

INSTRUCTIONS FOR SUBMITTING COMPLETED APPLICATION PACKETS

All application packets that were not submitted prior to the early review deadline must be submitted to the AZDA electronically on-line using the following process:

- Step 1 - Download the Application Packet files.
- Step 2 - Complete the Application Packet files.
- Step 3 - Submit the Application Packet files.

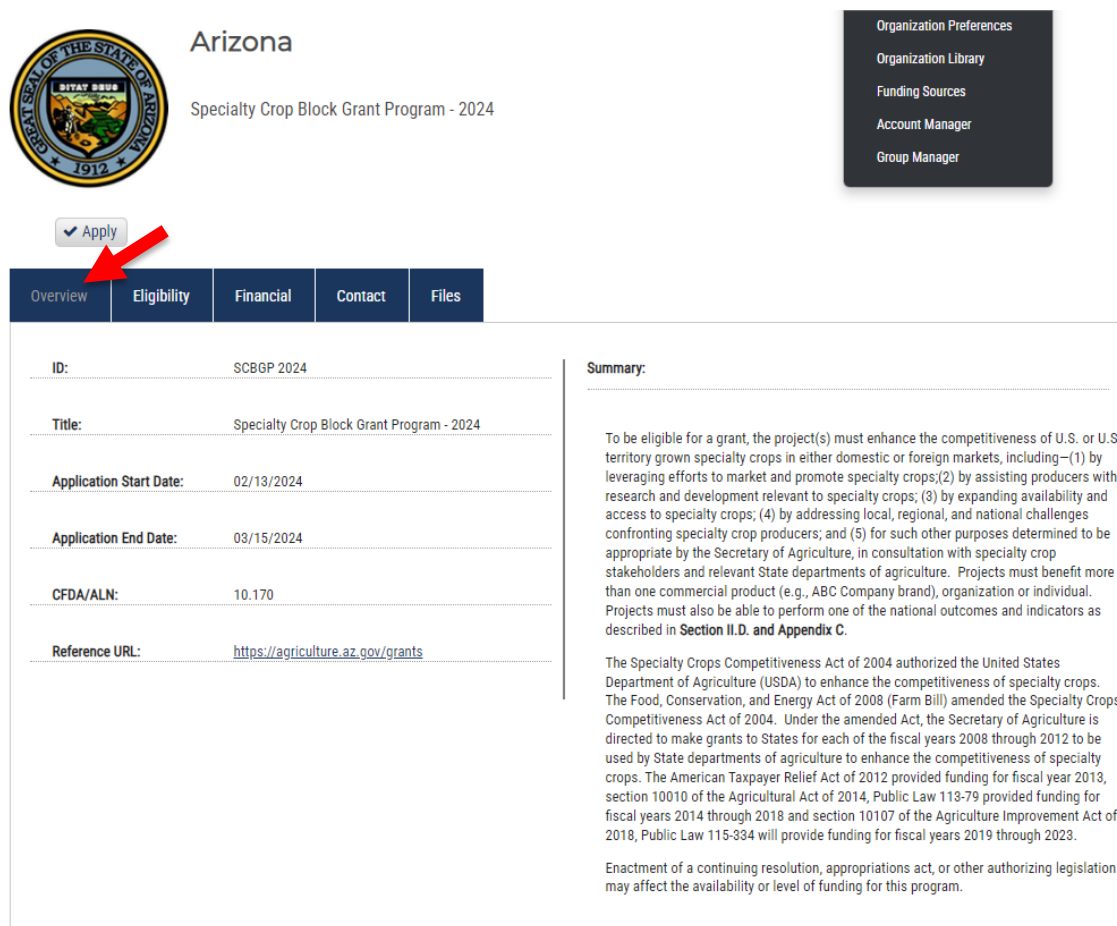
To complete the steps above, your computer system must have the following:

- Internet access
- Adobe Acrobat Reader

If you have technical difficulties during this process, please contact us during regular business hours. See Section II.F.

