



# OKLAHOMA Agriculture, Food and Forestry

## Specialty Crop Block Grant Program

### Grant Application Manual

**Application Due Date: 5:00 PM Central Time on February 28, 2024**

Copies of this publication may be obtained at the Oklahoma Department of Agriculture, Food, & Forestry website at: <https://ag.ok.gov/economic-development-and-agriculture-markets/>

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The Oklahoma Department of Agriculture, Food & Forestry (ODAFF) is announcing their solicitation process to award Specialty Crop Block Grant (SCBG) for proposals that enhance the competitiveness of specialty crops in Oklahoma. The following is ODAFF'S application manual for FY 24 SCBG through the United States Department of Agriculture-Ag Marketing Service (USDA-AMS). The funding is from federal allocations. ODAFF conducts an annual competitive proposal process to award grant funds.

## Background

USDA-AMS is charged with distributing block grant funds to State Departments of Agriculture, the District of Columbia, and the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands, to enhance the competitiveness of specialty crops.

Funds will be distributed to the specialty crop industry through a competitive review process. Successful project application funding is contingent upon the available funding from USDA-AMS. The USDA-AMS is the funding entity and has the final approval for projects submitted. A review panel of industry representatives will make the award recommendations to the Secretary of Agriculture, who will approve the state plan for submittal to USDA-AMS. The USDA-AMS will make the final decision concerning grant awards. ODAFF reserves the right to offer an award amount less than the amount requested.

For the purpose of this program, Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) and amended under [section 10010 of the Agricultural Act of 2014, Public Law 113-79](#) (the Farm Bill) defines specialty crops as "fruits and vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture). Eligible plants must be cultivated or managed and used by people for food, medicinal purposes, and/or aesthetic gratification to be considered specialty crops. Processed products shall consist of greater than 50% of the specialty crop by weight, exclusive of added water.

## Important Dates

January	2024	Announce grant opportunity & publish request for proposals
February 28 <sup>th</sup>	2024	Submission deadline for proposals
March-April	2024	Proposals evaluated & selected for inclusion in State Plan
May	2024	Submit Oklahoma's State Plan to USDA-AMS
October	2024	Award announcement from USDA-AMS

## Purpose

To be eligible projects must show how they enhance the competitiveness of Oklahoma specialty crops in domestic or foreign markets. The funds can be used for projects involved in promotion, marketing, research, nutrition, trade enhancement, food safety, food security, plant health programs, education, increased child and adult nutrition knowledge and consumption, increased innovation, improved efficiency and reduced costs of distribution systems, environmental concerns and conservation, product

development, good agricultural practices, good handling practices, and good manufacturing practices.

## **Funding**

SCBG funds may be awarded for projects up to 2 years in duration with funding request ranging from a minimum of \$10,000.00 to a maximum of \$100,000.00. Although not a requirement from USDA, matching funds, either in cash and/or in-kind contribution of 20% of the total project budget will be required by applicants. Travel expenses associated with the project shall follow the ODAFF travel policy. Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

## **Funding Priorities**

Applicants are to develop projects that enhance the competitiveness of specialty crops.

Major areas of Focus: (Not limited to these issues affecting the specialty cop industry)

- Enhancing food safety
- Good Agricultural Practices
- Good Handling Practices
- Increasing Specialty Crop nutrition education and consumption
- Specialty Crop research, pest and disease control
- Developing or improving marketing channels for specialty crops
- Developing new and improved seed varieties

## **Eligible Applicants**

State, local or, tribal governments, individual producers, producer associations, colleges and universities, community-based organizations, processors and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts.

Proposals that involve collaboration or partnerships between producers, industry groups, academics, or other organizations are encouraged and will be given priority.

Under USDA-AMS rules, grants cannot be awarded for projects that only benefit a particular commercial product or provide a profit to a single company or individual.

## **Eligible Grant Projects**

Applications for grant funds should show how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners. Projects must include a plan to disseminate results to the targeted segment or industry.

ODAFF and USDA-AMS encourages projects that benefit beginning farmers, socially disadvantaged farmers, veteran farmers and projects that address problems or opportunities that cross state boundaries.

