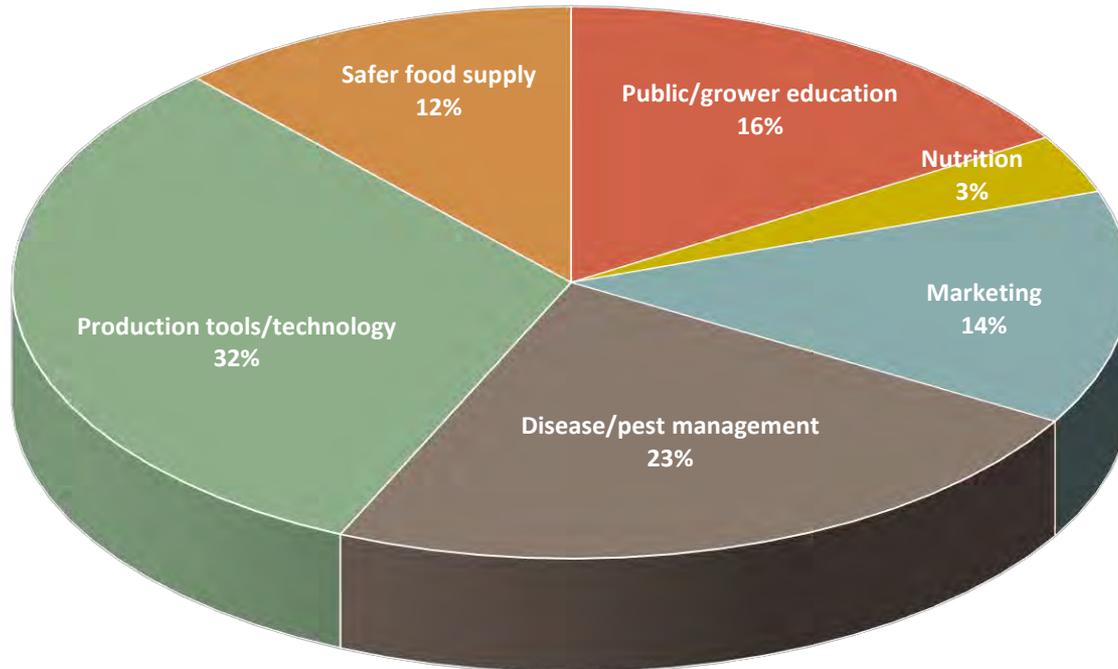


# Previous Funding Cycles



## Funded Project Categories

Total for All Cycles  
\$6,140.225



# Current SCBGP-FB14 Cycle



- AMS has not officially announced the amount that Arizona will receive.
- Although the total amount available has increased it is unknown how **the new formula will affect Arizona's allocation.**
- ADA projects that approximately \$1,200,000 will eventually be available for this funding cycle
- ADA plans to award multiple grants from these funds
- ADA may place a per applicant cap on grant awards
- USDA, as the funding source, has the final approval over all grant projects

# Eligible Applicants



**APPLICANTS**

**REQUIREMENTS**

# Eligible Applicants



- State and/or local organizations
- Producer associations
- Academia
- Community based organizations
- Other specialty crop stakeholders
- Individuals are eligible, but they must demonstrate a benefit to others as well.

# Eligible Applicants



- As single entities or in combined efforts
- Regional or multi-state projects may be considered by ADA
- More than one application per applicant may be submitted
- Prioritize submissions

# Eligibility Requirements



- Must provide a Data Universal Numbering System (DUNS) number
- Register and participate in the E-verify program if defined as an employer in A.R.S. § 23-211(4)
- Provide evidence of lawful presence in the United States

# Eligible Projects



**PURPOSE**

**STAKEHOLDER PRIORITIES**

**OTHER INDUSTRY ISSUES**

**EXAMPLES**

**RESTRICTIONS AND LIMITATIONS**

# Purpose



- **Solely enhance the competitiveness** of U.S. or U.S. territory grown specialty crops
- Benefit more than one commercial product, organization or individual

# Enhancing the Competitiveness of Specialty Crops



- **Research**, promotion, **marketing**, nutrition, trade enhancement, food safety, food security, plant health programs, **education**, “**buy local**” programs, increased consumption, increased innovation, improved efficiency and reduced costs of distribution systems, environmental concerns and conservation, product development, and developing cooperatives.