1. Access the SCBGP private solicitation web page at: <http://tinyurl.com/SCBGP2024>

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



Arizona
Specialty Crop Block Grant Program - 2024

Organization Preferences
Organization Library
Funding Sources
Account Manager
Group Manager

✓ Apply

Overview Eligibility Financial Contact Files

ID: SCBGP 2024

Title: Specialty Crop Block Grant Program - 2024

Application Start Date: 02/13/2024

Application End Date: 03/15/2024

CFDA/ALN: 10.170

Reference URL: <https://agriculture.az.gov/grants>

Summary:

To be eligible for a grant, the project(s) must enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets, including—(1) by leveraging efforts to market and promote specialty crops; (2) by assisting producers with research and development relevant to specialty crops; (3) by expanding availability and access to specialty crops; (4) by addressing local, regional, and national challenges confronting specialty crop producers; and (5) for such other purposes determined to be appropriate by the Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant State departments of agriculture. Projects must benefit more than one commercial product (e.g., ABC Company brand), organization or individual. Projects must also be able to perform one of the national outcomes and indicators as described in **Section II.D. and Appendix C.**

The Specialty Crops Competitiveness Act of 2004 authorized the United States Department of Agriculture (USDA) to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004. Under the amended Act, the Secretary of Agriculture is directed to make grants to States for each of the fiscal years 2008 through 2012 to be used by State departments of agriculture to enhance the competitiveness of specialty crops. The American Taxpayer Relief Act of 2012 provided funding for fiscal year 2013, section 10010 of the Agricultural Act of 2014, Public Law 113-79 provided funding for fiscal years 2014 through 2018 and section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-334 will provide funding for fiscal years 2019 through 2023.

Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)



Arizona

Specialty Crop Block Grant Program - 2024

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Overview	Eligibility	Financial	Contact	Files
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Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

State and/or local organizations, government entities, producer associations, academia, community based organizations, and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Regional or multistate projects may be considered by AZDA. SCBGP grant funds will be awarded for projects of **up to 2 years (24 months) duration**. An entity may submit more than one application packet, but **only if the application packets are for completely different projects**. If submitting multiple project application packets, please prioritize your submissions.

To be eligible for a grant, the project(s) must enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets, including—(1) by leveraging efforts to market and promote specialty crops;(2) by assisting producers with research and development relevant to specialty crops; (3) by expanding availability and access to specialty crops; (4) by addressing local, regional, and national challenges confronting specialty crop producers; and (5) for such other purposes determined to be appropriate by the Secretary of Agriculture, in consultation with specialty crop stakeholders and relevant State departments of agriculture. Projects must benefit more than one commercial product (e.g., ABC Company brand), organization or individual. Projects must also be able to perform one of the national outcomes and indicators as described in **Section II.D. and Appendix C**.

AMS SCBGP will not award grant funds for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. In addition, recipients and subrecipients cannot use grant funds to compete unfairly with private companies that provide equivalent products or services. Single organizations, institutions, and individuals are encouraged to participate as project partners.



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Overview	Eligibility	Financial	Contact	Files
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Award Amount: N/A (min) \$100,000.00 (max)

Number of Awards: N/A

Average Award Size: N/A

Matching Required: No

Financial Notes:

AZDA plans to award multiple grants from these funds for the fiscal year 2024 grant cycle. **The maximum grant request shall not exceed \$100,000.00. AZDA may place a per application cap on grant awards.** USDA, however, as the funding source, has the final approval over grant projects. Thus, while AZDA's Director makes the preliminary decisions based on AZDA staff review and recommendations from a review panel of industry representatives, **USDA will make the final decision concerning grant awards.**

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Overview	Eligibility	Financial	Contact	Files
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Agency/Department: AHA - Agricultural Consultation and Training

Contact/Help: ljames@azda.gov

Office: N/A

Program Contact: Lisa James or Ashley Estes
SCBGP Grant Program Coordinators

Application Address: All applications must be submitted on-line.

Contact Notes:

Lisa James or Ashley Estes
SCBGP Grant Program Coordinators
Arizona Department of Agriculture
1110 W. Washington Street, Suite 450
Phoenix, AZ 85007

Mailing Address:

1802 W. Jackson Street, #78
Phoenix, AZ 85007

Phone: (602) 542-3262 or Phone: (602) 542-0972

E-mail: scbgp@azda.gov

Toll Free Outside Maricopa County: (800) 294-0308

Fax: (602) 364-0830



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Overview	Eligibility	Financial	Contact	Files
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Files:

Grant Manual: 2024.02.16 SCBGP 2024 GM Final (3.1 Mb)

Application Cover Sheet: Appendix B - Application Cover Sheet Fill and Save (729.1 Kb)

Project Profile Template: Appendix C - SCBGP Project Profile Template Adobe ... (2.1 Mb)

Instructions: 2024.02.16 Appendix G - Instructions (1.6 Mb)

File Notes:

For instructions on downloading the application files, please visit our website at: <https://agriculture.az.gov/grants>

Please take the time to read this grant manual carefully and follow all given instructions. Incomplete applications, applications that include support letters or documentation, or applications that exceed the given page limits shall be deemed ineligible. Applicants are strongly encouraged to communicate with industry representatives or stakeholders that may be affected by the grant application so that they are aware of the efforts.

