

Instructions for Submitting Completed Application Packets

All application packets that were not submitted prior to the early review deadline must be submitted to the ADA 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
- Microsoft Word
- 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:
https://gn.ecivis.com/GO/gn_redir/T/1lbhnxejnb1cr

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

The screenshot shows the eCIVIS web application interface. At the top, there is a navigation bar with links for Home, Grant Management, Grant Research, KnowledgeBase, and Administration. Below this, the page title is "Arizona Specialty Crop Block Grant Program - 2017". A red arrow points to the "Eligibility" tab in the navigation menu. The main content area is divided into two columns. The left column contains a table with the following information:

ID:	SCBGP-FB17
Title:	Specialty Crop Block Grant Program - 2017
Application Start Date:	02/24/2017
Application End Date:	05/24/2017
CFDA:	10.170
Reference URL:	http://searchagriculture.az.gov/act/grantopportunities.aspx

The right column contains a "Summary:" section with the following text:

The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

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 and section 10010 of the Agricultural Act of 2014, Public Law 113-79 will provide funding for fiscal years 2014 through 2018.

eCIVIS
Your tools for grants success.

Home Grant Management Grant Research KnowledgeBase Administration

Arizona
Specialty Crop Block Grant Program - 2017

Overview Eligibility Financial Contact Files

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 ADA. SCBGP-FB grant funds will be awarded for projects of up to 2 years 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 solely enhance the competitiveness of U.S. or U.S. territory grown specialty crops in either domestic or foreign markets. Projects must also benefit more than one commercial product (e.g., ABC Company brand), organization or individual.

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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Your tools for grants success.

Home Grant Management Grant Research KnowledgeBase Administration

Arizona
Specialty Crop Block Grant Program - 2017

Overview Eligibility Financial Contact Files

Funds Available:	N/A (min)	\$381,000.00 (max)
Award Amount:	N/A (min)	\$100,000.00 (max)
Number of Awards:	N/A	
Average Award Size:	\$64,000.00	
Matching Required:	Recommended	
Matching Type:	Cash/In-Kind	

Financial Notes:

ADA plans to award multiple grants from these funds for the fiscal year 2017 grant cycle. **The maximum grant request shall not exceed \$100,000.00. The average award in previous cycles has been approximately \$64,000.00. ADA may place a per application cap on grant awards.** USDA, however, as the funding source, has the final approval over grant projects. Thus, while ADA's Director makes the preliminary decisions based on ADA staff review and recommendations from a review panel of industry representatives, **USDA will make the final decision concerning grant awards.**

The screenshot shows the eCIVIS website interface. At the top, there is a navigation bar with links for Home, Grant Management, Grant Research, KnowledgeBase, and Administration. Below this, the page title is "Arizona Specialty Crop Block Grant Program - 2017". A red arrow points to the "Contact" tab in the navigation menu. The "Contact" tab is active, displaying the following information:

Agency/Department:	AHA - Agricultural Consultation and Training	Contact Notes: Lisa James or Ashley Estes (Worthington) Program Coordinators Arizona Department of Agriculture 1688 West Adams Street Phoenix, Arizona 85007 Phone: 602-542-3262 or 602-542-0972 Email: ljames@azda.gov or aestes@azda.gov Toll Free: 800-294-0308 Fax: 602-364-0830
Office:	Specialty Crop Block Grant Program	
Program Contact:	Lisa James or Ashley Estes (Worthington) Program Coordinators	
Application Address:	All applications must be submitted online.	

The screenshot shows the eCIVIS website interface. At the top, there is a navigation bar with links for Home, Grant Management, Grant Research, KnowledgeBase, and Administration. Below this, the page title is "Arizona Specialty Crop Block Grant Program - 2017". A red arrow points to the "Files" tab in the navigation menu. The "Files" tab is active, displaying the following information:

Files:		File Notes: For instructions on downloading the application files, please visit our website at: http://searchagriculture.az.gov/act/grantopportunities.aspx Please take the time to read the 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. You are strongly encouraged to communicate with industry representatives or stakeholders that may be affected by your grant application so that they are aware of your efforts.
Grant Manual:	SCBGP-FB 2017 Grant Manual Draft 012317 (2.9 Mb)	
Application Cover Sheet:	Appendix B - Application Cover Sheet - fill and sa... (947.4 Kb)	
Project Profile Template:	Appendix C - Project Profile Template (65.3 Kb)	

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

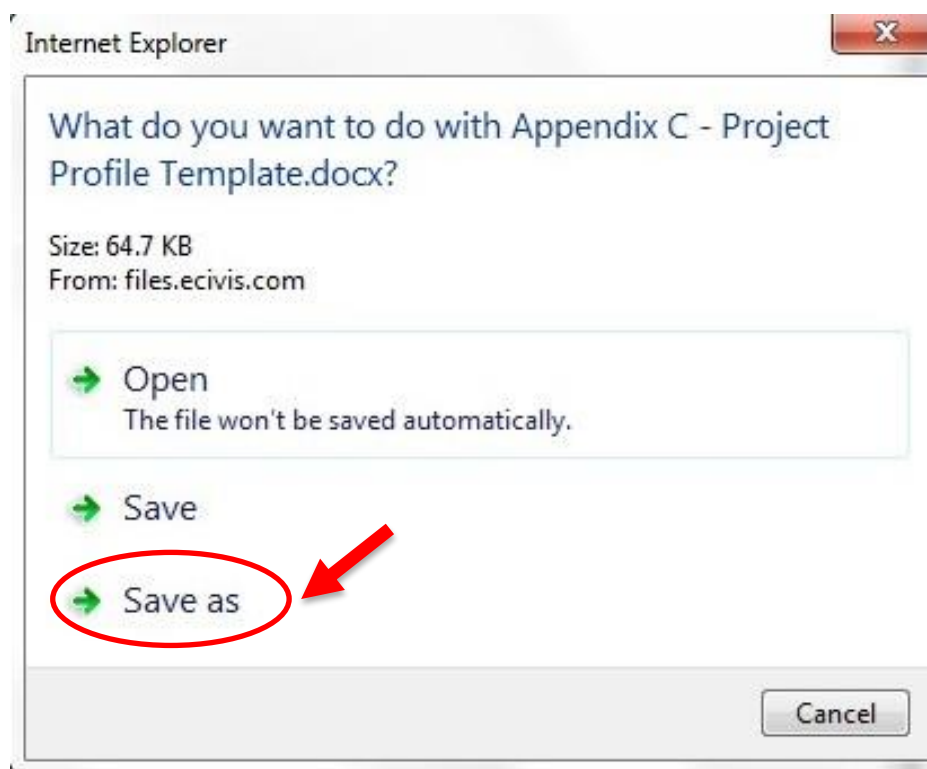
Note: These are general instructions based on the use of Windows 7 Professional as the operating system and Internet Explorer as the browser. The use of a different operating system and/or a browser other than Internet Explorer, i.e. Google Chrome or Firefox may vary the process of saving or downloading 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 “File” in the upper left menu bar.
- c. Click on “Save As” in the drop down menu.
- d. Name the file and save it to a location on your computer that you can access later.**

Download and save the  Word file using the following steps:

- a. Click on the file link to open the dialog box.
- b. Click on “Save As” in the dialog box.