- Beginning Farmer is defined as an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation
- Socially Disadvantaged Farmer or Rancher is a farmer or rancher who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program
- Veteran Farmer or Rancher is a producer who served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve component thereof, was released from service under conditions other than dishonorable, and has not operated a farm or ranch for no ore than 10 years or who first obtained status as a veteran during the most recent 10-year period.

### **Examples of Acceptable Projects**

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

### **Examples of Unacceptable Projects**

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers market.
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.

- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

## Eligible Specialty Crops

For the purpose of this program, specialty crops are defined as commonly recognized fruits, vegetables, tree nuts, dried fruits, and nursery crops (including floriculture and horticulture). Feed crops, food grains, livestock, dairy products, and oil seed crops are NOT eligible. For a list of eligible specialty crops visit the USDA Specialty Crop Block Grant website at: <http://www.ams.usda.gov/scbqp>

## Other Federal Grant Programs

Entities that engage in projects that support the increased consumption of fruits and vegetables in the Supplemental Nutrition Assistance Program (SNAP) by providing incentives at the point of purchase and/or include technologies for benefit redemption systems should consider submitting those projects to the Gus Schumacher Nutrition Incentive Program. [Gus Schumacher Nutrition Incentive Program](#)

Entities that engage in projects that support domestic farmers' markets, roadside stands, community-supported agriculture programs, agritourism activities, other direct producer-to-consumer market opportunities, and local and regional food business enterprises that process, distribute, aggregate, or store locally or regionally produced food products should consider submitting those projects to the [Farmers Market Promotion Program \(FMPP\)](#), [Local Food Promotion Program \(LFPP\)](#) ), and [Regional Food System Partnerships \(RFSP\) Program](#),

Entities that engage in projects that support biobased products and bioenergy and energy programs, including biofuels and other alternative uses for agricultural and forestry commodities (development of biobased products), should see the USDA energy website at <https://www.rd.usda.gov/programs-services/energy-programs> for information on how to submit those projects for consideration to the energy programs supported by USDA.

## Indirect Cost

Indirect costs are only allowable as in-kind matching funds under Oklahoma's grant program. Indirect costs should not exceed 8% of any proposed budget. A cost may not be allocated as an indirect cost if it is incurred for the same purpose under SCBG as a direct cost and vice versa.

## Letters of Support

Letters of support must accompany each application. Proposals must have a letter of support from a minimum of three (3) specialty crop producers in Oklahoma. Letters can be sent as an attachment and will not count against the page total of the application.

## Expenditures

Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of the project are eligible. Grant funds may not be used to supplant normal business costs but instead must be used to cover the cost incurred for the approved proposed activities. All budget items should support enhancing the competitiveness of specialty crops and correlate to the goal(s) of the project. For the 2024 grant application, travel to National Conferences or trade association meetings will not be eligible for grant funding. However, travel to grower meetings or conferences within the State will be allowed.

## Allowable Cost, Unallowable Cost and Restrictions

The following list summarizes specific funding restrictions under the SCBG program. This list is not intended to be all-inclusive. Applicants should consult the Federal Cost Principles ([Subpart E-Cost Principles of 2 CFR § 200](#)) for the complete explanation of the allowability of costs.

**Note:** Allowable costs listed below may also be cost shared or brought as part of the required match. Unallowable costs cannot be brought as a match

Cost Category	Affected AMS Grant Program(s)	Description, Guidance and Exceptions
Advisory Councils	<b>ALL</b>	<b>Unallowable</b> for costs incurred by advisory councils or committees.
Alcoholic Beverages	<b>ALL with exceptions</b>	<b>Unallowable</b> for alcoholic beverages unless the cost is associated with fulfilling the purpose of the grant program and either approved in the application or with prior written approval.
Buildings and Land – Construction	<b>ALL</b>	<p><b>Unallowable</b> for the acquisition of buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations of an existing building or facility (including site grading and improvement, and architecture fees). This also includes construction and construction-related materials, which may include, but are not limited to, the purchase of building materials such as wood, nails, concrete, asphalt, roofing, gravel, sand, paint, insulation, drywall, or plumbing.</p> <p><b>Allowable</b> for rental costs of land and building space. However, lease agreements to own (i.e., lease-to-own or rent-to-own) are not allowable. The lease or rental agreement must terminate at the end of the grant cycle.</p> <p>A building is any permanent structure designed or intended for support, enclosure, shelter or protection of people, animals or property, and having a</p>