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

At the Files tab, download and save each of the files to your computer:

Note: These are general instructions based on the use of Windows 10 Pro as the operating system and Google Chrome as the browser. The use of a different operating system and/or a browser other than Google Chrome, i.e. Internet Explorer, Safari or Firefox may vary the process of saving or downloading files to your computer.

Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
- b. Click on the download icon in the upper right menu bar.



- c. **Name the file(s) and save them to a location on your computer that you can access later.**
2. Prepare the application packet files off-line (see Sections II. A. B. and C.):
 - a. **Application Cover Sheet in PDF format** – Must be completed in fillable PDF form, printed, signed and scanned into a new PDF document. Not more than ONE page.
 - b. **Project Profile in PDF format** – Must be completed in fillable PDF form, SCBGP Project Profile Template.
 3. When the application packet files are complete, use the following steps to submit the application packet on-line:
 - a. **If you are submitting more than one application packet, follow the steps below for each application packet.**
 - b. Return to the SCBGP solicitation web page at: <http://tinyurl.com/SCBGP2024>
 - c. Click on the “Apply” button.



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Specialty Crop Block Grant Program - 2024

✓ Apply



Overview	Eligibility	Financial	Contact	Files
ID: SCBGP 2024		Summary:		
Title: Specialty Crop Block Grant Program - 2024				

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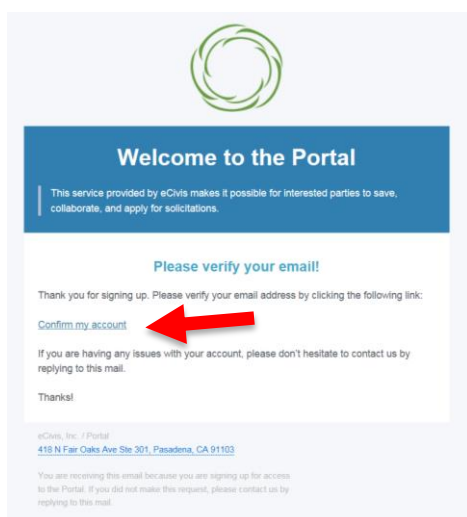
- d. Either login to the eCivis Portal with an existing account and **skip to Step m.** or click on the “Create an account” button.

- e. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “perfect” or the system will not allow a “Signup”.

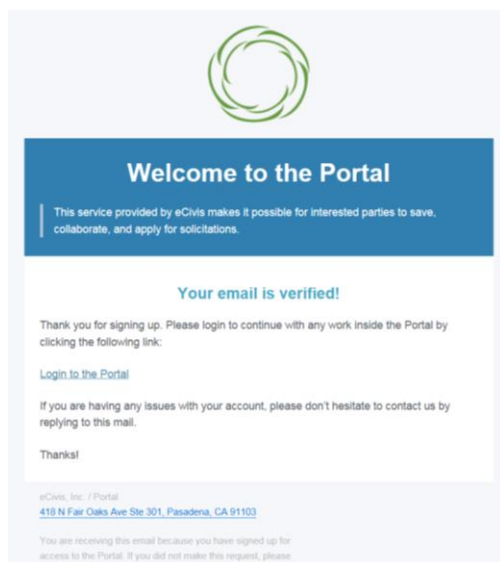
- f. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

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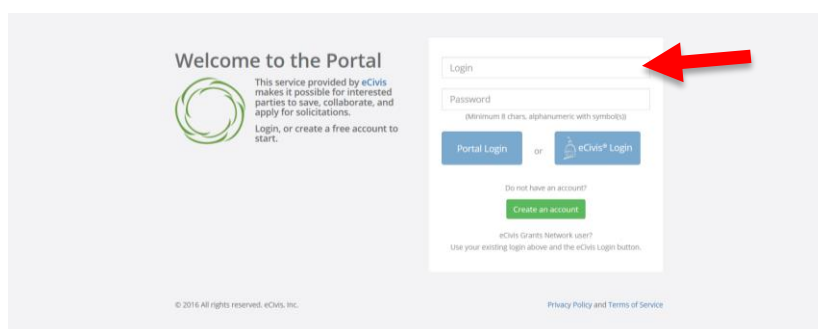
- g. Confirm your account by clicking on the link provided in your e-mail message.