- c. Name the file and save it 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. The form may be signed electronically OR completed, printed, signed and scanned as a new PDF document. Not more than ONE page. Project Title not more than SIX words.
 - b. **Project Profile in Word format** – Must be completed in Microsoft Word SCBGP Project Profile Template. Not more than FIFTEEN pages total.
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. Use the “Notes” field in Step v. to prioritize your application packets.**
 - b. Return to the SCBGP private solicitation web page at:
https://gn.ecivis.com/GO/gn_redir/T/1lbhnxejnb1cr
 - c. Click on the “Apply” button.

Arizona
Specialty Crop Block Grant Program - 2017

Overview Eligibility Financial Contact Files

ID: SCBGP-FB17

Title: Specialty Crop Block Grant Program - 2017

Application Start Date: 02/24/2017

Application End Date: 05/24/2017

CFDA: 10.170

Reference URL: <http://searchagriculture.az.gov/act/grantopportunities.aspx>

Summary:

The purpose of this program is solely to enhance the competitiveness of specialty crops in Arizona. For purposes of the program, specialty crops are defined as fruits and vegetables, tree nuts, dried fruits, and nursery crops (including floriculture).

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 and section 10010 of the Agricultural Act of 2014, Public Law 113-79 will provide funding for fiscal years 2014 through 2018.

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

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbols)