		permanent roof supported by columns or walls.
<b>Conferences</b>	<b><i>ALL with exceptions</i></b>	<p><b>Allowable</b> if the conference fulfills the purpose of a grant program’s legislated purpose. Allowable conference costs paid by the non-Federal recipient as a sponsor or host of the conference may include rental of facilities, speakers’ fees, costs of meals (see <a href="#">Meals</a> for restrictions), and refreshments, local transportation, and other items incidental to such conferences with the exception of entertainment costs that are unallowable. If registration fees are collected, the recipient must report fees as program income (see <a href="#">Program Income</a>).</p> <p><b>Allowable</b> to rent a building or room for training; however, where appropriate, AMS encourages the use of technologies such as webinars, teleconferencing, or videoconferencing as an alternative to renting a building or a room. The recipient should use the most cost-effective facilities, such as State government conference rooms, if renting a building or a room is necessary.</p>
<b>Contingency Provisions</b>	<b><i>ALL</i></b>	<p><b>Unallowable</b> for miscellaneous and similar rainy-day funds for events the occurrence of which cannot be foretold with certainty as to the time or intensity, or with an assurance of their happening.</p> <p><b>Unallowable</b> for working capital for activities/items not already in place.</p>



<p><b>Contractual / Consultant Costs (Professional Services)</b></p>	<p><b>ALL</b></p>	<p><b>Allowable subject to limitations.</b> Contractual/consultant costs are expenses associated with purchasing goods and/or procuring services performed by an individual or organization other than the recipient in the form of a procurement relationship.</p> <p><b>Allowable</b> for contractor/consultant employee rates that do not exceed the salary of a GS-15 step 10 Federal employee in the area (for more information, visit the <a href="#">OPM</a> website) and travel that is reasonable and necessary. This does not include fringe benefits, indirect costs, or other expenses. If rates exceed this amount, the recipient is required to justify the allowability of the cost aligning with <a href="#">2 CFR §§ 200.317-327</a></p>
<p><b>Contributions or Donations</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for contributions or donations, including cash, property, and services, made by the recipient to other entities. A non-Federal entity using grant funds to purchase food or services to donate to other entities and/or individuals is unallowable.</p>
<p><b>Electronic Benefit Transfer (EBT) Machines</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for the purchase/lease of Supplemental Nutrition Assistance Program (SNAP) EBT equipment.</p>
<p><b>Entertainment Costs</b></p>	<p><b>ALL with exceptions</b></p>	<p><b>Unallowable</b> for entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs (such as bands, orchestras, dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities). Entertainment costs are defined in <a href="#">2 CFR § 200.438</a>.</p> <p><b>Allowable</b> where the specific cost is considered to meet the requirements of the sponsored program and are authorized in the approved budget or with prior written approval.</p>
<p><b>Equipment</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for acquisition costs of general purpose equipment or lease agreements to own (i.e., lease-to-own or rent-to-own).</p> <p><b>Allowable</b> for rental costs of general purpose equipment when provided in the approved budget or with prior written approval. Vehicles may be leased but not purchased. The lease or rental agreement must terminate at the end of the grant cycle.</p> <p>For vehicle and equipment leases or rentals with an acquisition cost that equals or exceeds \$5,000, rates should be in light of factors such as: rental costs of comparable vehicles and equipment, if any; market conditions in the area; alternatives available; and the type,</p>

