

**Farmworkers Advancement Program**

**Technical Assistance and Developmental Evaluation**

**Solicitation for Proposals Program Year 2023-24**

**Questions and Answers**

1. **Can the EDD describe the difference between a subrecipient and a contractor?**

The difference between a subrecipient and a contractor is how the applicant plans to provide and pay for the services through the grant funding. An applicant can procure a contract with a contractor such as a vendor, dealer, distributor, merchant, or other seller providing goods or services, and/or an applicant can plan to award and fund a subrecipient to carry out a portion of the grant services. Subrecipients will be paid through sub grants while contractors will be paid through invoicing.

1. **Can the EDD clarify the 2-page limit for the Executive summary? Does this limit include the instruction page?**

The 2-page limit only applies to the Executive Summary table, which does not include the instructions on page 1.

1. **Can an applicant remove the boxes and bullets in the Exhibit A: Project Narrative Microsoft Word template to create more space?**

Applicants can remove the boxes and/or bullets on the Project Narrative exhibit. The sections and Subsection titles must remain the same and, in order, written into the project narrative.

1. **Can administrative costs include direct and indirect costs? Can a Negotiated Indirect Cost Rate Agreement (NICRA) be used if indirect costs are claimed as part of administrative costs?**

Yes, administrative costs can include direct and indirect administrative costs. If indirect costs are claimed, a NICRA can be used; regardless of a NICRA’s terms, the maximum administrative cost for the grant is fixed at 10% of the total between direct and indirect costs. A copy of the NICRA must be submitted with the application and is subject to EDD approval.

For additional information, refer to Section IV: Funding and Budgetary Requirements, Appendix C: Allowable Costs, and Appendix D: Administrative Costs for the general requirements dictating the proper use of these funds.

1. **What are the most common reasons an application will be disqualified?**

 The three most common reasons for an application to be disqualified are as follows:

1. Missing or incomplete Commitment Letters – No leverage fund requirement exists for the DOGWF ETA, therefore, Commitment Letters are not required unless the applicant leverages funds. If so, applicants should provide a letter to verify the dollar amount and the source of contributions from each entity that pledges cash or in-kind resources to the project. Also, the funds stated in the Commitment Letters must match the leveraged funds on the Cover Signature Page submitted in the application.
2. No valid System of Award Management (SAM) account registration – Applicants must register with the SAM to apply for and receive funding for this initiative. Registration with the SAM must be reviewed and updated every 12 months to remain current, accurate, and complete in the SAM database. A recipient must maintain active registration with current information during which it has an application under consideration or an active state or federal award, including state and federal funding distributed through the EDD.
3. Missing or incomplete exhibits – Before applying, please ensure that all required exhibits have been completed and are included in the submission.

For additional information, refer to *Appendix A: Proposal Package Instructions* for further guidelines on electronic submission and *Section VI. D: Award, Agreement, and Contracting* for the signatory authority requirements for the Subgrant Agreement (contract).