Portal Login or eCivis Login

Do not have an account?
Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

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

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

First Name

Last Name

Email Address

Passphrase

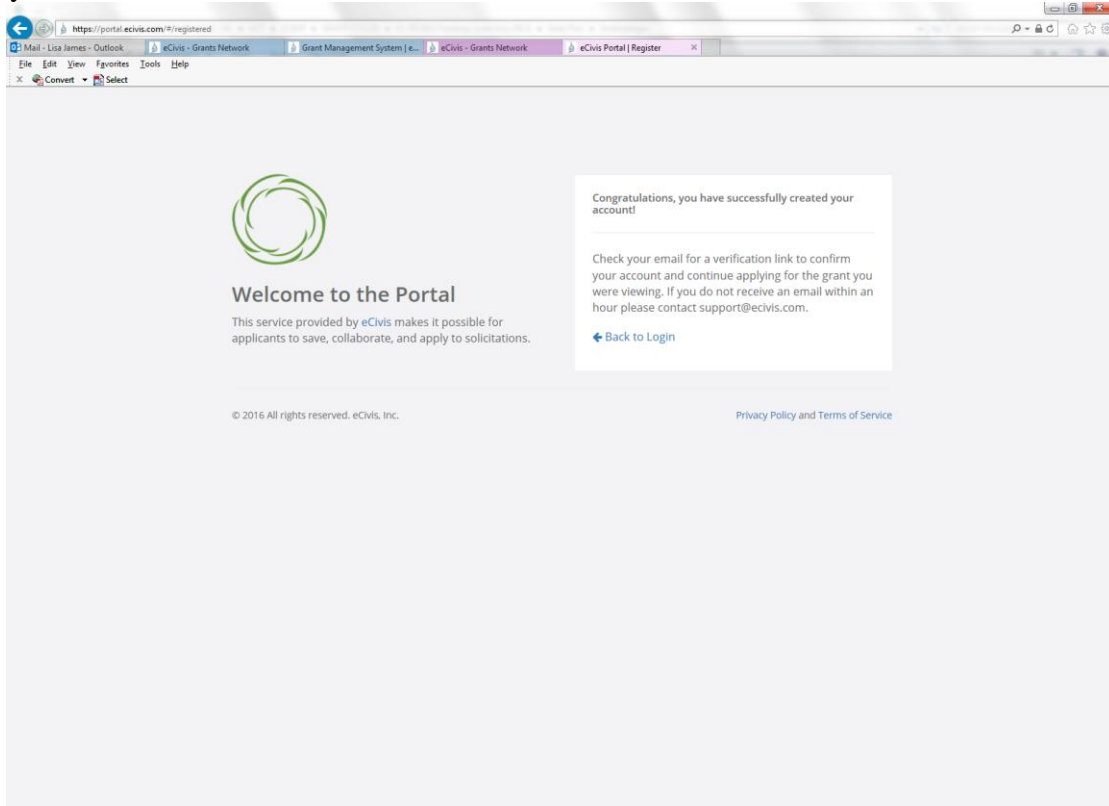
Weak

Sign Up

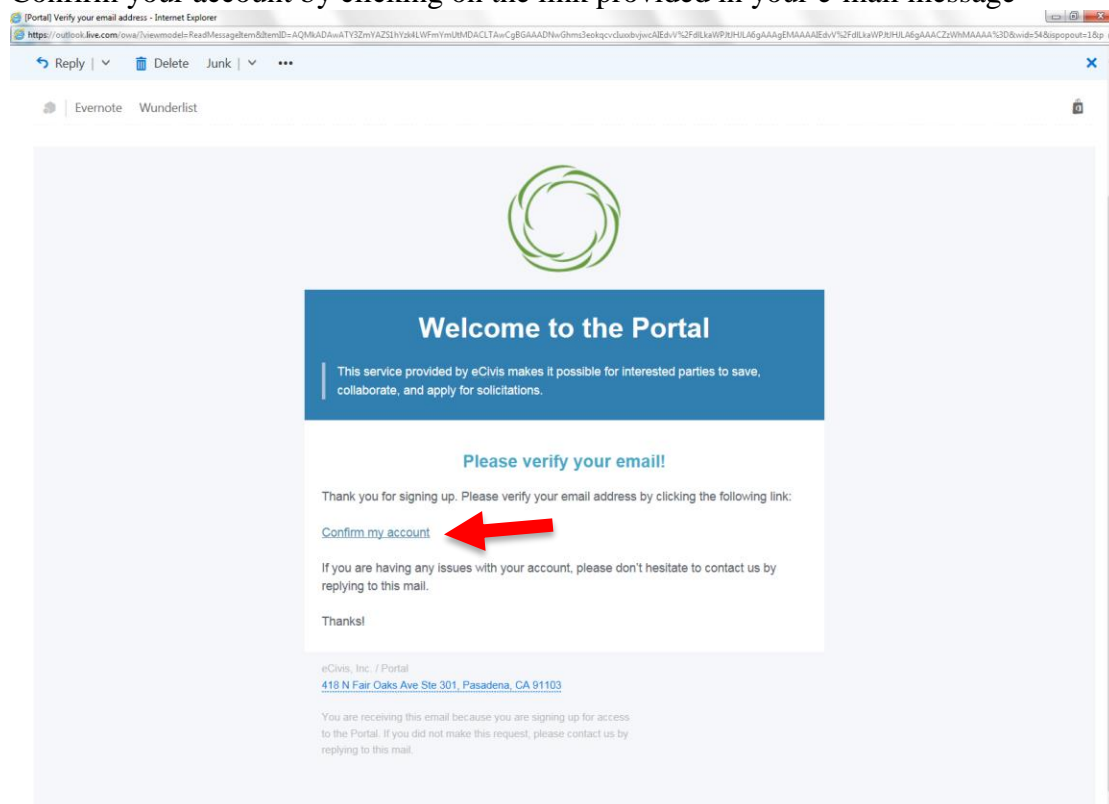
← Back to Login

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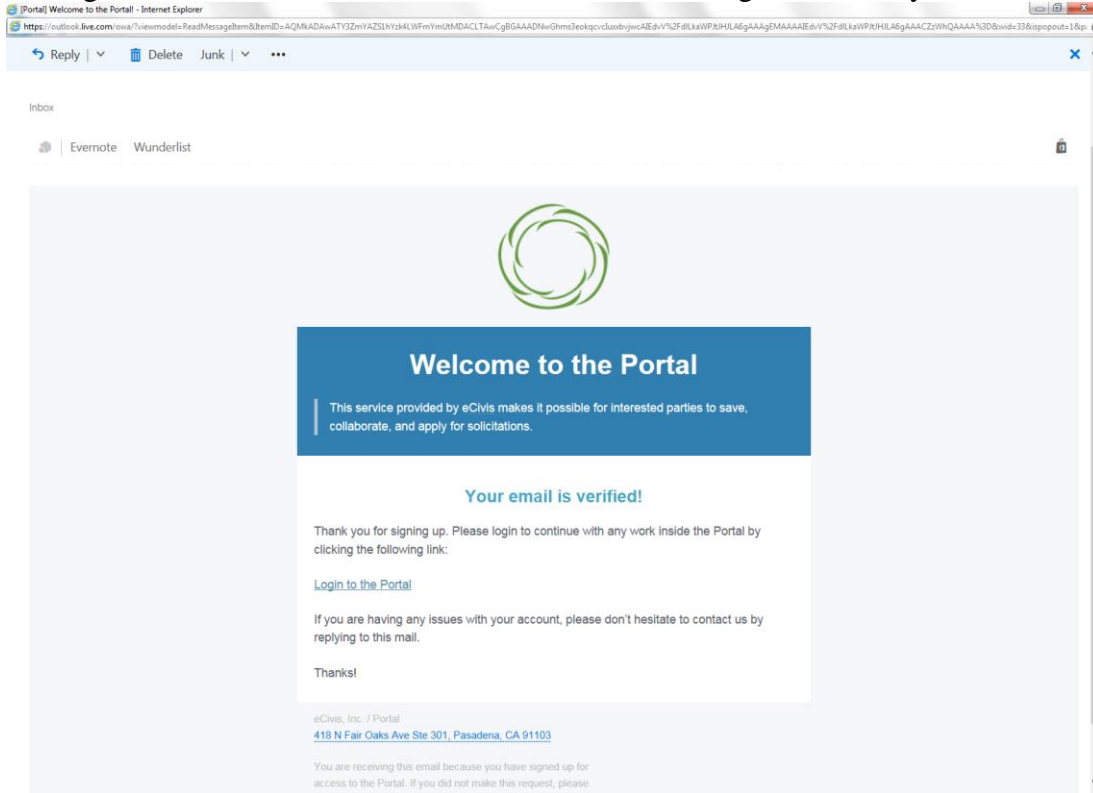
- f. You will receive a message to confirm your e-mail address via an e-mail message sent to you.



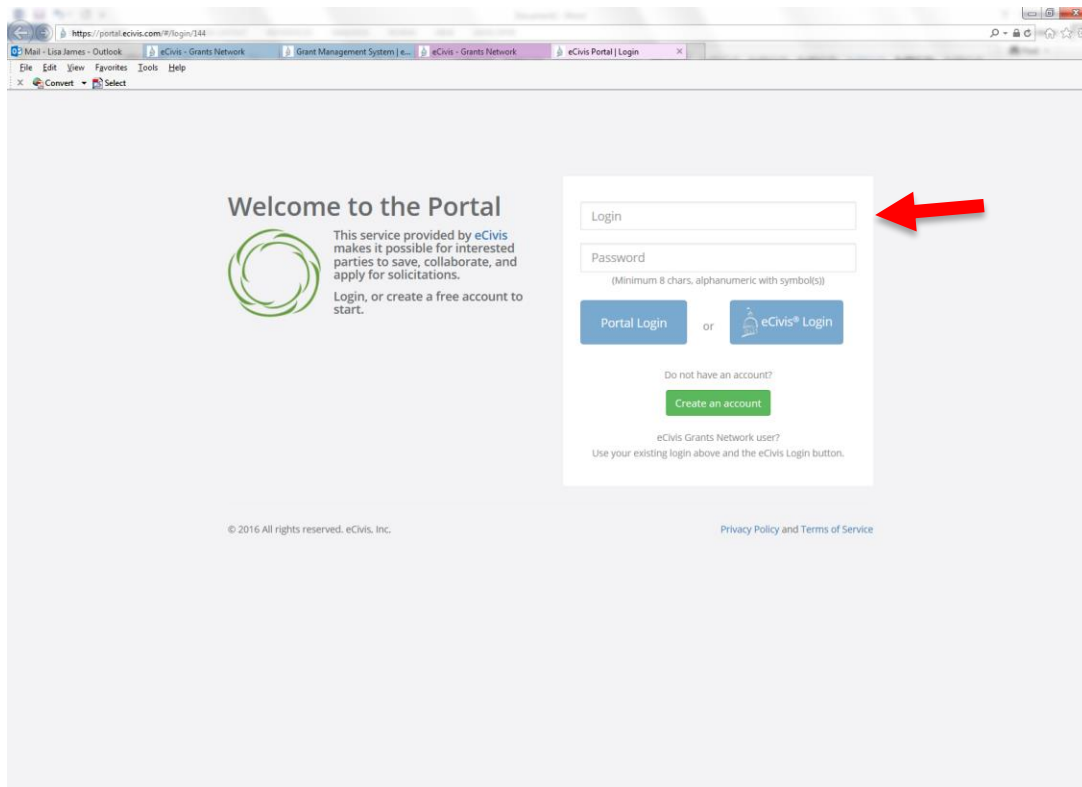
- g. Confirm your account by clicking on the link provided in your e-mail message