- h. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.

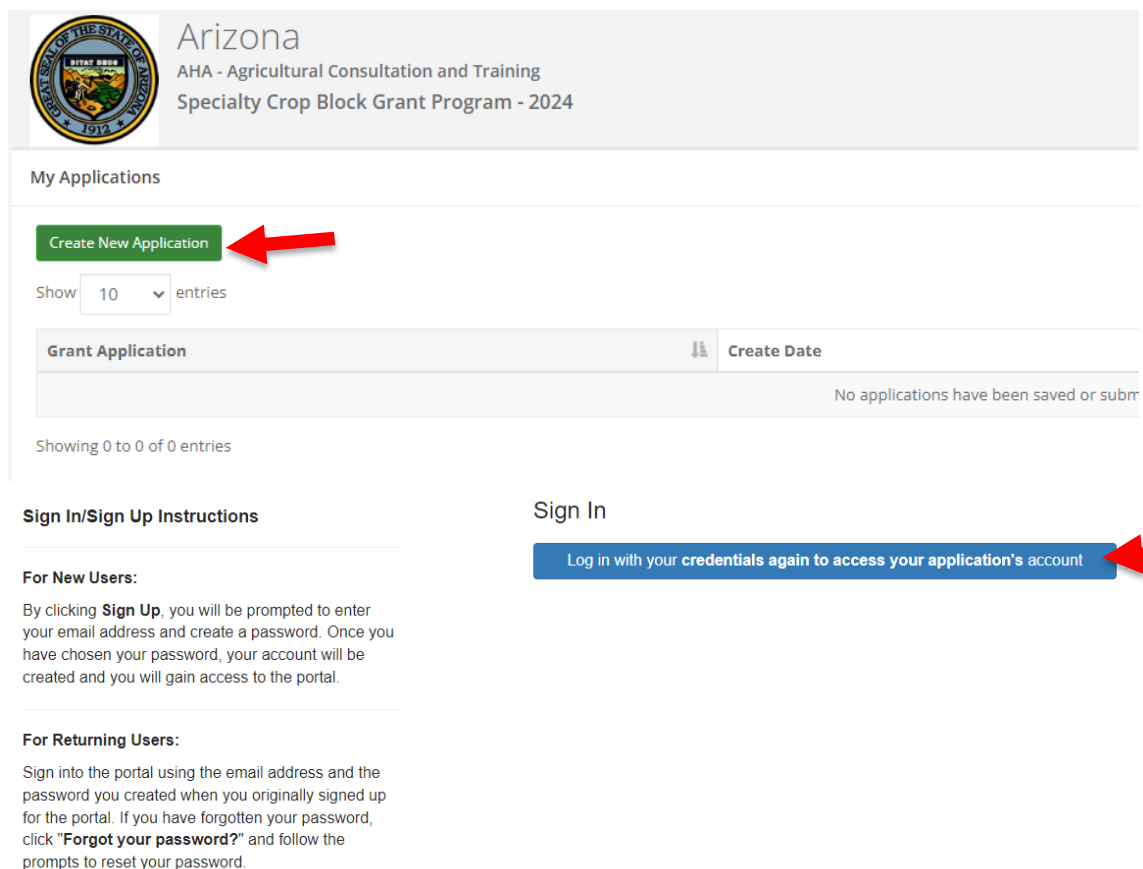


- i. Login to the Portal with your login and password.



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- j. Click on the “Create New Application” button. It may be necessary to repeat the sign-in process by logging in again. Otherwise **skip to Step m.**



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Specialty Crop Block Grant Program - 2024

My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or submitted.	