		<p>life expectancy, condition, and value of the vehicle or equipment leased.</p> <p><b>Allowable</b> when provided in the approved budget or with prior written approval for acquisition costs and rental costs of special purpose equipment provided the following criteria is met:</p> <ol style="list-style-type: none"> <li>1) Necessary for the research, scientific, or other technical activities of the grant agreement;</li> <li>2) Not otherwise reasonably available and accessible;</li> <li>3) The type of equipment is normally charged as a direct cost by the organization;</li> <li>4) Acquired in accordance with organizational practices;</li> <li>5) Must be used solely to meet the legislative purpose of the grant program and objectives of the grant agreement;</li> <li>6) More than one single commercial organization, commercial product, or individual must benefit from the use of the equipment;</li> <li>7) Must not use special purpose equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services; and</li> <li>8) Equipment is subject to the full range of acquisition, use, management, and disposition requirements under <a href="#">2 CFR § 200.313</a> as applicable.</li> </ol> <p><b>Definitions</b></p> <p><b>Equipment</b> is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.</p> <p><b>Acquisition cost</b> means the cost of the asset including the cost to prepare the asset for its intended use. Acquisition cost for equipment is the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for its acquired purpose.</p> <p><b>General Purpose Equipment</b> means equipment that is not limited to technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.</p>
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		<b>Special Purpose Equipment</b> is equipment used only for research, scientific, or technical activities.
<b>Equipment – Information Technology Systems</b>	<b>ALL</b>	<p><b>Unallowable</b> for information technology systems having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established in accordance with GAAP by the recipient for financial statement purposes or \$5,000. Acquisition costs for software includes those development costs capitalized in accordance with GAAP.</p> <p>Information technology systems include computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. Examples of unallowable information technology systems include service contracts, operating systems, printers, and computers that have an acquisition cost of \$5,000 or more.</p> <p><b>Allowable</b> for website development, mobile apps, etc., that are not considered to be information technology systems but rather social media applications.</p>
<b>Farm, Gardening, and Production Activities and Supplies</b>	<b>All with exceptions</b>	<p><b>Unallowable</b> for farm, gardening, and production activities, materials, supplies, and other related costs including but not limited to soil, seeds, shovels, gardening tools, greenhouses, and hoop houses.</p> <p><b>Allowable</b> where the specific cost is considered to meet the requirements of the sponsored program and are authorized in the approved budget or with prior written approval.</p>
<b>Fines, Penalties, Damages and Other Settlements</b>	<b>ALL</b>	<b>Unallowable</b> for costs resulting from violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local, or foreign laws and regulations.
<b>Fixed Amount Subawards</b>	<b>ALL with exceptions</b>	<p><b>Unallowable</b> for cost related to fixed amounts subawards.</p> <p><b>Allowable</b> for projects under the SCBGP with prior written approval from AMS. A pass-through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in <a href="#">2 CFR § 200.201</a>.</p>

<p><b>Fundraising and Investment Management Costs</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. This includes salaries of personnel involved in activities to raise capital.</p>
<p><b>General Costs of Government</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable for:</b></p> <ol style="list-style-type: none"> <li>1) Salaries and expenses of the Office of the Governor of a State or the chief executive of a local government or the chief executive of an Indian tribe;</li> <li>2) Salaries and other expenses of a State legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;</li> <li>3) Costs of the judicial branch of a government;</li> <li>4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in <a href="#">§ 200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements</a>); and</li> <li>5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.</li> </ol>
<p><b>Goods or Services for Personal Use</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for costs of goods or services for personal use of the recipient’s employees regardless of whether the cost is reported as taxable income to the employees.</p>
<p><b>Indirect Costs – Unrecovered</b></p>	<p><b>ALL with exceptions</b></p>	<p><b>Unallowable</b> for unrecovered indirect costs. <b>Allowable</b> for projects with match requirements to use unrecovered indirect costs as part of cost sharing or matching.</p>
<p><b>Insurance and Indemnification</b></p>	<p><b>ALL</b></p>	<p><b>Allowable</b> when provided in the approved budget or with prior written approval as indirect costs for insurance and indemnification.</p>
<p><b>Lobbying</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> as defined in <a href="#">2 CFR § 200.450</a>.</p>