# Enhancing the Competitiveness of Specialty Crops



- Increasing child and adult nutrition knowledge and consumption of specialty crops
- Improving efficiency and reducing costs of distribution systems
- Developing GHP/GAP/GMP, including cost share arrangements for funding audits of small farmer, packer and processor systems
- Investing in specialty crop research
- Enhancing food safety

# Enhancing the Competitiveness of Specialty Crops



- Developing new and improved specialty crop varieties
- Eradicating pest and plant health issues
- Fostering organic and sustainable production practices
- Increase the competitiveness of specialty crop farmers, including Native American and disadvantaged farmers
- Developing local and rural agricultural economies
- Improving food access in underserved communities

# Examples of Unacceptable Projects



- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- **A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers market.**
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

# Examples of Acceptable Projects



- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- **A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.**
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

# Other Projects



- Projects that support biobased and bioenergy programs should visit the USDA energy website at: [www.usda.gov/energy/matrix/Home](http://www.usda.gov/energy/matrix/Home)
- **Projects that support farmers' markets that do not solely enhance the competitiveness of eligible specialty crops should visit the Farmers' Market Promotion Program website at:** [www.ams.usda.gov/fmpp](http://www.ams.usda.gov/fmpp)

# Restrictions and Limitations



- Political and lobbying activities
- Supplement State funds, not replace
- Capital expenditures for general purpose equipment, buildings, and land unallowable as direct and indirect charges.
- Capital expenditures for special purpose equipment over \$5,000 need prior approval
- Rental costs of buildings and equipment allowable

# Project Duration



- No more than two years in length  
October 1, 2014 – September 29, 2016
- Limited no-cost extensions
- Encourage applicants to allow extra time to complete projects, collect and analyze data and submit reports.

# Application Packet



**APPLICATION PACKET REQUIREMENTS**

**APPLICATION COVER SHEET**

**PROJECT PROPOSAL**

**BUDGET**

# Application Packet



- Each packet is made up of 3 major elements:
  - ✦ Application Cover Sheet – Page 1
  - ✦ Project Proposal – Pages 2-5
  - ✦ Budget – Page 6

# Application Packet



- Each packet must include required sections in the proper format
- Each application must be signed by an authorized signer (defined on page 3 of the Grant Manual)
- 12 pitch Times New Roman font, 8.5 X 11, 1 inch margins (already defined in template)
- No more than 6 pages (1 page for Application Cover Sheet, 4 pages for Project Proposal, and 1 page for the Budget)
- Must use forms and template available on-line

# Application Cover Sheet – Appendix B



- Must use fillable PDF form available on-line
- Company/Organization Name – The name of the company/organization that the grant award agreement will be with
- Grant Project Contact– person directly responsible for executing the objectives in the project proposal
- Grant Management Contact – person directly responsible for the administration of the grant (i.e. budget reports, amendments, etc.)
- Provide DUNS # - or indicate whether one has been applied for
- Project Title must be no more than 6 words
- Must be signed by an authorized signer
- Must be labeled Page 1

# Application Cover Sheet – Appendix B



## Specialty Crop Block Grant Program Application Cover Sheet

Company/Organization Name: \_\_\_\_\_  
DHA: \_\_\_\_\_

**Grant Project Contact:** \_\_\_\_\_  
Principal Investigator for Universities

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Grant Management Contact:** \_\_\_\_\_  
Administration

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Tax ID: \_\_\_\_\_ DUNS # \_\_\_\_\_ DUNS # Applied For?  Yes  No

County of Project: \_\_\_\_\_  
Legislative District: \_\_\_\_\_ Congressional District: \_\_\_\_\_

Is this a multi-state project?  Yes  No List partnering state(s): \_\_\_\_\_

Project Title (limited to **SIX** words): \_\_\_\_\_  
Project Begin Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_  
Funding Amount Requested: \_\_\_\_\_

**Specific Specialty Crop deriving benefit from grant (For example: "Iceberg Lettuce" instead of "Vegetables" or "Lettuce.")**  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information in the application packet is true and correct to the best of my knowledge.