Showing 0 to 0 of 0 entries

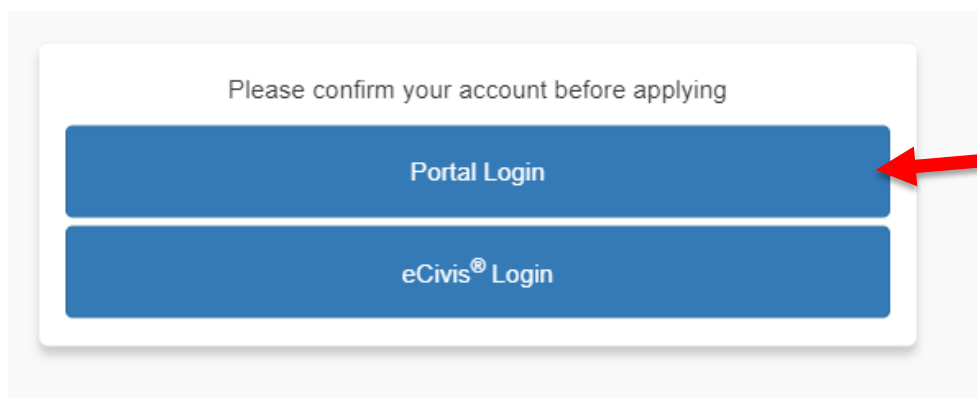
Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In
Log in with your credentials again to access your application's account

- k. Always log-in using the “Portal Login” button.



Please confirm your account before applying

Portal Login

eCivis® Login

[HTTP://AGRICULTURE.AZ.GOV](http://agriculture.az.gov)

- l. Login into the Portal with your e-mail and password.

- m. Click on the "Open" button to update your profile information if action is required.

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.

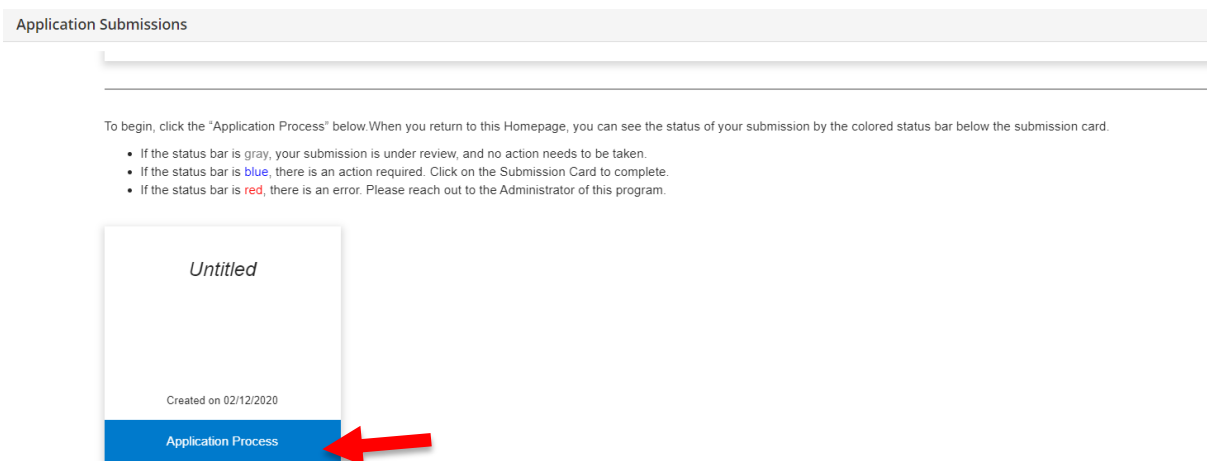
- n. Enter the appropriate information on the "Applicant Information" page and **click on "Create Profile" or "Save Draft" at the bottom of the page.**

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- o. Confirm that the "Profile" step is checked as "Complete".

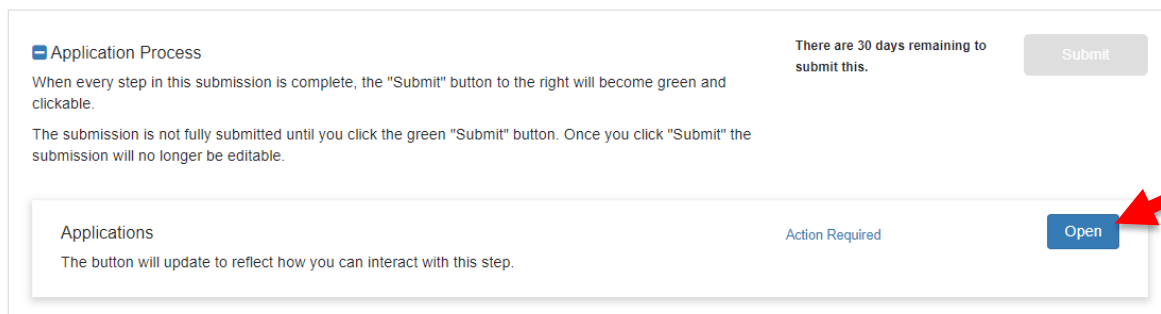


- p. To start the application, click in the blue bar titled, "Application Process".