<p><b>Meals</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for business meals when individuals go to lunch or dine together although no need exists for continuity of a meeting. Such activity is considered an entertainment cost.</p> <p><b>Unallowable</b> for conference attendee breakfasts. It is expected attendees will have adequate time to obtain this meal on their own before a conference begins.</p> <p><b>Unallowable</b> for meal costs that duplicate a meeting participant’s per diem or subsistence allowances.</p> <p><b>Allowable</b> for lunch or dinner meals if the costs are reasonable, and a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants</p> <p><b>Allowable</b> for meals consumed while in official travel status. They are considered per diem expenses and should be reimbursed in accordance with the organization’s established written travel policies.</p>
<p><b>Memberships, Subscriptions, and Professional Activity Costs</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for costs of membership in any civic or community organization.</p> <p><b>Allowable</b> for costs of membership in business, technical, and professional organizations when provided in the approved budget or with prior written approval.</p>
<p><b>Organization Costs</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for costs of investment counsel and staff and similar expenses incurred to enhance income from investments.</p> <p><b>Allowable</b> with prior approval for organization costs per <a href="#">2 CFR § 200.455</a>.</p>
<p><b>Participant Support Costs</b></p>	<p><b>ALL</b></p>	<p><b>Allowable</b> when provided in the approved budget or with prior written approval for such items as stipends or subsistence allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with approved conferences, training projects, surveys, and focus groups.</p>
<p><b>Political Activities</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for development or participation in political activities in accordance with provisions of the Hatch Act (<a href="#">5 U.S.C. §§ 1501-1508</a> and <a href="#">§§ 7324-7326</a>).</p>

<p><b>Pre-Award Costs</b></p>	<p><b>ALL</b></p>	<p><b>Allowable</b> when provided in the approved budget or with prior written approval of such costs are necessary for efficient and timely performance of the project’s scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award. If charged to the award, these costs must be charged to the initial budget period of the award, unless otherwise specified by AMS.</p> <p>A recipient may incur pre-award costs 90 calendar days before the award. Expenses more than 90 calendar days pre-award require prior approval. These costs and associated activities must be included in the recipient’s project narrative and budget justification. All costs incurred before the award are at the potential recipient’s risk. The incurrence of pre-award costs in anticipation of an award imposes no obligation on AMS to award funds for such costs.</p>
<p><b>Printing and Publications</b></p>	<p><b>ALL</b></p>	<p><b>Allowable</b> to pay the cost of preparing informational leaflets, reports, manuals, and publications relating to the project; however, the printing of hard copies is discouraged given the prevalence of electronic/virtual publication means. If charged to the award, these costs must be charged to the final budget period of the award, unless otherwise specified by AMS.</p>
<p><b>Rearrangement and Reconversion Costs</b></p>	<p><b>ALL</b></p>	<p><b>Allowable</b> as indirect costs with prior approval for cost incurred for ordinary and normal rearrangement and alteration of facilities.</p> <p><b>Allowable</b> as direct costs with prior approval for special arrangements and alterations costs incurred specifically for the award.</p> <p>Rearrangement and reconversion costs are those incurred in restoring or rehabilitating the non-Federal entity’s facilities to approximately the same condition existing immediately before the start of the grant agreement, less costs related to normal wear and tear.</p>
<p><b>Salaries and Wages</b></p>	<p><b>ALL</b></p>	<p><b>Allowable</b> as part of employee compensation for personnel services in proportion to the amount of time or effort an employee devotes to the grant-supported project or program during the period of performance under the Federal award, including salaries, wages, and fringe benefits. Such costs must be incurred under formally established policies of the organization, be consistently applied, be reasonable for the services rendered, and be supported with adequate documentation. Salary and wage amounts charged to grant-supported projects or programs for personal services must be based on an adequate payroll distribution system that documents such</p>