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name \_\_\_\_\_

# Project Proposal – Appendix C



- Must use Microsoft Word template available on-line and contain the following:
  2. Abstract
  3. Partner Organization (if applicable)
  4. Project Purpose
  5. Potential Impact
  6. Expected Measurable Outcomes
  7. Work Plan
  8. Project Commitment
  9. Project Funding
  10. Multi-State Partnerships
  11. Budget Narrative
  
- Must be labeled pages 2-5

# Project Proposal – Appendix C



2. Abstract—
3. Project Partner Organization—
4. Project Purpose—
5. Potential Impact—
6. Expected Measurable Outcomes—
7. Work Plan/Timeline—
8. Project Commitment—
9. Multi-State Projects—
10. Project Funding—
11. Budget Narrative—

# Abstract



- Abstract of 250 words or less
  - suitable for dissemination to public
  - Should be a self-contained description that includes:
    - ✦ the need for the project
    - ✦ a brief description of goals and outcomes
    - ✦ the plan for evaluating and measuring the success of the project or program

# Partner Organization



- **Include the partner organization's name** that plans to work with the applicant on the project. (if applicable)

# Project Purpose



- What is the specific issue, problem, interest or need to be addressed?
- Why is the project important and timely?
- What are the objectives of the project?
- Does the project have the potential to enhance the competitiveness of non-specialty crops (ex: farmers markets, general buy local, etc.)?
  - If yes, how will you separate activities?

# Project Purpose (cont.)



- If the project builds on a previously approved project, how does it compliment previous work?
- Has the project been submitted to or funded by another Federal or State grant program?
  - Does the project duplicate the efforts of the SCBGP-FB and the other Federal or State grant program?
  - If it does not, how does it supplement?

# Potential Impact



- Who are the specialty crop beneficiaries of the project?
- How many specialty crop beneficiaries will be impacted?
- How will the specialty crop beneficiaries be impacted by the project?
- What is the potential economic impact of the project if available?
- If applicable, how will the project have a multi-state or national impact?

# Expected Measurable Outcomes



- What are at least two distinct, quantifiable, and measurable outcomes?
- **Directly and meaningfully support the project's purpose**
- Of direct importance to the intended beneficiaries
- When possible, should include:
  - GOAL
  - BENCHMARK
  - TARGET
  - PERFORMANCE MEASURE

# Developing Measurable Outcomes



- Determine what the project will accomplish
- Figure out how to measure the results and select the performance measure
- Determine the baseline for each measure and set target goals for future performance
- Develop your performance monitoring plan or data collection plan

# Expected Measurable Outcomes (cont.)



- How will performance toward meeting the outcome(s) be monitored?
  - Define who your data sources are
  - How will data be collected
  - If using a survey, provide information on the nature of the questions that will be asked, the methodology to be used, and the population to be surveyed
- How will data gathered be used to correct deficiencies and improve performance?
- How will the data be shared with specialty crop growers and stakeholders?

# Expected Measurable Outcomes (cont.)



- When expected measurable outcomes are monitored outside the grant period, include the performance monitoring plan in the work plan and indicate how monitoring will occur after the grant period ends without Specialty Crop Block Grant Program funding.

# Sample Expected Measureable Outcome



|                            |   |
|----------------------------|---|
| <b>Goal 1</b>              | <b>Create 50 edible school gardens</b>  |
| <b>Performance Measure</b> | Collect, record and review all applications. Fifty schools will receive a grant to create and sustain their gardens. Maintain contact with all applying schools, providing them information on good nutrition and the importance of eating lots of fresh fruits and vegetables  |
| <b>Benchmark</b>           | The number of edible school gardens is not known in Arizona   |
| <b>Target</b>              | Increase the number of school gardens by 50 while creating a network of those interested in school gardens that we can build upon   |
| <b>Goal 2</b>              | <b>Increase number of children who, by experiencing an edible garden, understand the importance of good nutrition &amp; where their food comes from</b>   |
| <b>Performance Measure</b> | After the 50 school gardens have been established for one year, a survey will be implemented  |
| <b>Benchmark</b>           | Because the majority of school receiving these grants will not have had an edible school garden before, the benchmark for children experiencing an edible garden will be zero   |
| <b>Target</b>              | Among the 50 schools, we will be able to document that at least 2,500 school children (1) have experienced an edible garden; (2) have planted, tended and/or harvested fruits and vegetables; (3) understand where their food comes from; and (4) have at least one “ <b>favorite</b> ” specialty crop that they love to eat. |

# Sample Expected Measureable Outcome



Increase fruit and vegetable purchases (GOAL) from the current level of \$2.50 (BENCHMARK) to at least \$3 per enrolled student in awarded schools in one year (TARGET) measured by bi-annual school reports (PERFORMANCE MEASURE).

