## **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
- $\circ \quad \textbf{Microsoft Word}$
- 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

<u>Click on and review</u> the Overview, Eligibility, Financial, Contact and Files tabs:

Your tools for grants success	Home	Grant Management	Grant Research	KnowledgeBase	Administration
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ID:	SCBGP-FB17 Specialty Crop Block C		The purpose of th specialty crops in defined as fruits a (including floricult	Arizona. For purposes o nd vegetables, tree nuts ure).	f the program, specialty crops are , dried fruits, and nursery crops
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<ul> <li>Consortia</li> <li>Native American Tribe</li> <li>Non Profits</li> </ul>			stakeholders are	eligible to apply either a	s, and other specialty crop s single entities or in combined a
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					or projects that solely benefit a a profit to a single organization,
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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 P 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.

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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, printed, signed and scanned into 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 <u>each</u> application packet. Use the "Notes" field in Step v. to prioritize your application packets.
  - b. Return to the SCBGP private solicitation web page at: <u>https://gn.ecivis.com/GO/gn\_redir/T/1lbhnxejnb1cr</u>
  - c. Click on the "Apply" button.

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

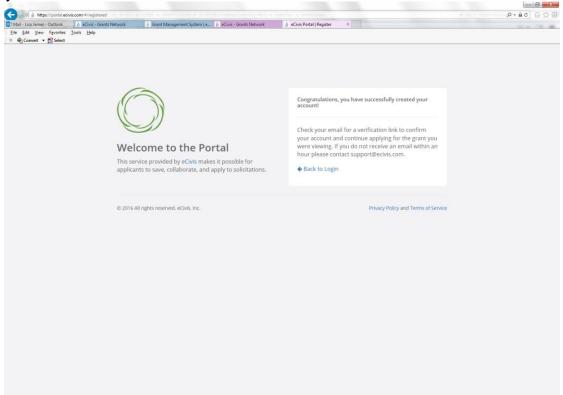
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e. Enter the appropriate information for a new account signup. Note: The "Passphrase" (password) must rate as "strong" or "perfect" or the system will not allow a "Signup".

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

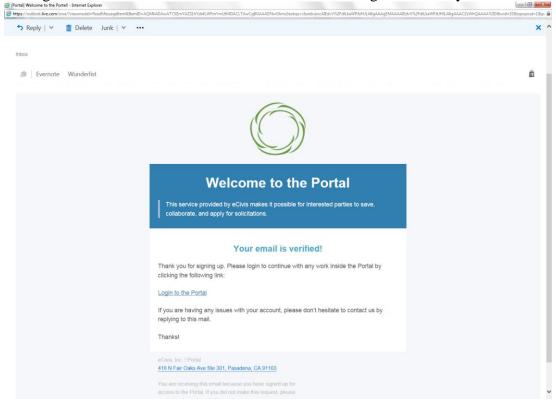


g. Confirm your account by clicking on the link provided in your e-mail message

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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.



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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".

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l. 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.

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

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	Arizona Department of Agriculture Applicant Name:	City: *	Phoenix
	Lisa James Applicant Email Address: * Iisaannjames⊜hotmail.com	State: * Zip: *	Arizona
	Applicant Files: O	Phone: *	602-542-3262
	No files currently attached.	Fax:	602-364-0830
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o. Click on the + green plus sign next to "Application Files".

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	lisaannjames⊜hotmail.com Applicant Files: 0	Phone: *	602-542-3262
	No files currently attached.	Fax:	602-364-0830
	Notes:		Update my profile with the information

p. The following files must be attached and appear on the application screen. <u>Only the</u> <u>following files</u> should be attached:

**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. 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 <u>optional</u> "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.

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	Issannjames@hotmail.com Applicant Files: O	Phone:*	602-542-3262
	No files currently attached.	Fax:	602-364-0830

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

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t. When all required files are listed click on "Done".

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	Lisa James	State: *	Arizona
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u. The application files should be listed here.

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	Applicant Name: * Lisa James	State:*	Arizona 🗸
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	lisaannjames@hotmail.com Applicant Files: <b>O</b>	Phone: *	602-542-3262
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v. Use the <u>optional</u> "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.

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	Applicant Name: *	City: *	Phoenix
	Lisa James	State: *	Arizona 🗸
	Applicant Email Address: * lisaannjames@hotmail.com	Zip: *	85007
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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, March 29<sup>th</sup>.

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	Arizona Department of Agriculture	Address 2:	
	Applicant Name: *	City: *	Phoenix
	Lisa James	State:*	Arizona
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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, March 29<sup>th</sup>.

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	Organization Name: * Arizona Department of Agricultur Appleant Name: * Lina James	e	Address 2: City: State:	1688 West Adams Street Phoenix Artizona
	Applicant Email Address * Isaannjames@hotmail.com Applicant Files 0 Appendix 8- Application Cover Sheet Appendix C- Projet Profile Template Notes:		Zip: * Phone: * Fax:	85007 602-542-3262 602-364-0830 
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- Ξ Lisa James 🗰 Log out 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. AHA - Agricult Specialty Crop Bio  $\textcircled{\sc or}$  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 ОК Address City: \* Applicant Name: State: \* Applicant Email Address: \* Zip: \* Phone: \* Applicant Files: O -Fax:
- 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.

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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, March 29<sup>th</sup>.

Applications submitted by the March 29 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on March 30 at 1688 West Adams Street, Phoenix, Arizona.