		<p>distribution in accordance with generally accepted practices of like organizations. Standards for payroll distribution systems are contained in the applicable cost principles (other than those for for-profit organizations).</p> <p><b>Unallowable</b> for salaries, wages, and fringe benefits for project staff who devote time and effort to activities that do not meet the legislated purpose of the grant program.</p>
<p><b>Selling and Marketing Costs – Promotion of an Organization’s Image, Logo, or Brand Name</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for costs designed solely to promote the image of an organization, a general logo, or a general brand.</p> <ul style="list-style-type: none"> <li>Promotional items could say “Buy STATE/COUNTY Grown Apples” but not “XYZ Grown”, which promotes XYZ generically.</li> <li>A promotional campaign to increase producer sales of “STATE/COUNTY Grown fruits and vegetables” is acceptable while increasing membership in “STATE/COUNTY Grown” generally is not.</li> </ul>
<p><b>Selling and Marketing Costs – Promotion of Venues that do not Align with Grant Program Purpose</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for costs for promotion of specific venues, tradeshow, events, meetings, programs, conventions, symposia, seminars, etc. that do not align with the legislated purpose of the grant program.</p>
<p><b>Selling and Marketing Costs – Promotional Items, Gifts, Prizes, etc.</b></p>	<p><b>ALL with exceptions</b></p>	<p><b>Unallowable</b> for promotional items, swag, gifts, prizes, memorabilia, and souvenirs.</p> <p><b>Allowable with conditions</b> to meet the requirements of the sponsored agreement, in the approved application or with prior approval for marketing activities directly related to the funded project. Promotional items include point-of-sale materials, promotional kits, signs or streamers, automobile stickers, table tents, and place mats, or promotional items of a personal nature (e.g., t-shirt, hats, etc.).</p>
<p><b>Selling and Marketing Costs – Coupons, Incentives or Other Price Discounts</b></p>	<p><b>ALL</b></p>	<p><b>Unallowable</b> for costs of the value of coupon/incentive redemptions or price discounts (e.g., the \$5.00 value for a \$5.00 clip-out coupon).</p> <p><b>Allowable</b> for costs associated with printing, distribution, or promotion of coupons/tokens or price discounts (e.g., a print advertisement that contains a clip-out coupon) as long as they benefit more than a single program or organization.</p>

<p><b>Selling and Marketing Costs – Food for Displays, Tastings, Cooking Demonstrations</b></p>	<p><b><i>ALL with exceptions</i></b></p>	<p><b><i>Unallowable</i></b> for purchasing food for displays, tastings, and cooking demonstrations.</p> <p><b><i>Allowable</i></b> where the specific cost is considered to meet the programmatic purpose of the sponsored program and is authorized in the approved budget or with prior written approval.</p>
<p><b>Selling and Marketing Costs – General Marketing Costs</b></p>	<p><b><i>ALL with exceptions</i></b></p>	<p><b><i>Unallowable</i></b> for costs designed solely to promote the image of an organization, general logo, or general brand.</p> <p><b><i>Allowable</i></b> for costs designed to promote products that align with the purpose of the grant program.</p>
<p><b>Selling and Marketing Costs – Sponsorships</b></p>	<p><b><i>ALL</i></b></p>	<p><b><i>Unallowable</i></b> for costs associated with sponsorships. A sponsorship is a form of advertising in which an organization uses grant funds to have its name and/or logo associated with certain events and where the organization does not necessarily know how the funds associated with sponsorship costs will be used. These costs also benefit only the organization offering funding, limiting the beneficiaries to the sponsor organization.</p>
<p><b>Selling and Marketing Costs – Use of Meeting Rooms, Space, Exhibits that do not Align with Grant Program Purpose</b></p>	<p><b><i>ALL</i></b></p>	<p><b><i>Unallowable</i></b> for costs associated with trade show attendance/displays, meeting room reservations, and/or any other displays, demonstrations, exhibits, or rental of space where activities do not specifically align with the purpose of the grant program. See <a href="#">Conferences</a> for more information.</p>
<p><b>Supplies and Materials, Including Costs of Computing Devices</b></p>	<p><b><i>ALL</i></b></p>	<p><b><i>Allowable</i></b> for costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award. Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms should be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs. Only materials and supplies used for the performance of a Federal award may be charged as direct costs.</p> <p>A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the recipient for financial statement purposes or \$5,000, regardless of the length of its useful life. In the specific case of computing devices, charging as direct</p>



		cost is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award. Where Federally donated or furnished materials are used in performing the Federal award, such materials will be used without charge.
<b>Training</b>	<b>ALL</b>	<b>Allowable</b> when the training is required to meet the objectives of the project or program, including training that is related to Federal grants management.
<b>Travel – Domestic and Foreign</b>	<b>ALL</b>	<p><b>Allowable</b> for travel, when provided in the approved budget or with prior written approval when costs are limited to those allowed by formal organizational policy and the purpose aligns with the legislated purpose of the program.</p> <p>The allowable travel cost of recipients that do not have formal travel policies and for-profit entities may not exceed those established by the Federal Travel Regulation, issued by <a href="#">General Services Administration (GSA)</a>, including the maximum per diem and subsistence rates prescribed in those regulations. If a recipient does not have a formal travel policy, those regulations will be used to determine the amount that may be charged for travel costs.</p>

## General Compliance

All SCBGP awards are subject to the terms and conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other considerations as described in the most recent [SCBG Terms and Conditions](#).

