

Q&A

PEST MANAGEMENT ALLIANCE GRANTS | 2016–2017

GENERAL

{QUESTION} Is the start of the grant period (September 1, 2016) flexible?

{ANSWER} Yes. September 1, 2016, or as soon as a grant agreement is executed, is the earliest that funds are available and that work may begin. We realize that for agriculturally based projects, the preferred start date may be dependent on the start of the growing season. Keep in mind, however, that while you may delay the start date, the end date for completing all work cannot extend past March 31, 2019.



{Q} How much funding is available for each grant cycle and where do the funds come from?

{A} DPR is authorized to provide \$400,000 to fund with terms of three years. There is no limit on the amount that may be requested from the authorized \$400,000. Funding requests have ranged from \$60,000 up to \$400,000, but typically range from \$125,000 to \$200,000. Funding is for the term of the project.

The grant program is funded by the DPR Fund, not the State general fund.



{Q} How many projects do you expect to fund?

{A} DPR expects to fund two to three grant projects.



{Q} Is there a concept phase?

{A} Yes. The grant has both a concept and a proposal phase. **The proposal phase is by invitation only.**



{Q} Do I need special permission to contract with the State?

{A} No. This is a grant. Special provisions for entering into a contract do not apply.



{Q} When does all project work need to be completed?

{A} All work on the project, including the final report in its final form, must be completed by March 31, 2019. Any contract work must be completed by January 31, 2019. All invoicing must be completed and submitted to DPR by May 1, 2019.



{Q} Will DPR staff meet with the principal investigator during the project?

{A} Yes. A DPR staff person(s) will be assigned to meet with principal investigator for updates, to provide data and technical expertise as needed, and help with any issues that arise.



{Q} Can the project be collaborative?

{A} Yes. However, keep in mind that the amount of funding available for each project is relatively low.

PROJECT TOPICS

{Q} Will DPR fund projects that are a continuation of previously funded projects?

{A} Sponsors of IPM implementation projects that have already been successful, including those that may have been previously funded by DPR, are encouraged to apply if they propose to expand the project to other locations or other commodities or otherwise expand the reach or scope of previous outreach efforts.



{Q} Will DPR give preference to projects that are new as opposed to those that build on an existing framework? For instance, what about funding a project that might borrow effective elements used in neighboring municipalities to spread the program to a wider audience?

{A} We're open to all projects that aim to promote adoption of IPM and reduced-risk pest management practices. These include projects that initiate novel outreach approaches and those that enhance already proven ones.

WHO'S ELIGIBLE

{Q} Can a private organization accept the grant award?

{A} Yes. Organizations planning to carry out the proposed work in California are eligible to receive funding. Principal investigators may come from public or private institutions or organizations including, but not limited to, commodity boards, UC Cooperative Extension, accredited institutions of higher learning, resource conservation districts, licensed pest control businesses, school districts, cities, governmental agencies, and nongovernmental and nonprofit organizations.



{Q} Can team members work in other states?

{A} Yes, but projects must be conducted in California and funds cannot be spent on travel to or from other states.

SUBMITTING CONCEPTS AND PROPOSALS

{Q} What is FFAST?

{A} DPR has contracted with the State Water Resource Control Board (SWRCB) to host the concept and proposal submission process through their Web-based Financial Assistance Application Submittal Tool (FFAST). The FFAST site is composed of a series of tabs (General Information, Project Budget, Funding, Cooperating Entities, Questionnaire, and Attachments), each with an associated list of questions and response boxes.



{Q} Can we send you a hard copy of our concept and proposal (if applicable)?

{A} No. We require that you submit your proposal using the free Web-based Financial Assistance Application Submittal Tool (FFAST). FFAST can be accessed at <https://faast.waterboards.ca.gov/>



{Q} Will I need to submit my concept and proposal (if applicable) through my contracts office?

{A} If you are with the University of California, you will need to submit your proposal through your contracts office.



{Q} What is the difference between the management team, the team partners, and the target audience?

{A} The management team will include representatives who will be involved in project decision making and serve as lead for the various components of the project, and have significant experience and connections to IPM and outreach issues vital to the project. Partners include members with subject matter and outreach expertise, as well as those who will serve as outreach hubs in targeted areas. The target audience is a group (e.g., local growers, local golf course association, city parks and recreation department, or regional water quality coalition) that will be the target of project activities and that will be used to measure project success.



{Q} Do you allow the management team to consist of members from the same organization?

{A} Yes. However, the most competitive grant applications feature management teams that include other groups or individuals that can provide technical expertise or assist in tailoring outreach materials to the target audience.