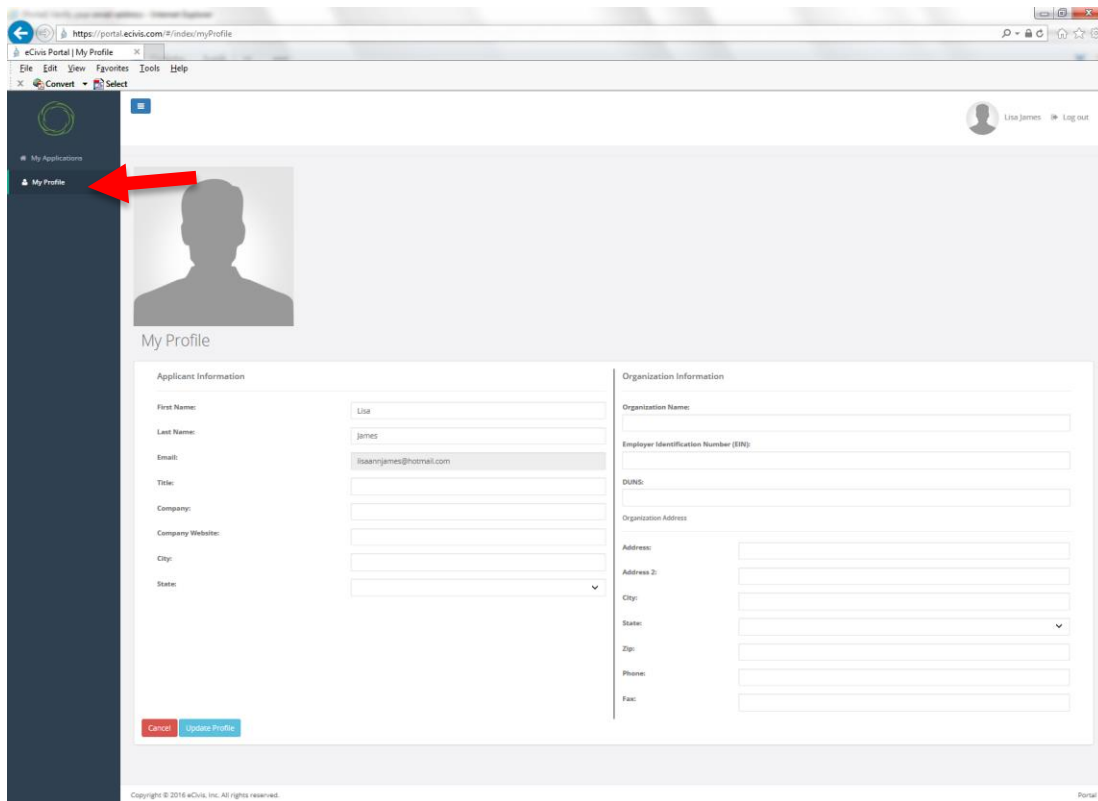
- h. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



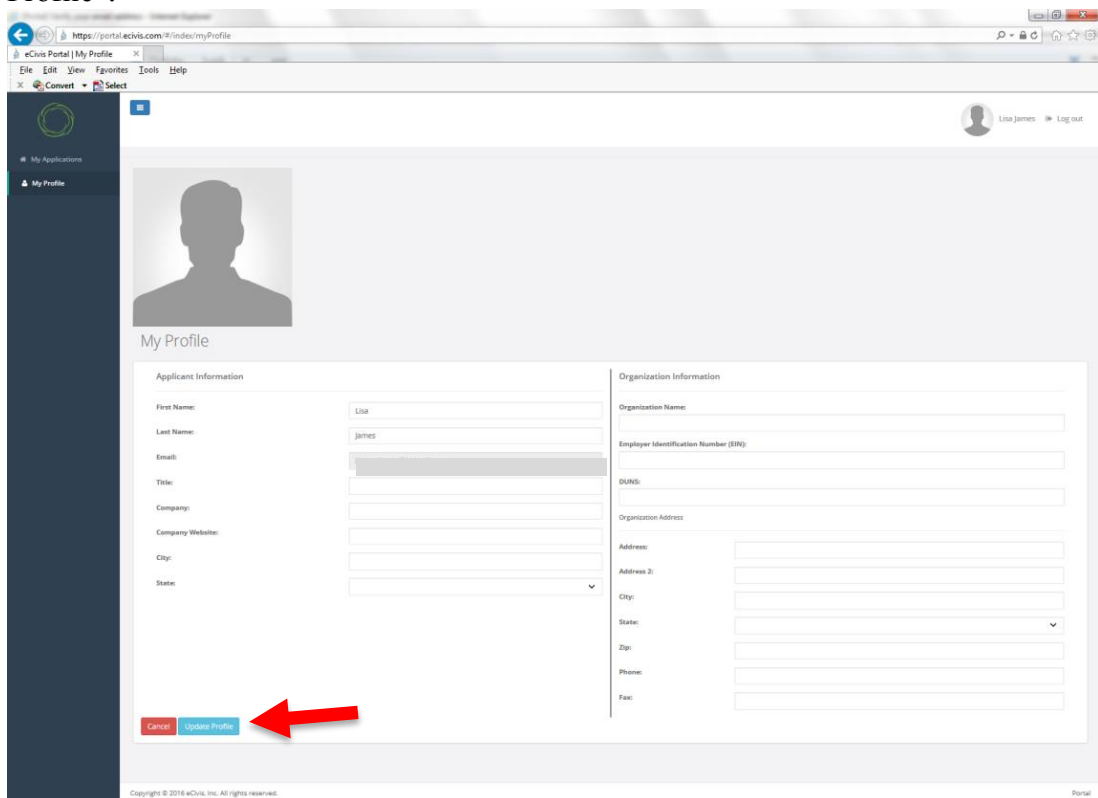
- i. Login to the Portal with your login and password.



