

2013 Specialty Crop Block Grant Program
POST-AWARD WEBINAR

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TOPICS DISCUSSED

- Requirements for Federal Grant Funds
- Specific State of Idaho Policies
- Financial Reporting Requirements
- Performance Report Requirements
- Prior Approvals or Change Requests
- Distribution of Funds
- Disbursement Agreements

FEDERAL GRANT FUNDS

Must follow applicable cost principles:

- 2 CFR Part 220: Educational Institutions
- 2 CFR Part 225: State, Local, and Tribal Governments
- 2 CFR Part 230: Non-Profit Organizations
- 2 CFR Part 3052: OMB Circular A-133 Audit Requirements

Grant funds may NOT be used for:

- Political activities, including lobbying
- Capital expenditures for general purpose equipment

STATE OF IDAHO POLICIES

Travel

- Must follow State of Idaho Travel Policy and Procedures outlined on www.sco.idaho.gov
- Current mileage rate
 - FY13: \$0.555 per mile
- Per diem schedule
 - Maximum \$30/day for overnight travel only
- Only preauthorized out-of-state travel is permitted

Purchasing

- Bid any equipment or service with cost > \$10,000
- Lowest acceptable bid must be chosen

REPORTING REQUIREMENTS

Quarterly Financial Ledgers

- Due 15 days following the end of each quarter

Semi-Annual Progress Reports

- Due April 30 and October 30

Final Report

- Due 45 days following the end of the project

QUARTERLY FINANCIAL REPORTS

- Must be completed on ISDA-provided ledger
- Due 15 days following the quarter end:
 - Quarter 1: October 1 – December 31
 - Ledger due January 15
 - Quarter 2: January 1 – March 31
 - Ledger due April 15
 - Quarter 3: April 1 – June 30
 - Ledger due July 15
 - Quarter 4: July 1 – September 30
 - Ledger due October 15

QUARTERLY FINANCIAL REPORTS

- Count only expenses for that quarter
- Enter expenditures/payments only
- Use defined budget categories
- Update budget tracking tab
- Submit electronically
- Request written approval required for budget changes greater than 10% of total budget

QUARTERLY FINANCIAL REPORTS

- Ensure costs are reasonable, allowable, and allocable
- Submit appropriate supporting documentation
 - **due with each ledger
- Maintain accurate records
- Keep records for at least three years following grant end date

PERFORMANCE REPORTS

- Must be completed in USDA format
- Semi-annual reports due 30 days following the end of the 2nd and 4th quarters
 - October 1 – March 31
 - Report due April 30
 - April 1 – September 30
 - Ledger due October 15
- Final performance reports due 45 days after project completion
 - Project ends September 30, 2015
 - Report due November 15, 2015

PRIOR APPROVAL OR NOTIFICATION

Required for change in:

- Key Personnel
- Scope or Objectives
- Budget Changes (>10% of total budget)
- Grant End Date

DISTRIBUTION OF FUNDS

- Expenditures will be reimbursed quarterly
- Ledgers must include supporting documentation
- ISDA must approve expenditures and documentation before disbursement is made
- All documentation must be submitted before final disbursement is made

WEBSITE RESOURCES

Reporting guidelines available at:

www.agri.idaho.gov

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