{Q} How many individuals or organizations should be included in the management team?

{A} There is no requisite number of individuals in the management team. The management team should include as many members as necessary to provide the appropriate and necessary knowledge and expertise for successful completion of the project. DPR staff will also be part of the management team to offer technical support and collaborative networking and outreach.



{Q} Our group would like to submit a concept. It would help us to involve someone from DPR's pest management group as we put the concept together, but this seems like a conflict of interest. How can we get DPR's involvement?

{A} DPR staff cannot offer specific advice to applicants during the application process. Answers to general questions are readily provided, and those questions/answers will be posted on DPR's Web site for all potential applicants to view. You're correct in assuming that to do otherwise would compromise the process. Once projects are funded they have active DPR participation.



{Q} Can you define or clarify what is meant by the economic component from Concept Question 1.2 and explain why is it needed?

{A} Cost often has a big influence on whether an IPM program is adopted. It is useful when developing outreach materials to know how costs will change upon adoption of the program. Therefore, we would like an estimate of the costs of the current practices and the costs of the IPM practices being advocated if they are available. Increased costs may be more acceptable to adopters when presented alongside the benefits, such as reduced pesticide risks.



{Q} Can you define or clarify what is meant by "readiness for adoption" from Concept Question 2.3?

{A} Readiness for adoption means that the proposed IPM practices are effective (as demonstrated by prior research), do not require a great deal of additional research, and can be communicated and displayed to pest management practitioners, growers, homeowners, building managers, and/or other potential "target audiences."

COMPILING THE PROPOSAL

{Q} I receive an error message when opening the Scope and Budget form attachment. <or> I open the Scope and Budget form but it does not work.

{A} You need to use a computer capable of opening an Excel document with an .xlsx extension (Excel 2007 or later). Use of earlier versions of Excel may result in compatibility issues and lack of functionality. If you still experience errors while using Excel 2007 or later, please contact Steve Blecker at sblecker@cdpr.ca.gov or 916-324-0116.



LETTERS OF SUPPORT AND CURRICULA VITAE

{Q} How much detail do you want in the CV? For example, should we include our entire publication list? Any guidelines on the amount of detail required?

{A} The intent is to provide the review committee with a sense of the capabilities of your team. Please include publications and experience you feel are relevant.

DEVELOPING A BUDGET

{Q} Can the budget change from the concept phase to the proposal phase?

{A} Yes. At the concept phase, the budget is a rough estimate. In the full proposal you may fine tune the budget to fit the fully developed project.



{Q} My proposal includes project planning and oversight cost estimates. However, it does not account for the cost of mandatory DPR meetings and report preparation. Will mandatory meetings and reporting be considered overhead or separate line items?

{A} Mandatory meetings and reporting are not considered overhead. If travel is involved to attend meetings, include that in the travel line item in the budget.



{Q} What are the maximum indirect or overhead costs allowed and how are they calculated?

{A} Indirect or overhead costs cannot exceed 15 percent of the modified total direct cost (MTDC), which is the sum of the Personnel, Operating Expenses, Travel, and Construction line items. Contracts or Equipment line items are not included in the MTDC.



{Q} How may grant funds be used?

{A} Grant funds may be used for personnel services (salaries and benefits for staff directly involved in the planning and implementation of the project), operating expenses such as office supplies, printing, and postage, in-state travel, contracts, equipment, and construction costs.



{Q} Are matching funds required?

{A} Matching funds or in-kind services are not required but should be identified if they are needed to explain how an otherwise unfunded task is accomplished.



{Q} My project is a component of a larger project funded by multiple sources. What concerns do I need to address?

{A} If the proposed project is a component of a larger project funded by multiple sources, the proposed project cannot be dependent on those other sources for completion of any task or deliverable included in the proposal. A proposed project must be complete with its own goals, outcomes, and deliverables, all of which must be completed entirely using the requested dollar amount. In-kind or matching contributions of effort, equipment, or materials by team members are allowed, however (see below).

In-kind or matching contributions are project activities conducted by team members that have employer approval to receive compensation using existing employer funds at the time of proposal submission.

Allowed:

- Personnel time given to project by team members.
- Use of team member's existing equipment or facilities.
- Donation of materials by team members.

Not allowed:

- Project tasks that are simultaneously funded by more than one source.
- Project tasks reliant on labor or outcomes of activities that are not part of the DPR-funded project. The DPR-funded project must be "stand-alone" even if it is a component of a larger research endeavor. In other words, if all aspects of the larger research endeavor were taken away, the DPR-funded project must still be able to achieve all objectives and deliverables.