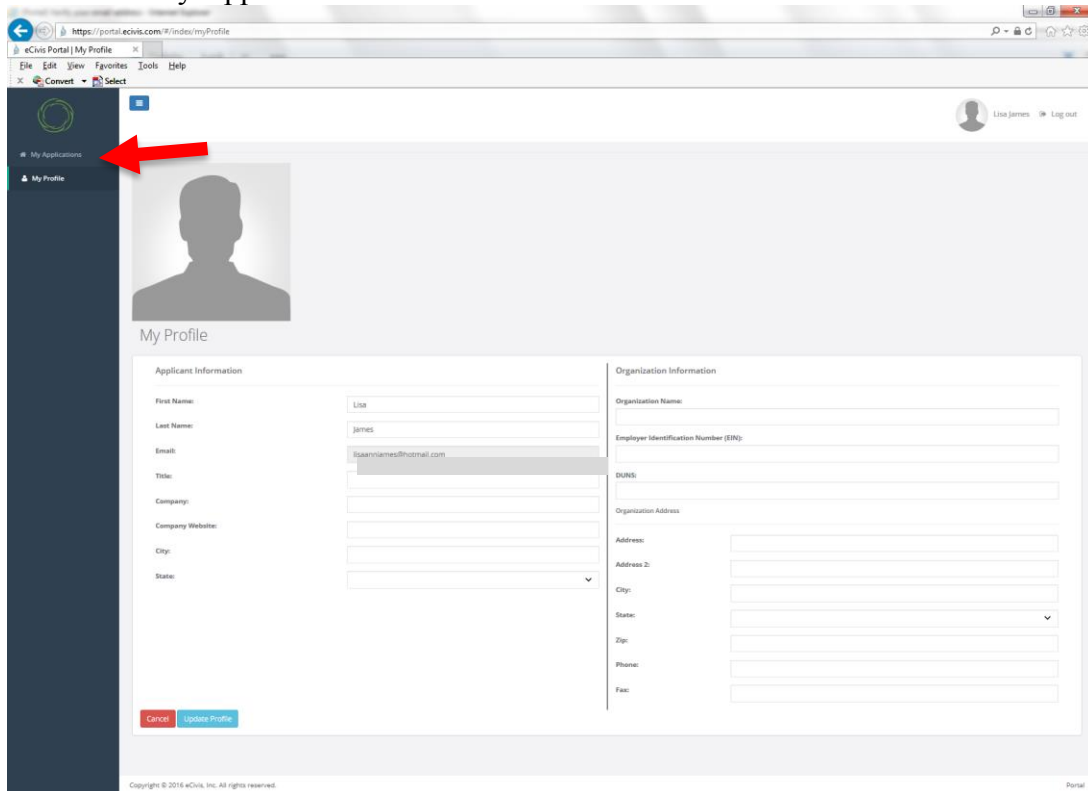
- j. Click on “My Profile” to update your profile information if necessary.



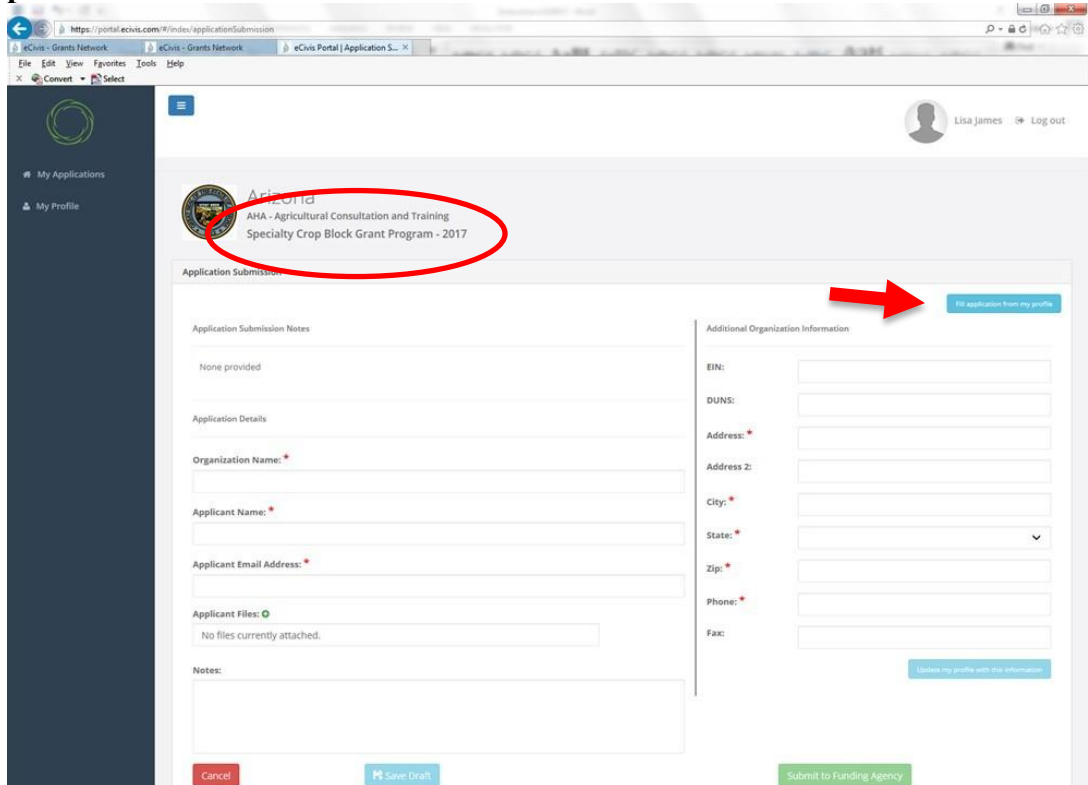
- k. Enter the appropriate information on the “My Profile” page and click on “Update Profile”.



1. Return to “My Applications”.




m. Confirm that the program you are applying for is correct. Enter the required information (indicated by the red *) in the appropriate fields or use the “Fill application from my profile” button.



<http://agriculture.az.gov>

- n. You can save the application and return later by clicking on the “Save Draft” button.

