



# Specialty Crop Block Grant Process

*HOW DO I? WHAT DO I NEED?  
HOW LONG WILL IT TAKE?*

# ◆ What monies are available? ◆

- ▶ Visit our Web site:

<http://www.agri.ohio.gov/Grants/Grants.aspx>

- ▶ Read the entire request for proposal to make sure that you meet all the eligibility requirements.

# ◆ Applying for grant monies ◆

- ▶ Prepare your proposal, paying close attention to all of the required components. The completed proposal should:
  - fully meet the performance specifications
  - provide a 25% match of the total project costs
  - meet the specified proposal format
    - typed
    - 12 pt. font
    - double spaced
    - include the project title and page numbers in the footer on each page

# ◆ Applying for grant monies ◆

- meet all the application instructions and format by including:
  - an application coversheet that includes:
    - grant management contact
    - project coordinator contact
  - a project narrative that includes:
    - abstract ▪ purpose ▪ potential impact
    - financial feasibility ▪ expected measurable outcomes ▪ plan of work ▪ all requested attachments (such as 501(c)3 verification)
    - key personnel ▪ support letters ▪ appendices

# ◆ Applying for grant monies ◆

- ▶ Mail your completed proposal to:

*The Ohio Department of Agriculture  
Attn: Amalie Lipstreu  
8995 East Main Street  
Reynoldsburg, OH 43068*

*OR e-mail to:  
cbland@agri.ohio.gov*

Your application must be received, not postmarked,  
by the deadline

## ◆ What happens next? ◆

- ▶ Your application is reviewed by Ohio Department of Agriculture staff to confirm it is complete and meets all the eligibility requirements.
- ▶ All eligible proposals are forwarded to the review committee to undergo a rating process.

## ◆ What happens next? ◆

- ▶ The review committee selects funding level
- ▶ The committee forwards its recommendations to Ohio Department of Agriculture Director Boggs
- ▶ The Director selects proposals to be included in the Ohio Specialty Crop Block Grant plan

## ◆ What happens next? ◆

- ▶ A letter is mailed to each applicant to notify them on the status of their proposals.
- ▶ If the applicant is approved, their letter will indicate the recommended funding level.

(Note: This approval is still contingent upon final approval from United States Department of Agriculture)

## ◆ What happens next? ◆

- ▶ ODA creates a state plan with all the approved grant proposals and submits it to United States Department of Agriculture for review.
- ▶ USDA requests any additional information and informs Ohio Department of Agriculture of its funding decision.

## ◆ What happens next? ◆

- ▶ Ohio Department of Agriculture then creates a contractual agreement between the grantee and Ohio Department of Agriculture
- ▶ This agreement is to be signed by all parties, and all necessary documentation must be returned to Ohio Department of Agriculture

## ◆ Documents to return ◆

- ▶ All grantees must submit the following:
  - Signed contractual agreement
  - Completed W-9 and Vendor Information form
  - Declaration Regarding Material Assistance (DMA) form
  - Any other forms deemed necessary

## ◆ Accounting procedures ◆

- ▶ Once all documents are received from the grantee, ODA can establish accounting procedures.
- ▶ The process outlined in the next two slides will give you a general idea of the steps involved and the time required to process reimbursement.

## ◆ Accounting procedures ◆

The Ohio Department of Agriculture will:

- ▶ Submit the W-9 and Vendor Information Form to the Office of Budget & Management to add you to the state accounting system
- ▶ Create a purchase order in your name for the total amount of your grant monies

## ◆ Accounting procedures ◆

- ▶ Process your invoice, which must include all required backup documentation, and submit it to the Office of Budget & Management for payment processing
- ▶ Mail your payment directly to you

These two steps could take up to 30 days to complete.

# ◆ Reporting ◆

- ▶ You will be required to submit quarterly reports and a final report based on the work that you have completed.
- ▶ These reports will be due on specified dates based on when your grant was approved.
- ▶ Examples of model reports can be found at the departments website, [www.agri.ohio.gov](http://www.agri.ohio.gov)

# ◆ Questions?? ◆

If you have any additional questions or need further information, please contact Cher Bland at:

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8995 E. Main St.  
Reynoldsburg, OH 43068  
Ph: (614) 466-8878  
Fx: (614) 644-5017  
E-mail: [cbland@agri.ohio.gov](mailto:cbland@agri.ohio.gov)