



# Specialty Crop Block Grant Process

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

# ◆ What monies are available? ◆

▶ Visit our Website:

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

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

# ◆ Applying for grant monies ◆

- ▶ Prepare your proposal, paying close attention to all of the required components as well as deadlines. The completed proposal should:
  - fully meet the performance specifications
  - provide the required match of project costs
  - meet the specified proposal online format

# ◆ Applying for grant monies ◆

- ▶ Submit your online application from ODA's website.
- ▶ Applications must be received no later than April 30, 2012 at 4:00 pm.

## ◆ What happens next? ◆

- ▶ Applications are reviewed by the Ohio Department of Agriculture to confirm that it meets the eligibility requirements.
- ▶ Eligible proposals are then reviewed and rated by a committee.

## ◆ What happens next? ◆

- ▶ The review committee selects projects and recommends the funding levels to the Director of the Ohio Department of Agriculture.
- ▶ ODA notifies each applicant of the status of their proposal and funding level (if approved) before submitting it to USDA.

## ◆ What happens next? ◆

- ▶ ODA will package the projects into the state's plan and submit a written plan to USDA.
- ▶ USDA has final approval of all projects submitted.
- ▶ USDA may request additional information and will inform ODA of the funding decision.

## ◆ What happens next? ◆

- ▶ Applicants will be informed on final decision and a contract will be developed between the ODA and the grantee.
- ▶ This agreement is to be signed by all parties, and all necessary documentation must be returned to ODA.

# ◆ Documents to return ◆

- ▶ All grantees must submit the following:
  - Signed contractual agreement
  - Completed W-9 & Vendor Information Forms
- ▶ Work cannot begin on projects until all documents are completed, returned and approved by ODA.

## ◆ Accounting procedures ◆

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

# ◆ Accounting procedures ◆

## ▶ The Ohio Department of Agriculture will:

- Submit the W-9 and Vendor Information forms to the Office of Budget and Management.

- This enters your organization into the state accounting system for reimbursement.

## ◆ Accounting procedures ◆

- ▶ Reimbursement requests must be submitted once a quarter on the 2012 Quarterly Reimbursement Form.
- ▶ Reimbursement requests must include all required backup documentation and follow the state's travel rules. (i.e., cancelled checks, paid invoices, time sheets, and receipts)
- ▶ Payment will be made directly to the grantee.

# ◆ Reporting ◆

- ▶ Quarterly and annual reports will be submitted to ODA.
- ▶ A final report will be submitted upon project completion. (Final reimbursement will not be issued until the final report is received.)
- ▶ ODA will provide due dates for the reports.
- ▶ Examples of model reports can be found on ODA's website, [www.agri.ohio.gov](http://www.agri.ohio.gov)

# ◆ Questions?? ◆

If you have questions or need further information,  
please contact Lori Panda at:

Ohio Department of Agriculture

8995 E. Main St.

Reynoldsburg, OH 43068

Ph: (614) 466-8798

Fx: (614) 644-5017

E-mail: [panda@agri.ohio.gov](mailto:panda@agri.ohio.gov)