The screenshot shows the 'Application Submission' page for the Arizona Specialty Crop Block Grant Program - 2017. The page is divided into two main sections: 'Application Submission Notes' and 'Additional Organization Information'. The 'Application Submission Notes' section includes fields for 'Application Submission Notes' (containing 'None provided'), 'Application Details', 'Organization Name' (Arizona Department of Agriculture), 'Applicant Name' (Lisa James), 'Applicant Email Address' (lisaanjames@hotmail.com), 'Applicant Files' (No files currently attached), and 'Notes'. The 'Additional Organization Information' section includes fields for EIN (86-6004791), DUNS (787888122), Address (1688 West Adams Street), Address 2, City (Phoenix), State (Arizona), Zip (85007), Phone (602-542-3262), and Fax (602-364-0830). At the bottom of the form, there are three buttons: 'Cancel', 'Save Draft' (highlighted with a red arrow), and 'Submit to Funding Agency'. A 'Log out' button is visible in the top right corner.

- o. Click on the  green plus sign next to “Application Files”.

This screenshot is identical to the one above, showing the 'Application Submission' page. A red arrow points to the green plus sign icon next to the 'Applicant Files' field, which currently contains the text 'No files currently attached.'.

- p. The following files must be attached and appear on the application screen. **Only the following files** should be attached:

Application Cover Sheet in PDF format – Must be completed in fillable PDF form. The form may be signed electronically OR completed, printed, signed and scanned as a new PDF document. Not more than ONE page. Project Title not more than SIX words.

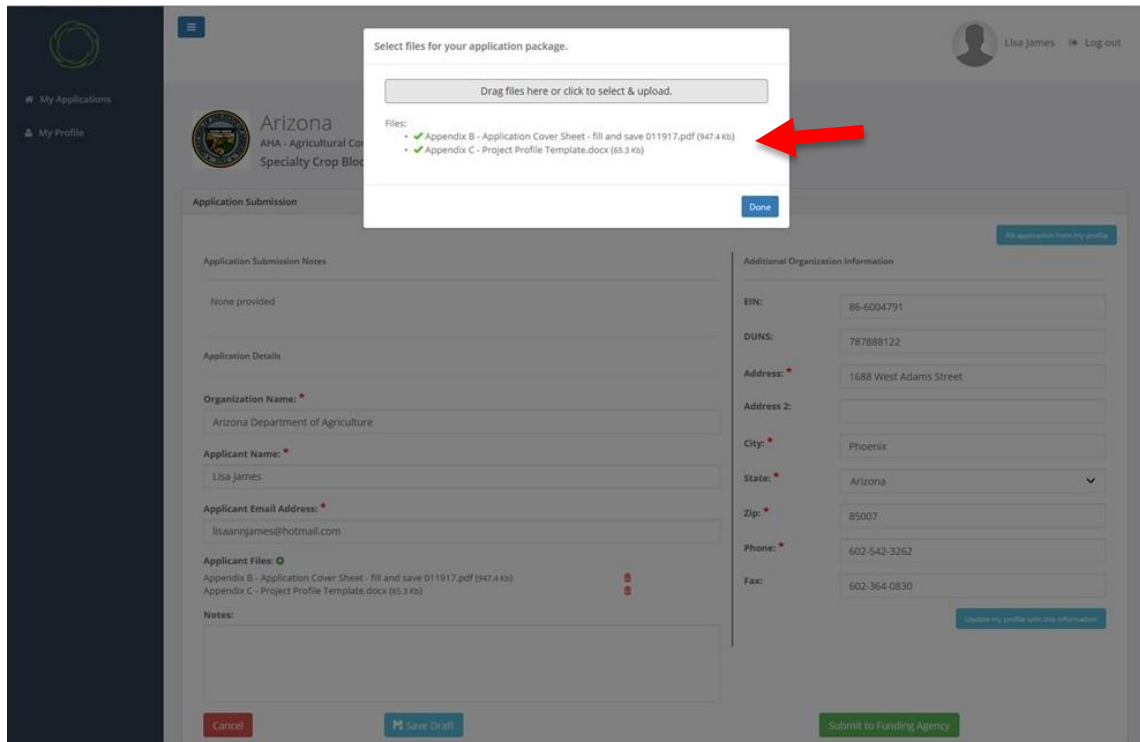
Project Profile in Word format – Must be completed in Microsoft Word SCBGP Project Profile Template. Not more than FIFTEEN pages total.

Attaching additional or incorrect files shall deem your application ineligible. The on-line application system will not alert you if you have attached additional or incorrect files.

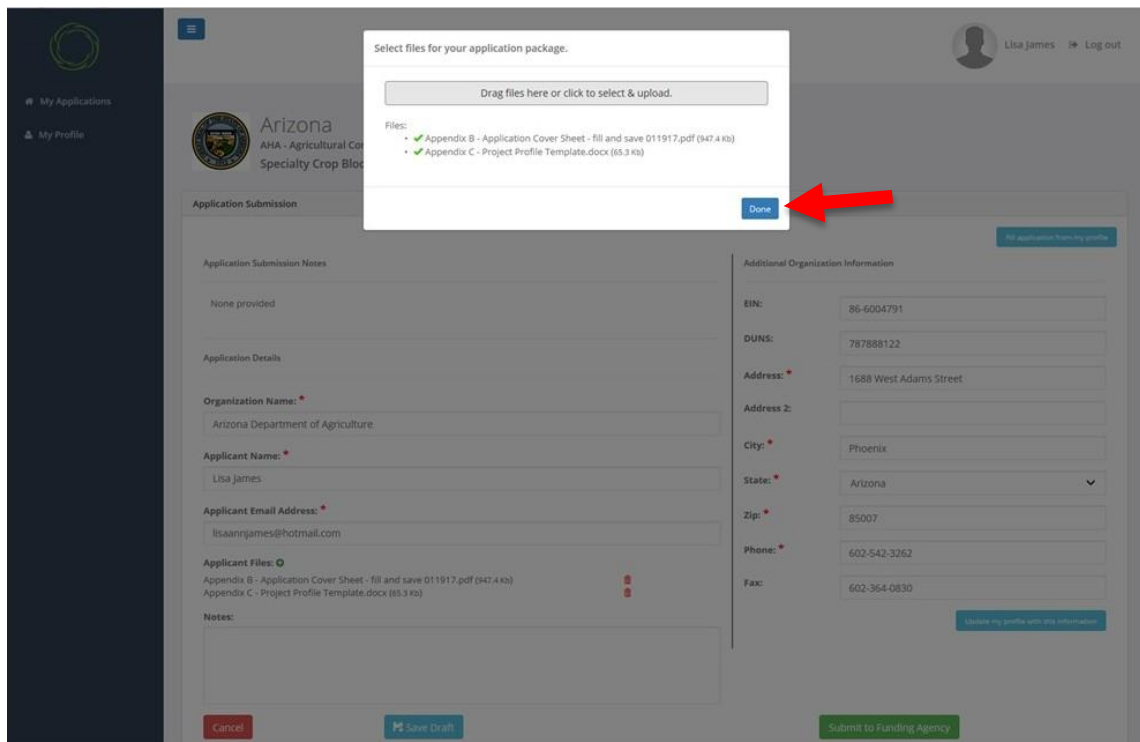
- q. Use the optional “Notes” field to add additional information if necessary. For example, if you are submitting more than one application you can use this field to indicate the priority of the application. See Section I.G.
- r. Click to find and select the completed “Application Cover Sheet” PDF file on your computer and double click the file.