All costs must be allowable in accordance with the Federal cost principles outlined in [2 CFR part 200 Subpart E](#).

All subgrantees are subject to those cost principles applicable to the particular organization concerned. All costs must be associated with project activities that enhance the competitiveness of specialty crops. Please refer to the applicable cost principles when developing your project activities and budget. Please see [2 CFR 200 Uniform Guidance](#) for further guidance on cost principles.

## Unique Entity Identifier

All applicants must have a Unique Entity Identifier (UEI) number. The Unique Entity Identifier is the 12-digit alphanumeric identifier that will be provided by SAM.gov to all entities who register to do business with the federal government (including the existing entities). This is the identifier which is replacing the use of the DUNS. There is NO cost to register in SAM.gov.

## **Records Requirements**

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with ODAFF, receipts, invoices and copies of all reports and documents associated with the project. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records. All applicants must submit a final report for their project specifying how the goals and results were met.

## **Grant Award Agreement and Payment**

Prior to beginning work on the proposed project or receiving funding, each approved applicant will be required to sign a Grant Award Agreement with ODAFF indicating their intention to complete the proposed tasks, report results, and authorizing ODAFF to monitor the progress of the proposed project.

Eligible expenses must not occur until approval is received and all parties have signed the agreement and a purchase order number has been assigned to the project. Funds are disbursed on a reimbursement basis and upon the approval of properly submitted paperwork. Up to 10% of the total grant funds may be retained until receipt and approval of a final report.

## **Non-Availability of Funds**

Every payment obligation of the State under a Grant Award Agreement will be conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of the Agreement, it may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

## **Reporting Requirements**

A progress report is required with each invoice. These reports shall summarize project activities and progress made since the last report submitted and a summary of cost and reimbursements requested.

Annual reports are required for projects that span more than one year. A final performance report will be required within 60 days of the end date of the grant agreement. Templates for these reports can be viewed at <https://ag.ok.gov/economic-development-and-agriculture-markets/>

Organizations failing to provide grant reporting (annual, expenditure, and final) to ODAFF and/or USDA-AMS may be required to return previously disbursed funds to ODAFF and will be ineligible to apply for future SCBG funding.

## Monitoring

ODAFF reserves the right to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

## Budget and Grant Period Adjustments

If a project budget adjustment is needed during the project period, a written request must be made to ODAFF describing the reallocation, redefining of project dates or other significant changes to the project submitted and approved. However, the total budget amount, as dictated by the approved grant, cannot be adjusted. Grantees may not spend funds from line items not approved in the Contract Award. Changes and adjustments are subject to ODAFF and/or USDA-AMS approval. A change/extension form will be signed by an ODAFF representative once USDA-AMS approval has been granted.

## Project Evaluation Criteria

The grant projects that meet all the requirements listed in this publication will be evaluated by a review panel selected by ODAFF. No incomplete applications will be accepted. The panel will score applications that meet all the requirements by using ODAFF's scoring rubric that can be viewed at <https://ag.ok.gov/economic-development-and-agriculture-markets/>. The panel will provide their comments on the applications to the Oklahoma Secretary of Agriculture. Upon approval from the Secretary, applications will be submitted to USDA.

Applicants may be requested to modify or adjust their application and provide additional data to reports and results. These are time sensitive and failure to provide requested information may mean applicants being withdrawn from consideration.

## Submission of Application

1. A completed grant application must be emailed to Jason Harvey at [jason.harvey@ag.ok.gov](mailto:jason.harvey@ag.ok.gov) no later than **5 pm on Wednesday February 28, 2024**. ***Applications must be received by the grant deadline.*** Applications that do not adhere to this deadline will not be accepted.
2. A minimum of three (3) letters of support must accompany each application.

## Contact Information

Jason Harvey  
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Oklahoma Department of Agriculture, Food, & Forestry  
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