



Specialty Crop Multi-State Program

Fiscal Year 2019 Instructions for Participating States

Deadline to inform AMS if the State will participate in the 2019 SCMP: June 17, 2019

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1.0 LEGISLATIVE AUTHORITY AND PURPOSE

Legislative authority for the Specialty Crop Multi-state Program (SCMP) is provided under section 101 of the Specialty Crops Competitiveness Act of 2004 ([7 U.S.C. 1621 note](#)), as amended under section 10107 of the Agriculture Improvement Act of 2018, Public Law 115-343.

SCMP competitively awards funds to enhance the competitiveness of specialty crops through collaborative, multi-state projects that address regional or national level specialty crop issues of:

- Food safety
- Plant pests and disease
- Research
- Crop-specific projects addressing common issues
- Marketing and promotion

2.0 DEFINITIONS

2.1 PARTICIPATING STATE

State departments of agriculture that elect to submit proposals to the Agricultural Marketing Service (AMS) on behalf of interested entities as well as oversee the administration of awarded agreements.

Note: AMS recognizes that some States may not have the resources for SCMP administration or have additional restrictions or requirements related to project costs, administration, or activities.

Participating States may use Specialty Crop Block Grant Program (SCBGP) administrative funds to offset costs related to SCMP pre- and post-award activities.

2.2 NONPARTICIPATING STATE

State departments of agriculture that do not elect to submit proposals to AMS on behalf of interested entities as well as oversee the administration of awarded agreements.

3.0 COMMITMENT TO PARTICIPATE

The commitment to elect to be designated a Participating State is made on a year-by-year basis. States that participated in 2017 may participate again or elect not to participate. Participating States awarded one or more grants from a previous funding announcement will continue to function as Participating States for those projects even if they decide not to participate in the 2019 program.

AMS expects that once a State commits to participate, it will not abandon its duties except with justified reason or under unusual circumstances.

Core responsibilities of the Participating State include:

- Accepting proposals from multi-state partners, even if the multi-state partners are not located in the same State as the Participating State;
- Screening proposals to ensure they meet all requirements outlined in the 2019 SCMP Request for Applications (RFA);

- Submitting screened proposals via [Grants.gov](https://www.Grants.gov) by the RFA's deadline; and
- Assuming administrative responsibility for any application it submits that is selected for funding.

4.0 PRE-AWARD REQUIREMENTS FOR PARTICIPATING STATES

- (1) Provide AMS a point of contact (POC) who will handle inquiries from the public about the SCMP.
 - a. A list of Participating States and their POCs will be posted to the [AMS SCMP Participating States webpage](#). Until then, inquiries from potential applicants may be forwarded to AMS SCMP.
 - b. Once the list of Participating States and their POCs is posted to the AMS SCMP website, AMS will direct applicants with inquiries about the SCMP to the applicable Participating State contact.
- (2) Refer all stakeholders interested in applying for a SCMP grant to the 2019 RFA.
 - a. Inform all interested stakeholders that the RFA provides the complete information needed to prepare an application.
 - b. A Participating State may elect to advise, consult, and provide feedback on proposals to applicants to assist interested multi-state partners in developing mutually beneficial proposals, but this is not a requirement. However, if a Participating State elects to provide such service to one, it must assist all potential applicants who request such assistance and feedback.
- (3) Participating States that have questions about whether or not a proposal fits within the scope of the SCMP should contact the AMS contact listed under [9.0 Agency Contact](#). AMS will share any new information resulting from such inquiries with the Participating States.
- (4) Participate in teleconference and/or webinar training sessions held by AMS.
- (5) Follow AMS protocols for accepting and screening SCMP applications to ensure the applications meet both the definition of a multi-state project and the requirements outlined in the RFA.
- (6) Submit screened applications via [Grants.gov](https://www.Grants.gov) by the deadline established by AMS.
- (7) Upon request by AMS before the application deadline, submit an SF-424B - Assurances – Non-Construction Program Form.
- (8) If awarded, complete an in-depth review of the project budget to ensure all cost items are allowable, allocable, and reasonable. As necessary, negotiate with the multi-state partners if there are any budget items that do not meet those requirements. Provide AMS with a final project budget upon completion of the negotiations.
- (9) If awarded, perform a risk assessment of the multi-state partners who will receive federal funds when carrying out the project prior to executing the grant agreement award to determine monitoring strategies for the project.

4.1 DEVELOPING PROPOSALS

Participating and nonparticipating States may develop their own proposals if they intend to have a substantive role in the project. In such cases, the State must recruit at least one partner who is located in another State and who will have a substantive role in the project. Participating States are encouraged

to use their experience, knowledge, and resources to help find partners for proposals they do not develop themselves, but this is not a requirement.

A Participating State that develops its own proposal will submit the proposal directly to AMS along with other proposals it has received that meet the RFA requirements.

4.2 SCREENING PROPOSALS

Participating States need to use judgement in screening proposals for compliance with the RFA requirements. If there is a missing application component, please request the multi-state partners to provide it before submitting the application to AMS. When evaluating applications to determine alignment with SCMP and its requirements, Participating States must ensure that the proposal:

- (1) Materially adheres to the requirements of the RFA;
- (2) Fits into at least one of the RFA's project category types;
- (3) Meets the RFA's definition of a multi-state project;
- (4) Differs from and/or supplements but does not duplicate projects currently or previously funded by the SCBGP or another Federal award program; and
- (5) Does not name any partner with current performance and compliance violations relating to a SCBGP-funded project.

Proposals that are materially compliant may be submitted. All deadlines are provided in the 2019 SCMP RFA. Applications that are submitted to AMS late or that do not materially comply with the requirements of the RFA will not be considered in the AMS competitive review. You may reference the [AMS Policy Regarding Late and non-Responsive Applications](#) for more information.

5.0 POST-AWARD REQUIREMENTS FOR PARTICIPATING STATES

- (1) Use subagreements or subcontracts as necessary to carry out the project, which comply with [2 CFR § 200](#). The awarded Participating State must maintain control of the project objectives, set policies, and ensure that the project is carried out in accordance with all applicable Federal statutes and regulations as well as with the AMS agreement' award terms and conditions.
- (2) Adhere to the Federal Funding Accountability and Transparency Act (FFATA) [2 CFR § 170.320](#).
- (3) Adhere to the AMS agreement award terms and conditions including reporting and financial accountability requirements, all administrative functions, and proper close out.

6.0 DEADLINES

State departments of agriculture must notify the AMS contact listed in [7.0 Agency Contact](#) via email no later than June 17, 2019, if they would like to be designated a Participating State for 2019.

The deadline for multi-state partner applicants to apply to Participating States will be announced in the 2019 SCMP RFA.

The deadline for Participating States to apply to AMS via Grants.gov will be announced in the RFA.

7.0 AGENCY CONTACT

7.1 TEAM LEAD

Mr. Martin Rosier

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7.2 ADDRESS

Specialty Crop Multi-State Program

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