The screenshot displays the 'Application Submission' page for the Arizona AHA. A modal window titled 'Select files for your application package.' is overlaid on the page, containing a text input field with the placeholder 'Drag files here or click to select & upload.' and a 'Done' button. A red arrow points to this text. The background form includes sections for 'Application Submission Notes', 'Application Details', and 'Additional Organization Information'. The 'Application Details' section contains fields for Organization Name (Arizona Department of Agriculture), Applicant Name (Lisa James), and Applicant Email Address (lisaanjames@hotmail.com). The 'Additional Organization Information' section contains fields for EIN (86-6004791), DUNS (787888122), Address (1688 West Adams Street), City (Phoenix), State (Arizona), Zip (85007), Phone (602-542-3262), and Fax (602-364-0830). At the bottom of the form are buttons for 'Cancel', 'Save Draft', and 'Submit to Funding Agency'.

- s. Repeat the previous step for the “Project Profile Template” Word file until all applicable files appear on the screen.



- t. When all required files are listed click on “Done”.



- u. The application files should be listed here.

The screenshot shows the 'Application Submission' form. On the left is a dark sidebar with 'My Applications' and 'My Profile' links. The top right shows the user 'Lisa James' and a 'Log out' link. The main header includes the Arizona logo and 'AHA - Agricultural Consultation and Training Specialty Crop Block Grant Program - 2017'. The form is divided into two main sections: 'Application Submission Notes' and 'Additional Organization Information'. The 'Application Submission Notes' section includes a text area for notes, 'Application Details' (Organization Name, Applicant Name, Applicant Email Address), and 'Applicant Files'. The 'Applicant Files' section lists two files: 'Appendix B - Application Cover Sheet - fill and save 011917.pdf (947.4 kb)' and 'Appendix C - Project Profile Template.docx (55.3 kb)'. A red arrow points to this list. The 'Additional Organization Information' section contains fields for EIN, DUNS, Address, Address 2, City, State, Zip, Phone, and Fax. At the bottom are buttons for 'Cancel', 'Save Draft', and 'Submit to Funding Agency'.

- v. Use the optional “Notes” field to add additional information if necessary. For example, if you are submitting more than one application you can use this field to indicate the priority of the application.

This screenshot is identical to the one above, showing the 'Application Submission' form. However, a red arrow points to the 'Notes' text area at the bottom of the 'Applicant Files' section, highlighting it as an optional field for additional information.

- w. When you have confirmed that all required information is on the screen. Click on the “Submit to Funding Agency” button. The Application must be submitted prior to **11:59:59 p.m. (MST) on Wednesday, May 24th**.

Application Submission

Application Submission Notes

None provided

Application Details

Organization Name: *

Arizona Department of Agriculture

Applicant Name: *

Lisa James

Applicant Email Address: *

lisaanjames@hotmail.com

Applicant Files: 0

Appendix B - Application Cover Sheet - fill and save 011917.pdf (947.4 kb)

Appendix C - Project Profile Template.docx (65.3 kb)

Notes:

Additional Organization Information

EIN: 86-6004791

DUNS: 787888122

Address: * 1688 West Adams Street

Address 2:

City: * Phoenix

State: * Arizona

Zip: * 85007

Phone: * 602-542-3262

Fax: 602-364-0830

Submit to Funding Agency

- x. You can choose to submit your application or save it as a draft and submit at a later date and time. The Application must be submitted prior to **11:59:59 p.m. (MST) on Wednesday, May 24th**.

Submit Application?

Are you sure you want to submit your application to the funding agency? Once submitted, your application package is locked and cannot be edited.

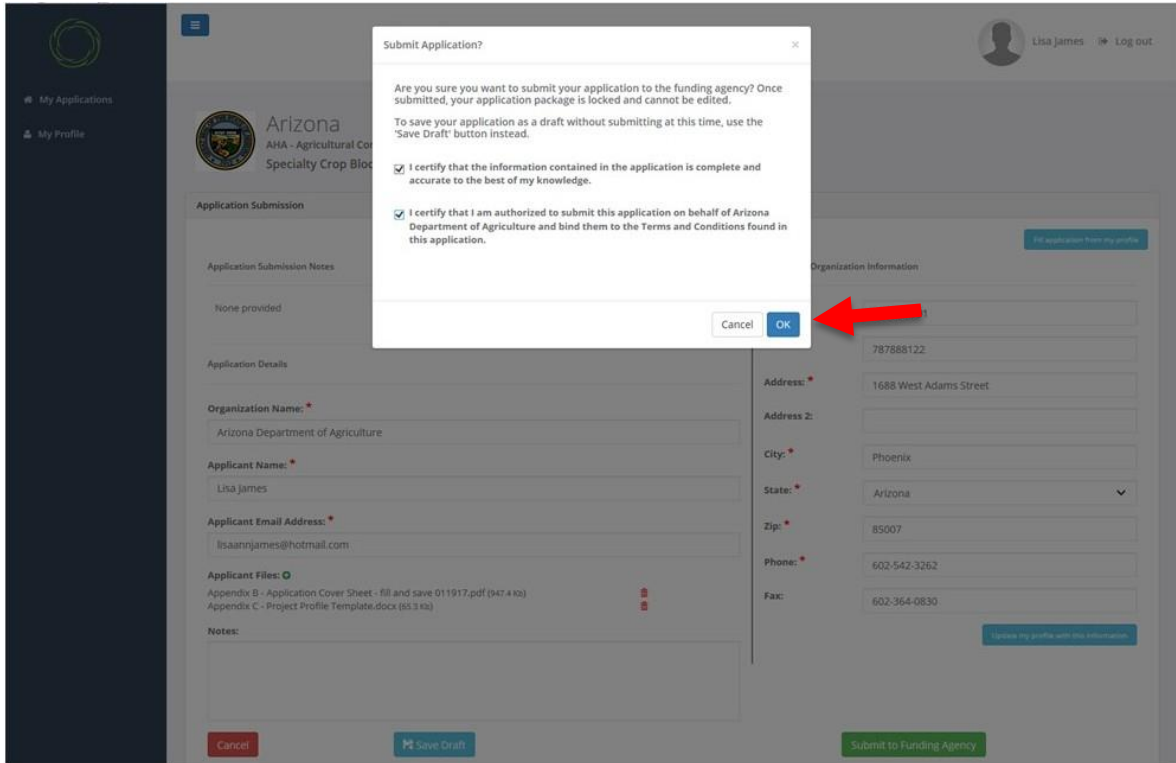
To save your application as a draft without submitting at this time, use the 'Save Draft' button instead.