# Work Plan



- Identify the activities necessary to accomplish project objectives (Expected Measurable Outcomes)
- Indicate who will do the work for each activity, including contractors
- Include performance monitoring/data collection activities
- Include travel activities if travel funds are requested
- Include timelines for accomplishing each activity – month and year

# Sample Work Plan



| Project Activity  | Who's Responsible                                    | Timeline             |
|---|--|----------------------|
| Create on-line school garden application and data collection process – each year we improve this process with new tools and best practices from other grant programs. | WGF  | Oct 2014* – Feb 2015 |
| Solicit applicants.   | WGF  | Mar – May 2015       |
| Collect, record and review applications   | WGF and University of Arizona, Cooperative Extension | May – Aug 2015       |
| Award grants and deliver materials including AZ Gardens for Learning Book   | WGF  | Aug – Sep 2015       |
| As schools plant and grow their gardens, WGF will visit select schools, create awareness and press for program  | WGF  | Sep 2015 – May 2016  |
| Create follow-up on-line survey   | WGF  | Jan – Jun 2016       |
| Collect, record and publish survey results  | WGF  | Jun – Sep 2016       |

\*This date should not be prior to October 1, 2014.

# Project Commitment



- Describe the specialty crop stakeholders who support this project and why

# Multi-State Partnerships (If Applicable)



- Which other States are participating?
- How will all States collaborate effectively?
- Has each State participating in the project submitted the project in its State Plan?
- Which State is taking the coordinating role (State will be responsible for performance reporting)
- What percent of the budget is covered by each State?

# Budget Narrative



- Clearly show the federal funds that support the project – in whole dollars only
- If matching funds are included, show these funds separately at the end of the narrative
- Examples provided in the manual

# Budget Narrative (cont.)



- Personnel
  - Position title, percent of FTE, corresponding salary for FTE, total
- Fringe Benefits
  - Position title, rate and total
- Travel
  - Destination, purpose of trip, # of people traveling, # of days traveling, estimated airfare costs, estimated ground transportation costs, estimated lodging and meal costs, estimated mileage costs, total

# Budget Narrative (cont.)



- Special Purpose Equipment – 1 year useful life and cost of \$5,000 or more
  - Provide an itemized list of rentals or purchases
  - Provide a brief narrative on the intended use
  - Provide the cost
  - Total
  
- Supplies – cost under \$5,000
  - Provide an itemized list
  - Estimate the \$ amount for each item
  - Total

# Budget Narrative (cont.)



- **Contractual**

- Provide a short description of the services each contract covers
- When possible, break out the specific costs associated with the contract
- Include the flat rate fee OR the total hourly rate fee for each contract
- Contractor/Consultant hourly rates may not exceed the salary of a GS-15 step 10 Federal employee in your area, excluding travel and subsistence costs. See [www.OPM.gov](http://www.OPM.gov)
- Provide the name of the company or individual if known
- Otherwise explain how the contractor will be selected
- Total

# Budget Narrative (cont.)



- Other – provide description and costs
  - Conferences/Meetings – no meals
  - Communications
  - Speaker/Trainer Fees
  - Publication costs
  - Data collection
  - Etc.
  - Total

# Budget Narrative (cont.)



- Program Income

- Indicate the nature or source of program income, the estimated amount, and how the income will be used to further enhance the competitiveness of specialty crops

# Budget Narrative (cont.)



- Matching Funds
  - Indicate the nature or source of any matching funds that will be provided for the project.