- q. Click on the "Open" button to enter the application information.


When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.



- r. Enter all “required” information indicated with an asterisk. **Please see instructions for each section.**

Applications ▾ Save Draft Mark Complete Close

Please complete all required fields.
 You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.
 When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

1. Application/Project Title * 

2. Org Name *

3. Program/Project Congressional District (check all that apply) *


☐ 1

Application Submissions

All districts

5. Scope of Work *

See attached project profile

Please enter, "See attached project profile". 

6. Project Timeline *


See attached project profile

Please enter, "See attached project profile".

7. Collaborative Elements and Partners *

See attached project profile

- s. Click on “Save Draft” to return to the application at a later time.

 Save Draft Mark Complete Close

- t. Click “+ Select a file” to upload the completed and signed Application Cover Sheet (Appendix B). **The system will only accept a file in PDF format.**

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Application Submissions

Signed Application Cover Sheet (Appendix B) *
Please upload a signed Application Cover Sheet (Appendix B) for the project.
+ Select a file

Project Profile (Appendix C) *
Please upload the completed Project Profile (Appendix C) not to exceed 19 pages in length.
+ Select a file

Budget Status *

- u. Click “+ Select a file” to upload the completed Project Profile (Appendix C). **The system will only accept a file in PDF format.**

Application Submissions

Signed Application Cover Sheet (Appendix B) *
Please upload a signed Application Cover Sheet (Appendix B) for the project.
+ Select a file

Project Profile (Appendix C) *
Please upload the completed Project Profile (Appendix C) not to exceed 19 pages in length.
+ Select a file

Budget Status *

- v. Indicate the Budget Status as “I have completed the Budget Worksheet” **even though you will not complete the worksheet.**

Signed Application Cover Sheet (Appendix B) *
Please upload a signed Application Cover Sheet (Appendix B) for the project.
+ Select a file

Project Profile (Appendix C) *
Please upload the completed Project Profile (Appendix C) not to exceed 19 pages in length.
+ Select a file

Budget Status *
I have completed the Budget Worksheet

- w. When all required fields are completed, click on “Mark Complete”.

Save Draft **Mark Complete** Close

- x. Confirm that the Application is checked “Complete”.

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

Application Process

When every step in this submission is complete, the “Submit” button to the right will become green and clickable.

The submission is not fully submitted until you click the green “Submit” button. Once you click “Submit” the submission will no longer be editable.

There are 30 days remaining to submit this. **Submit**

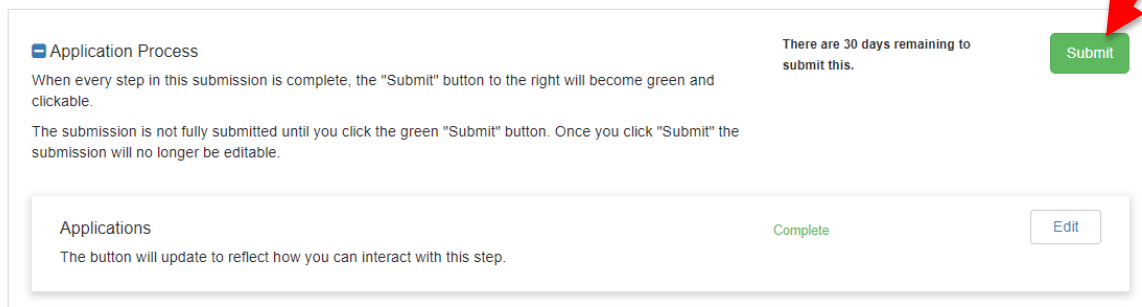
Applications **Complete** **Edit**

The button will update to reflect how you can interact with this step.

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- y. Click on “Submit”. **The Application must be submitted prior to 11:59:59 p.m. (MST) on March 15, 2024.**

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.



Application Process

When every step in this submission is complete, the “Submit” button to the right will become green and clickable.