I certify that the information contained in the application is complete and accurate to the best of my knowledge.

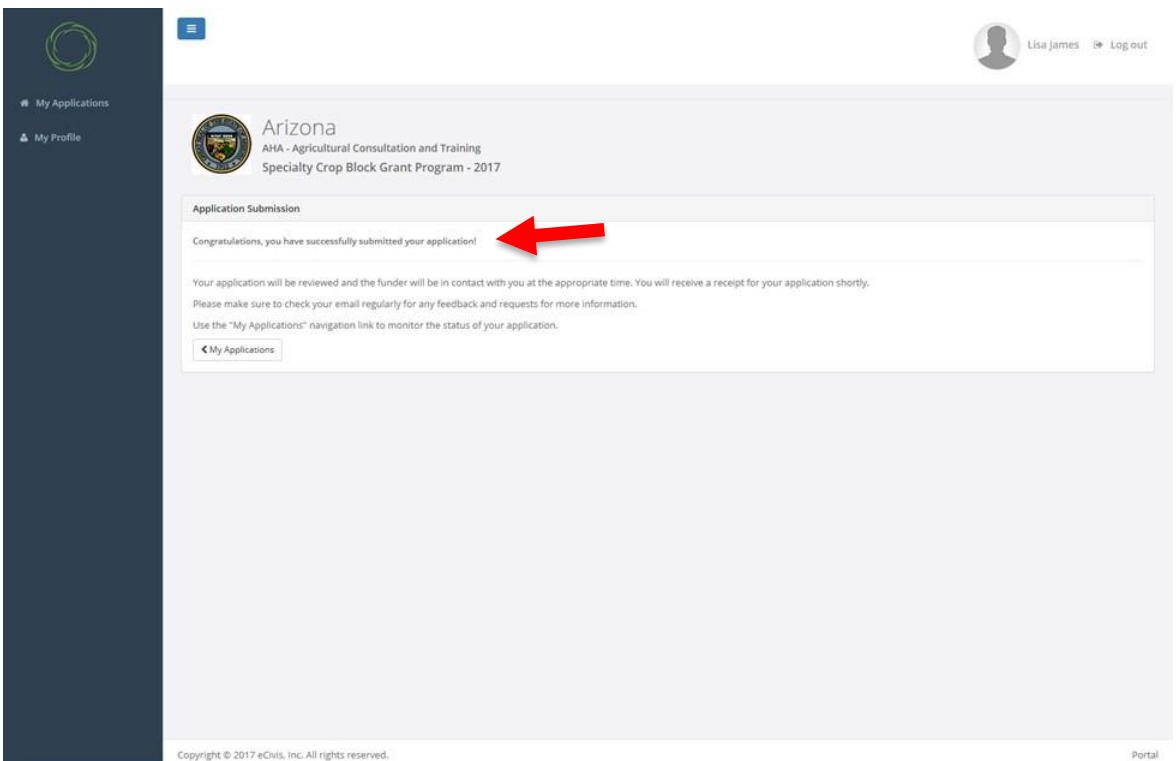
I certify that I am authorized to submit this application on behalf of Arizona Department of Agriculture and bind them to the Terms and Conditions found in this application.

Cancel OK

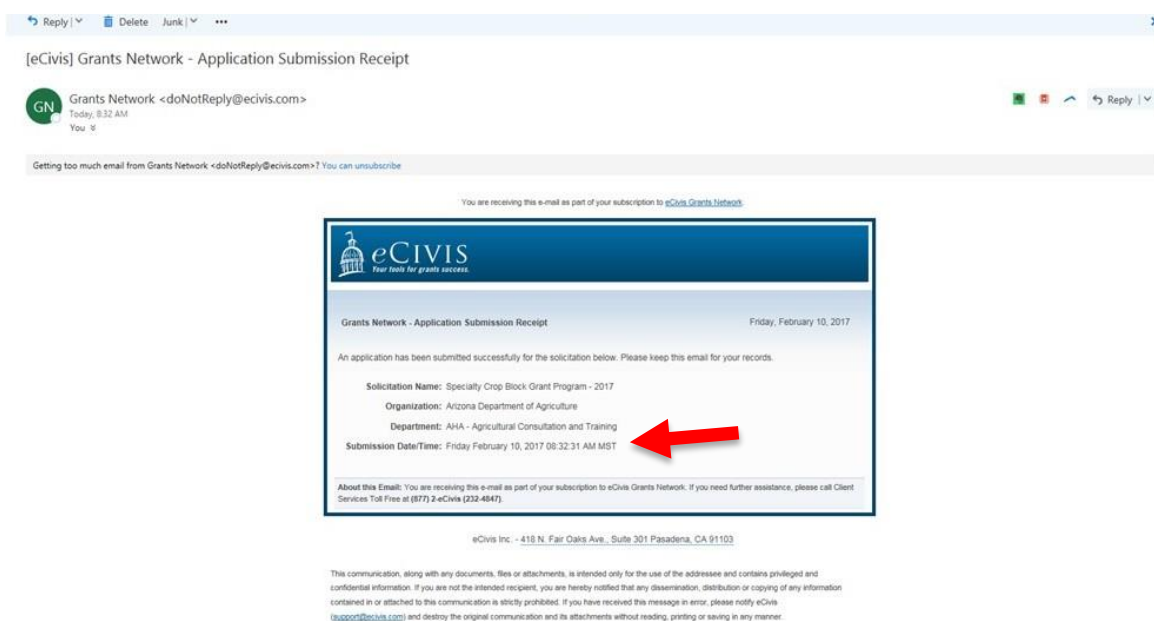
y. If you are sure that you want to submit your application click on the “OK” button.



z. Look for the notification below and print this screen for your records.



- aa. You will also receive a submission receipt via e-mail that will include the submission date and time.



Remember, ADA's Agricultural Consultation and Training Program (ACT) must receive completed applications no later than **11:59:59 p.m. (MST) on Wednesday, May 24th**.

Applications submitted by the May 24 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on May 25 at 1688 West Adams Street, Phoenix, Arizona.