# Exclusions



- No administration costs may be allotted to the budgeted projects.
- Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at:  
<http://www.gao.az.gov/publications/SAAM/default.asp>.
- Funding cannot be utilized for meals, with the exception of per diem meals consumed during periods of official travel.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

# Budget



- A thorough and detailed budget must be submitted with the application packet.
- Matching contributions are highly encouraged and detailed descriptions should be included with the budget estimations under the matching funds category. Matching funds should only be described under the matching funds category.
- Use the budget template included in the grant manual.
- ***No administrative costs may be allotted to the budgeted project.***

# Budget Template – Appendix C



| Project Title:   |             | Budget Y1 | Budget Y2     | Matching Total |
|--|-------------|-----------|---------------|----------------|
| Funding Cycle FY15 – Beginning October 2014            |             |           | If Applicable | If Applicable  |
| <b>Personnel</b>                                       | FTE         |           |               |                |
|  |             |           |               |                |
|  |             |           |               |                |
| <b>Total Personnel</b>                                 |             | \$0       | \$0           | \$0            |
| <b>Fringe Benefits (Employee Related Expenses)</b>     | % of Salary |           |               |                |
|  |             |           |               |                |
|  |             |           |               |                |
| <b>Total Fringe Benefits</b>                           |             | \$0       | \$0           | \$0            |
| <b>Travel</b>  |             |           |               |                |
|  |             |           |               |                |
|  |             |           |               |                |
| <b>Total Travel</b>                                    |             | \$0       | \$0           | \$0            |
| <b>Special Purpose Equipment</b>                       |             |           |               |                |
|  |             |           |               |                |
| <b>Total SPE</b>                                       |             | \$0       | \$0           | \$0            |
| <b>Supplies</b>  |             |           |               |                |
|  |             |           |               |                |
|  |             |           |               |                |
| <b>Total Supplies</b>                                  |             | \$0       | \$0           | \$0            |
| <b>Professional &amp; Outside Services/Contractual</b> |             |           |               |                |
|  |             |           |               |                |
| <b>Total P&amp;O</b>                                   |             | \$0       | \$0           | \$0            |
| <b>Other Operating Expenses</b>                        |             |           |               |                |
|  |             |           |               |                |
|  |             |           |               |                |
| <b>Total OOE</b>                                       |             | \$0       | \$0           | \$0            |
| <b>TOTAL PROJECT COSTS</b>                             |             | \$0       | \$0           | \$0            |
| <b>GRAND TOTAL</b>                                     |             | \$0       |               |                |

# Application Checklist



**PROVIDED TO HELP FACILITATE THE  
COMPLETENESS OF YOUR APPLICATION**

# Application Packet Checklist



- One Original, ten copies and one electronic copy on CD
  - Only the Original Application must have an original signature
  - Electronic Copy must have Adobe file for the Application Cover Sheet and Budget, Microsoft Word 97-2003 or 2007 for the project proposal and budget narrative
- Signed Application Cover Sheet – PDF Form
  - Page 1
- Project Proposal – Microsoft Word Template
  - No more than 4 pages – Pages 2-5
- Budget – PDF Form
  - Page 6

# Application Checklist– Appendix A



## SCBGP-FB CHECKLIST

- One original, ten complete copies and one electronic copy on CD**  
(Adobe file for application cover sheet and budget, Microsoft Word 97-2003 or 2007 file for the project proposal) of application packet. **Only the original application must have an original signature.** The printed copy should be on white paper and fastened with a staple in the upper left-hand corner. Each copy should include the following:

- Eligible Specialty Crop**  
The commodity(s) deriving benefit from the grant is/are eligible under the USDA-AMS "Definition of Specialty Crops".
- Signed Application Cover Sheet**  
Must be completed in fillable PDF form. Not more than ONE page. Project Title not more than SIX words. Only the original application must have an original signature. Must be labeled Page 1.
- Project Proposal, which includes the following:**  
Must be completed in Microsoft Word template. Instructions with examples begin on Page 10. Not more than FOUR pages total. Must be labeled Pages 2-5.
  - Abstract
  - Project Partner Organization
  - Project Purpose
  - Potential Impact
  - Expected Measurable Outcomes
  - Work Plan/Timeline
  - Project Commitment
  - Multi-State Projects
  - Project Funding
  - Budget Narrative
- Budget**  
Must be completed in fillable PDF form. Not more than ONE page. Must be labeled Page 6.

**COMPLETED APPLICATION PACKETS ARE DUE TO THE  
ARIZONA DEPARTMENT OF AGRICULTURE BY  
5:00 PM ON APRIL 2, 2014**

[www.azda.gov](http://www.azda.gov)

# Application Deadlines



**EARLY REVIEW DEADLINE**

**FINAL DEADLINE**

# Application Packet Deadlines



- Applications can be submitted for early review for **completeness only** by ADA Staff. The early review deadline is:

Friday, March 21, 2014 @ 5:00 p.m.