The submission is not fully submitted until you click the green “Submit” button. Once you click “Submit” the submission will no longer be editable.

There are 30 days remaining to submit this.

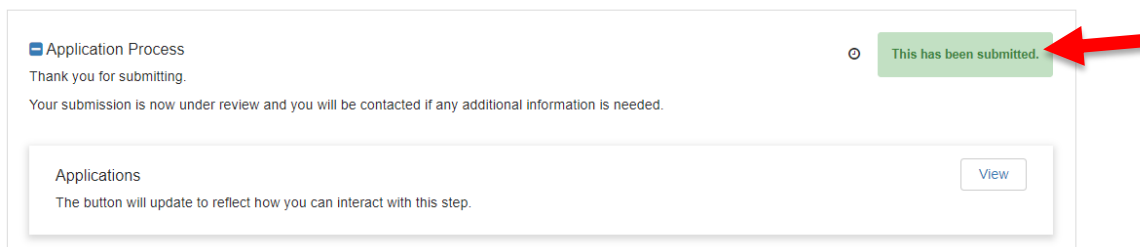
Submit

Applications Complete Edit

The button will update to reflect how you can interact with this step.

- z. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the SCBGP staff, see Grant Manual.

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.



Application Process

Thank you for submitting.

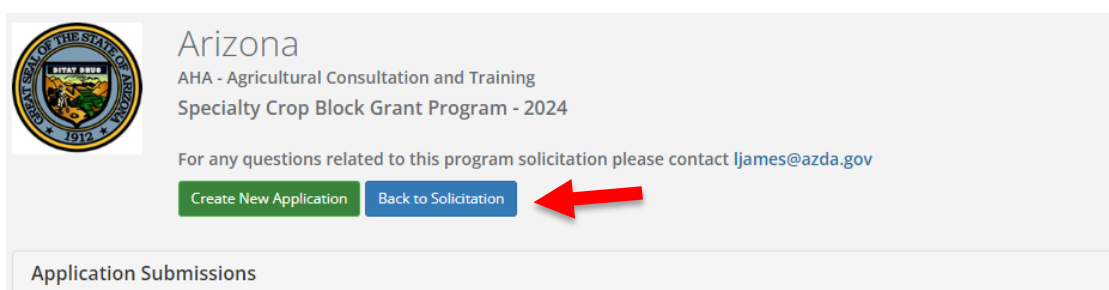
Your submission is now under review and you will be contacted if any additional information is needed.


This has been submitted.

Applications View

The button will update to reflect how you can interact with this step.

- aa. Use the “Back to Solicitation” button to view the status of applications.



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Specialty Crop Block Grant Program - 2024

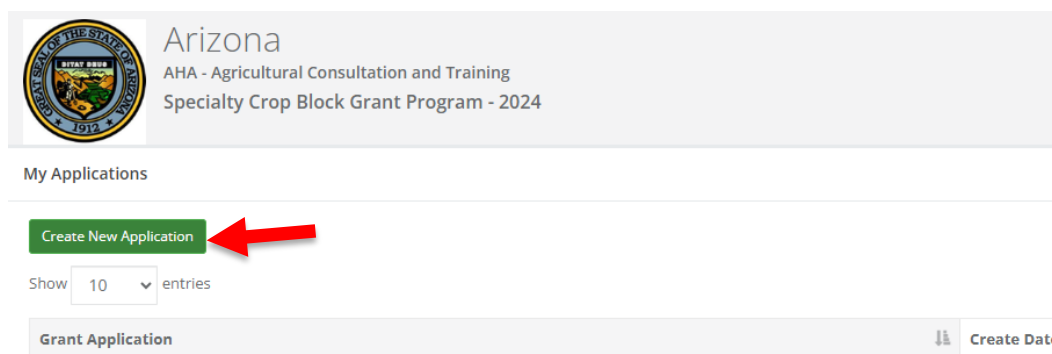
For any questions related to this program solicitation please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

[HTTP://AGRICULTURE.AZ.GOV](http://AGRICULTURE.AZ.GOV)

- bb. To complete another application click the “Create New Application” button and follow steps p. through z.



Remember, AZDA’s Agricultural Consultation and Training Program (ACT) must receive completed applications no later than **11:59:59 p.m. (MST) on Friday, March 15th**.

Applications submitted by the March 15th deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on March 18th at 1110 W. Washington Street, Suite 450, Phoenix, Arizona.