- Final Application deadline is:

Wednesday, April 2, 2014 @ 5:00 p.m.

# Evaluation Process



**OPTIONAL PRE-SCREENING PROCESS**

**EVALUATION CRITERIA**

**TIMELINES**

# Pre-Screening



- Optional process depending on the number of applications received (page 27)
- Only those applications that score above a not yet determined threshold will be included in the evaluation process

# Evaluation Criteria



- The Evaluation Team will first assess to what extent the proposed project does the following:
  - I. enhances the competitiveness of the specialty crop(s) benefiting from the project;
  - II. **clearly defines a challenge that is facing today's Specialty Crop industry** and indicates a project which will assist in finding a solution;
  - III. is feasible; and
  - IV. is not being led by an individual who has not complied with the Grant Award Agreement requirements of previous SCBGP or SCBGP-FB project(s), including reporting requirements.

# Evaluation Criteria



| Weight | Criteria   | Rating   |
|--------|--|--|
| 35%    | To what extent will the proposed project enhance the competitiveness of the specialty crop(s) benefiting from this project?  | 0 to 5 with 0 being the lowest and 5 being the highest |
| 20%    | To what extent does the proposal clearly define a challenge that is facing today's Specialty Crop industry and indicate a project which will assist in finding a solution?   | 0 to 5 with 0 being the lowest and 5 being the highest |
| 20%    | How will the results of the project or the project itself be shared with the appropriate target audience(s)?   | 0 to 5 with 0 being the lowest and 5 being the highest |
| 15%    | Are matching funds or in-kind contributions being provided for the proposed project?   | 0 to 5 with 0 being the lowest and 5 being the highest |
| 10%    | Has the applicant complied with the Grant Award Agreement requirements of previous SCBGP or SCBGP-FB project(s), including reporting requirements? <i>Points will be reduced based on the severity of any compliance issue.</i><br>Applicants who have not previously received SCBGP or SCBGP-FB grant funds will automatically receive the maximum rating of 5. | 0 to 5 with 0 being the lowest and 5 being the highest |

# Reporting Requirements



- Quarterly reports are required
- Expenses are only reimbursed quarterly
- Source documentation, receipts, invoices, etc. are required

## **Reporting Periods**

October 1 – December 31

January 1 – March 31

April 1 – June 30

July 1 – September 30

## **Report Due on or before**

January 31

April 30

July 31

October 31

# Timelines



## SCBGP-FB14 Timeline

|                                       |   |
|---------------------------------------|---|
| March 21, 2014 – 5:00 p.m.            | Early review deadline   |
| <b>April 2, 2014– 5:00 p.m.</b>       | <b>Final application deadline</b>   |
| April 3, 2014– 8:00 a.m.              | Reading of applications into public record  |
| April 3 - 6, 2014                     | Pre-screening (if applicable) and distribution to evaluators for review and scoring |
| Week of April 21 <sup>st</sup> , 2014 | Evaluator meeting and recommendations to the Director                               |

# Timelines



## SCBGP-FB14 Timeline (Cont'd)

|                                  |   |
|----------------------------------|---|
| End of April, 2014               | Notification of ADA award and inclusion in the State Plan (contingent upon approval from AMS) |
| May thru <b>September</b> , 2014 | ADA sub-grantees work with Grant Coordinator on necessary revisions for State Plan            |
| <b>July 9, 2014</b>              | State Plan deadline to AMS  |
| August or September, 2014        | Notification of State Plan approval   |
| September or October, 2014       | Grant Award Agreements in place – effective no sooner than October 1 <sup>st</sup>            |

# SCBGP Contact



## **For questions, please call:**

Lisa James  
SCBGP Grant Program Manager  
Phone: (602) 542-3262  
E-mail: [ljames@azda.gov](mailto:ljames@azda.gov)

Ashley Worthington  
SCBGP Grant Program Coordinator  
Phone: (602) 542-0972  
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## **Or visit:**

<http://www.azda.gov/ACT/SCBGP.aspx>

## **Mail Applications to:**

Specialty Crop Block Grant Program  
Arizona Department of Agriculture  
1688 West Adams Street  
Phoenix, Arizona 85007